



Luke A. Bronin  
Mayor

# Small Business Grant Application (CDBG Program)

Please refer to the 2019 Small Business Grant Program web page for guidelines and instructions, which can be found at [Hartford.gov/DDS](http://Hartford.gov/DDS).

This Application Form is due in the City of Hartford, Department of Development Services, Community & Small Business Development Division no later than 5 PM on Friday, June 21, 2019. All applications must be submitted via hand delivery to the Department of Development Services, 250 Constitution Plaza, 4<sup>th</sup> Floor, or email to Don Chapman ([ChapD001@Hartford.gov](mailto:ChapD001@Hartford.gov)) or Lynda Crespo ([CresL001@Hartford.gov](mailto:CresL001@Hartford.gov)).

## Applicant(s) Information

DUNS No. \_\_\_\_\_

Name	
Street Address	
City ST ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	

## Business Information

Type of Business	
Business Name	
# of Years in Business	
Street Address	
City ST ZIP Code	
Business Phone	
Website Address	
# of employees/including business owner	

## Person to Notify in Case of Emergency

Name	
Street Address	
City ST ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	

## Additional Information Required

Provide us with the following information along with this application

- Certified copy of most recent Tax Return (*Household*)
- Business Registration with CT Secretary of State

\_\_\_ Business Registration with City of Hartford Town Clerk’s Office *(if operating with a different DBA name than Secretary of State registered name)*

\_\_\_ Obtain a DUNS number (instructions can be found on the Application Guidelines)

\_\_\_ Completed Business Budget

\_\_\_ Completed Employee Income Certification (statistical purposes only)

\_\_\_ Authorization to Release Information Form signed

**\*\*Personal financial information is protected from being released through the “Personal Privacy Exemption” to the Freedom of Information Act.\*\***

### Summarize Request Description

Summarize the following questions:

1. Provide your business history and key activities; what products/services does your business provide? (2,500-character maximum)
2. How will the proposed request increase your production capacity, public exposure and/or produce new revenue? (3,500-character maximum)
3. How will you spend your grant award? Include a timeline. (3,500-character maximum)
4. How do you envision sustaining or growing your business over the next five years? (1,000-character maximum)

Please attach answers to these questions.

### Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that any false statements, omissions, or other misrepresentations made by me on this application may result in immediate disqualification of this application.

Name (printed)	
Signature	
Date	

### Non-Discrimination Policy

It is the policy of the City of Hartford to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

Thank you for completing this application form and for your investment in the City of Hartford.