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MUNICIPAL HARDWARE/SOFTWARE INCENTIVE GRANT GUIDELINES

The Municipal Hardware/Software Incentive Grant is to encourage municipalities within our region to utilize technology in their operations. Grant assistance is **75%** of the total purchase price up to **\$750**, whichever is **less**.

You must meet the following to be eligible for a Municipal Hardware/Software Incentive Grant.

1. The municipality must be located within one of our five counties: Bradford, Sullivan, Susquehanna, Tioga, or Wyoming.
2. Purchases must assist in utilizing technology; for example, computer, printer, or QuickBooks software. Office equipment and supplies such as copiers, desks, and printer cartridges are not eligible.
3. The grants are limited to one grant per municipality, per grant year period. (July 1-June 30)
4. The grant is reimbursable; a signed, completed reimbursement form and dated receipts must be provided before reimbursement.
5. You must have prior approval before any purchases.
6. A limited number of grants are available on a first-come-first-serve basis.

To apply submit the bottom half of these guidelines to Jeff Field, Information Technology Program Manager, at NTRPDC by mail, fax, or email (field@northerntier.org).

Within 10 business days of receiving your completed application, you will be notified of approval or denial.

This grant is funded in part through the Pennsylvania Department of Community and Economic Development. These guidelines are effective from July 1, 2008 to June 30, 2009 or until funds are expended.

Municipality: _____

County: _____

Contact Name: _____

Address: _____

City: _____ State: PA Zip: _____

Phone: _____ Email _____

Item Description	Price
Total	\$
Grant Request(75% of Total/\$750 Maximum)	\$