



Small Business “Micro” Grant Guidelines

PROGRAM DESCRIPTION

The Small Business “Micro” Grant program helps fund projects to improve the appearance and function of small business spaces necessary for businesses to continue to operate and grow in Bristol. The program will fund “fixed asset” or “permanent building improvement” projects. Projects may include – but are not limited to – interior renovations, façade improvements, purchase and installation of fixed assets (for example, food preparation equipment), and more. Award contracts will include a “clawback” provision requiring grantees to repay all or a portion of the grant award in the event the company relocates or ceases operations.

FUNDING PARAMETERS

With limited program funding, no individual grant award may exceed \$5,000. Businesses in operation for greater than one year are required to pay at least 25% of final cost for projects, while startups in operation for under one year must fund at least 50% of final project costs. Grant funds may be released following completion of the eligible project or, in certain cases, during project work. Applications may include quotations for work, with the City providing grant funding based on the lowest bid amount. Three (3) quotations are preferred but not required.

PROGRAM ELIGIBILITY

Small businesses with operations in Bristol in good standing with the City of Bristol and with the payment of local taxes, and employing not more than 50 employees.

APPROVAL PROCESS

All applications for funding will be completed by the business owner with assistance from Economic and Community Development (ECD) staff.