



Small Business Grant Application Form

Holly City Development Corporation (HCDC) received funding from the Neighborhood Revitalization Tax Credit (NRTC) program to provide small business assistance to businesses in the Millville Center City Neighborhood.

HCDC will provide small business grant assistance funding, for needed public-facing exterior (façade) repairs, interior building improvements, and equipment purchase, to eligible **businesses** in Millville's Center City Neighborhood. Businesses must meet Basic Eligibility Requirements. Assistance is available, on a first come first serve basis, until program funding is exhausted.

The Small Business Grant Program will assist eligible businesses with up to \$10,000 worth of building improvements and capital expenditures in the Center City Neighborhood.

The **attached** application should be completed by any business interested in the grant funding. Funding will be released, upon completed application and on a first-come, first-served basis.

Eligible IMPROVEMENT COSTS for Small Business Grants

Eligible improvements include:

- Exterior façade improvements
- Interior building improvements
- Improvements that bring the building up to code
- Commercial equipment purchases

Commercial eligibility criteria are as follows:

1. The property must be located within the district. See below for boundary map.
2. The applicant must provide proof of property ownership or current lease of commercial space.
3. The applicant must furnish proof the property owner is current on their real estate taxes and water/sewer payments for the subject property.
4. The applicant must furnish proof the property owner is current on their property insurance.
5. The applicant will be required to complete this application in its entirety and attach all requested documentation for an application to be considered complete.
6. Property owner/business owner are responsible for hiring the contractor that will complete the work and must provide a cost estimate of the work to be completed, as well as a timeline of the work to be completed or list of items being purchased and estimated timeframe for delivery.



7. Property owner/business owner and their respective contractors must obtain all required building and zoning permits to complete the work.
8. Pre-project photos are to be submitted with the application and post-project photos are required to be submitted after the project is completed.
9. All grant recipients are required to submit a final report to HCDC that includes receipts of expenditures and confirmation of payment to the respective contractors/vendors for the project. Before and after photos are also required for final report completion. Failure to submit a final report may jeopardize any future funding opportunities with HCDC.

Applications are to be submitted to Heather Santoro hsantoro@hollycitydevelopment.org or Heather Garrison hgarrison@hollycitydevelopment.org. Applications can also be delivered to 14 E. Mulberry Street. For additional information or questions about the application, please call the Holly City Development Corporation office at 856-776-7979.

1. The property is located within the Center City Neighborhood per the following map:

Property Owner Information	
Business Name:	
Business Street Address:	
Contact Name:	
Contact Phone Number:	
Contact Email Address:	



PROJECT INFORMATION	
Name and contact information of contractor being hired/or vendor information for items that will be purchased:	
Amount of funding being requested:	
Total project cost:	
Description of project:	
Please list all costs/estimates for each component for which grant funding will be used:	
Documentation required – Please attach and initial you provided the documentation:	
Copy of deed or current lease: (please attach)	
Proof taxes and water/sewer payments are current: (please attach)	
Proof property insurance is current: (please attach)	
Pre-project photos: (please attach)	

Please list any additional information below that will be helpful in considering your grant application:



Certification:

I hereby certify under the penalties of perjury that the statements made on this form are true and correct to the best of my knowledge.

Print Name:	
Signature:	
Date:	

Completed applications may be mailed to the Holly City Development Corporation office – 14 E. Mulberry Street or emailed to hsantoro@hollycitydevelopment.org or hgarrison@hollycitydevelopment.org.