

**Rahway Chamber of Commerce
2019 Business Improvement Grant Application**

Total Grant Funds Available for 2019: \$5,000.00

Deadline: April 1, 2019

To properly review your complete application the following items are required for submission:

1. Completed Application
2. Tax Identification Number of Business (EIN)

Eligibility Requirements:

1. Must be a Rahway Chamber of Commerce Business Member.
2. Applicant must be business owner, manager, or an authorized representative.

All Applications must be submitted via email to grants@rahwaychamberofcommerce.com no later than April 1, 2019. Any Applications received after the deadline shall be subject to automatic disqualification.

Terms and Conditions

1. Grant will be given directly to the company to complete the project described in the grant application.
2. The Grant shall only be used for Business Improvements, and not paying off business debt nor for reimbursing for a project previously completed.
3. Grant recipient must gain The Rahway Chamber of Commerce Grant Panel's approval prior to changing project scope.
4. The Rahway Chamber of Commerce Grant Committee has the right to seek return if project does not align within the project scope.
5. The Rahway Chamber of Commerce Grant Panel must receive receipts for materials purchased and invoices for services rendered within 30 days of receipt.
6. The Rahway Chamber of Commerce Grant Panel must receive grantee confirmation and authorization with receipts and invoices mentioned above.
7. Project must begin within 30 days after grant is received.
8. A full set of terms and conditions will accompany the Grant Agreement if you are selected.

1. Project Narrative

a. Background Information

i. **Business Name:** _____

ii. **Business Address:** _____

iii. **Mailing Address:** ___ Same as above

iv. **Product or Service:** _____

v. **Name of Person Completing Application:** _____

vi. **Position of Person Completing Application:** _____

vii. Contact Information:

1. **Business Phone Number:** _____

2. **Cell Phone:** _____

3. **Email:** _____

viii. **Business Tax Identification Number (EIN):** _____

ix. **Number of Employees:** _____

x. **History of Your Business:** _____

2. Project Plans

a. **Project Description: What is it that you want to do and why?**

b. **Why is this Project Important to your Business?**

c. **What is the project budget? (Please be as Specific as Possible by including Materials, Contractors and Costs of each)**

d. **Will this Project Benefit the Rahway Community, and if so how?**

e. How Much of your Own Money do you have Allocated for this Project?

f. When do you Plan to Start the Project? _____

g. When do you Plan to Finish the Project? _____

3. Contractors / Professionals

Note: if a chamber member's services fit into the scope of your project, include chamber estimates when applicable.

a. Who will be Completing the Project?

b. Who will be Coordinating the Project?

4. Conclusion

a. Is there any Additional Information you would like to Share with Us?

b. Please List at least Two (2) References who would Certify to the Character of your Business.
