

RISE SUGARLOAF



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A Microgrant opportunity

Brought to you by Sugarloaf Township Luzerne

Made possible by Luzerne County ARPA Grant
Program

RISE SUGARLOAF

Sugarloaf Township – Luzerne County County ARPA Fund Grant Award Program Guidelines | September 2023

STATEMENT OF PURPOSE:

RISE Sugarloaf was created to establish a microgrant program for local small businesses and not for profit groups and agencies to help recover lost revenue as a result of the COVID19 Crisis.

The intent of this grant is to help offset decreases in revenues as a result of limited fundraising due to restrictions as a result of COVID19, as well as limited availability of discretionary income available for individuals to donate due to inflation and lost pay due to the pandemic. Funding is also available to small businesses to support recovery and growth of the business or agency.

ELIGIBILITY:

1. An eligible applicant shall be a small business owner or not for profit group residing in and/or a taxpayer of Sugarloaf Township, Luzerne County.
2. Any not-for-profit group may apply for funding. This includes and is not limited to religious institutions, sports teams whose teams are part Valley Elementary/Middle School, located in Sugarloaf Township and school clubs located within Valley Elementary/Middle School, in Sugarloaf Township.
3. A small business for the purpose of this grant is defined as a business with less than 100 employees which is independently owned and operated with a current business license in Sugarloaf Township Luzerne County.
4. By submitting an application to Sugarloaf Township Luzerne County for this grant, the applicant agrees to commit funding to eligible projects as defined under "Use of Funds".

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Program Guidelines | September 2023

Available Funding:

Forty grants will be awarded for this program as follows:

30 grants in the amount of \$1,000.00

10 grants in the amount of \$500.00

Reporting:

By submission of your application, you agree to abide by all project guidelines including the timely, detailed reporting of expenditures and pictures where available for Sugarloaf Luzerne's grant reporting requirements. The applicant must maintain full and accurate records with respect to the project and must ensure adequate control over related parties in the project. Included in that report must be a detailed accounting with copies of checks and receipts of all funds spent. Fund **may not** be used to reimburse personal accounts for expenditures incurred during the COVID19 crisis. All funds must be used to benefit the business or program for which you are applying.

Nondiscrimination:

No assistance shall be awarded to an applicant under this program unless the applicant certifies that the applicant shall not discriminate against any employee or against any person seeking employment by reason of race, gender, creed, color, sexual orientation, gender identity or expression, or in violation of the Pennsylvania Human Relations Act, which prohibits discrimination on the basis of race, color, religious creed, ancestry, age, sex, national origin, handicap or disability, or in violation of any applicable federal laws.

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Use of Funds:

Funds may be used in the following manner and to address the following:

- Staff retention or recruitment
- Supply shortages
- Promotional advertising
- Signage and building/property improvements to make business more accessible.
- Product development
- Financial assistance to student organizations for supplies, uniforms, and materials
- Funds for campsites and/or accommodations for trips for student clubs where fundraising money would normally be used.
- Purchase of items to be used in fundraising efforts.

All funds must be accounted for. If there are funds which are not spent, they must be returned to the program. There is no match required for this program.

Application Evaluation:

The open period for this grant is September 6, 2023 to October 31, 2023. All applications must be returned to Sugarloaf Township by 3:30 PM on October 31, 2023. Applications will go through a review process for eligibility and completeness and will then be presented to a community board for consideration and allocation of funds. The awards will be made on November 21, 2023. Funds are to be spent and final reports are required to be submitted to Sugarloaf Township NLT April 8, 2024.

Any questions regarding this application or the RISE Sugarloaf project may be directed to Liz Tolan at 570-788-3575 or may be emailed to

sugarloafluzerne@ptd.net.

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Sugarloaf Township – Luzerne County County ARPA Fund Grant Award APPLICATION

Please note that all applications must be typed or printed in blue or black ink. Incomplete applications will be returned. Fill out all areas to the best of your ability. Applications must be signed and returned to the following address NLT October 31, 2023 at 3:30 pm. Applications may be sent electronically to: sugarloafluzerne@ptd.net.

Sugarloaf Township
858 Main Street
Sugarloaf, Pa. 18249
Attn: Liz Tolan – Program Administrator

If you have any questions regarding this application, please contact the program administrator at 570-788-3575 between the hours of 8:00am – 3:00pm Monday through Friday.

Applicant Information

Applicant Entity Type:	
Applicant Name:	
FEIN if applicable:	
Top Official/Signing Authority:	
Title:	
Contact Name:	
Contact Title:	
Phone:	
Email:	
Mailing Address:	

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Applicant Information (Cont.)

City:	
State:	
Zip Code:	
Current Number of Full Time Employees or Members:	
Name of your project:	
Have you spoken to anyone on the committee regarding your project? If so, who?	
Location address where funds will be spent:	
If you are a local business, do you have a current business registration?	

Project Budget:

Please provide a concise budget of where funds will be spent. Attach copy of current quotations for all purchases. If funds are being used for employee retention, provide details of employment including start date and years of service. Employees must be currently employed at your business and be in good standing.

Item	Total
Budget Total:	

Please use an additional sheet of paper and attached if needed.

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Project Narrative:

This narrative must specifically address each line item of the budget provided.

What do you hope to accomplish with this project? What problems need to be resolved that will be addressed by this funding?

How do you plan to accomplish it?

(Include expected outcomes that are specific, measurable, obtainable, and understandable. Include examples where possible.)

Project Schedule and Key Milestones and Dates:

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Exhibits:

Exhibit 1: Cost Estimates. Please provide dated and current estimates for all services and products included in your budget.

Exhibit 2: Please provide the executed written statement which is provided as part of this application from the business owner or the financially responsible party within your organization who will be responsible for all reporting and compliance as is required by this grant.

Signature of person submitting application:

Title:

Date:

Daytime Contact Phone Number:
