



312 Main Street
Towanda, PA 18848 USA
Phone: 570.265.9103
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SMALL BUSINESS INTERNET BUSINESS GRANT GUIDELINES

The Small Business Internet Business Grant is designed to encourage companies in the Northern Tier Region to utilize the Internet in conducting business. Grant assistance may not exceed **\$1,000.00** per applicant or **50%** of eligible expenses, whichever is **less** and is provided on a reimbursement basis.

Applicant Requirements:

1. The business must be a for-profit business located in Bradford, Sullivan, Susquehanna, Tioga, or Wyoming Counties.
2. The business must have between 1 and 100 full time employees.
3. The business must invest one dollar of its own money for every dollar of grant money received.
4. Purchases must assist in moving the business toward emerging technologies that use the Internet for business. For example: website development. *Equipment purchases and recurring fees (website hosting) are not eligible.*
5. NTRPDC must give prior approval before any purchase.
6. The applicant must execute and satisfy the terms of the Northern Tier Regional Planning and Development Commission's *Grant Applicant Assurance*.

To apply, submit to NTRPDC a brief proposal on company letterhead that must:

- Outline what you want to purchase and how it will utilize the Internet
- Outline of anticipated expenses
- Include signed Grant Applicant Assurance

We will take action on your proposal within ten business days of our receipt of all the required documentation above. Grants are available on a first-come-first serve basis

Once your proposal has been approved, you will have 120 days to complete your project and submit your receipts for reimbursement.

Please send your proposals to:

NTRPDC
ATTN: Jeff Field
312 Main Street Towanda, PA 18848
Phone: 570-265-1541 Fax: 570-265-7585 Toll Free #: 1-888-868-8800
Email: field@northerntier.org

Note: This data sheet is effective **July 1, 2009 through June 30, 2010** or until funding is completely expended, whichever occurs first. The demand for these grants is expected to exceed our annual allocation, so we encourage you to apply early. Terms are subject to change. Please call NTRPDC @ 888.868.8800 to verify current terms and conditions. This grant is funded through the Pennsylvania Department of Community and Economic Development.