



MONTAGUE BUSINESS ASSOCIATION

P. O. BOX 485, TURNERS FALLS, MASSACHUSETTS 01376

WWW.MONTAGUEBUSINESS.COM

WELCOME to the MBA Member Project Grant Program!

HERE'S WHAT YOU NEED TO KNOW:

1. Once a year the Steering Committee will accept proposals for projects with funding requests from MBA members. The total amount of funding available every year will be determined by the Steering Committee, based on funds available beyond regular expenses of the Association.
2. The deadline for applications will be announced at least one month in advance on the MBA website and in an email message to all current members. Late applications will not be accepted.
3. All completed and on-time applications will be reviewed and evaluated by the Steering Committee. It is expected that submitted applications will be complete and provide sufficient information to evaluate each project. Any additional information (that doesn't fit on the application form) must be submitted with the application.
4. The Steering Committee will consider all the information entered on the application and any other information submitted at the same time. The Steering Committee is not responsible for errors or omissions by applicants. Grants will be awarded to projects that are most in the spirit of the MBA's mission* and that have the potential to enrich and strengthen our Community as a whole.
5. These grants are intended to pay for supplies purchased or other expenses for a specific project or event. Funds will be dispensed on a reimbursement-only basis and only after the project is completed. Grants are not intended to pay for wages, labor or permanent equipment. Recipients will be asked to provide documentation about their completed project for the MBA's records and for possible publicity purposes. Recipients will be required to submit receipts and other payment records before receiving their reimbursement funding.
6. Grant recipients will be announced at an MBA membership meeting. The decision of the Steering Committee is final.

HERE'S WHAT YOU NEED TO DO:

1. Fill out the application form. Please be sure you fill out every item on the application. Be as brief as possible but if you need a little more room you may submit additional information on a separate page.
2. Any additional information or materials that are submitted with your application must be clearly labeled with your name and identified as part of your application.
3. On or before the deadline, submit your signed, completed application and 3 copies (total of 4) to the Steering Committee at P.O. Box 485, Turners Falls, MA 01376.
4. Grant recipients will acknowledge Montague Business Association in all publicity related to the project.
5. If you have questions about this program or about the application process, you may call Lynne Rudié at 863-9406.

A FEW MORE THINGS:

1. We need your feedback! The Steering Committee will be asking for comments from participants when grants are awarded and as projects get completed. We need your help to make this program as valuable as possible to our members and our community.
3. In 2014, grant applications are due to the Steering Committee not later than June 1. Grant recipients will be announced before August 1. Total grant funds to be awarded in 2014 not to exceed \$1,000.
4. It is the intention of the Steering Committee to facilitate and monitor the first 2-3 grant cycles of this program. After that, if the program is deemed to be successful, MBA members will be asked to serve on the grant committee which will be chaired by one Steering Committee member.

***THE MONTAGUE BUSINESS ASSOCIATION SUPPORTS, PROMOTES AND DEVELOPS MONTAGUE'S BUSINESSES. IT ACTIVELY PARTNERS AND COLLABORATES WITH THE COMMUNITY AND PROMOTES MONTAGUE'S LONG-TERM ECONOMIC GROWTH.**



MONTAGUE BUSINESS ASSOCIATION MEMBER PROJECT GRANT PROGRAM APPLICATION (MUST BE SUBMITTED BY JUNE 1)

HERE'S WHAT THE MBA NEEDS TO KNOW:

Business name: _____ Your name: _____

address _____

Phone/cell: _____ email: _____

Project Name: _____

Project date(s) or timeline: _____

Project Description _____

Why do you want to do this project? _____

How does your project support the MBA's mission: _____

How does your project benefit Montague's business community: _____

What else would you like us to know about your project? _____

What is your project's overall budget? _____

What amount are you requesting from the MBA? _____

How will receiving this amount from the MBA impact the project's success? _____

What other funding sources do you have for this project? _____

Are you an MBA member? Yes No Are other MBA members participating in this project? Yes No

(who are they) _____

PLEASE SIGN HERE:

By signing I affirm that all information submitted is accurate and complete to the best of my ability. If I am awarded a grant I will complete my project conscientiously and provide positive feedback to help improve the program for future participants.