



312 Main Street
Towanda, PA 18848 USA
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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.

You must meet the following to be eligible for an Internet Business Grant.

1. Be located in one of our five counties of Bradford, Sullivan, Susquehanna, Tioga or Wyoming.
2. Be a for-profit business.
3. Have between 1 and 100 employees. That 1 employee may be the owner of the business.
4. Must spend one dollar of their own money for every dollar of grant money that they receive.
5. Purchases must assist in moving your business towards emerging technologies that use the Internet for business; for example, Web site development. Items like equipment purchases and recurring fees (like hosting) are not eligible.
6. You must have prior approval before any purchases.
7. The applicant must satisfy the terms of and execute 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 materials described 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:

Jeff Field, Information Technology Program Manager
NTRPDC
312 Main Street Towanda, PA 18848
Phone: 570-265-9103 Fax: 570-265-7585 Toll Free #: 1-888-868-8800
Email: field@northerntier.org

Note: This data sheet is effective **July 1, 2008 through June 30, 2009** 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.