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MUNICIPAL HARDWARE/SOFTWARE INCENTIVE GRANT GUIDELINES

Municipal Hardware/Software Incentive Grant are designed to encourage municipalities within our region to utilize technology and improve efficiencies in their daily operations. Grant assistance may not exceed **\$750** per applicant or **75%** of the total purchase price, whichever is less.

Municipalities must meet the following to be eligible for a grant:

1. Be located within one of our five counties of 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 municipality must spend one dollar of their own money for every three dollars of grant money.
4. The grants are limited to one grant per municipality, per grant year period. (July 1-June 30)
5. You must have prior approval before any purchases.
6. The grant is reimbursable; a signed, completed reimbursement form and dated receipts must be provided prior to reimbursement.

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).

We will take action on your proposal within ten business days of our receipt of the request. Grants are available on a first-come-first serve basis. **Once your purchase has been approved, you will have 120 days to submit your receipts for reimbursement.**

Municipality: _____

County: _____

Contact Name: _____

Address: _____

City: _____ State: PA Zip: _____

Phone: _____ Email _____

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

Note: This data sheet is effective **July 1, 2010 through June 30, 2011** 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.