



## **BUSINESS OPERATING GRANTS PROGRAM: 2025**

The Middlesex County Revitalization Commission (MCRC) Business Operating Grants Program will distribute \$200,000 in grants annually for five years, beginning in 2023 and ending in 2027. The grants are designed to assist Middlesex County-based small businesses in continuing and expanding their operations.

**The 2025 application period is Saturday, February 15, 2025, to Saturday, March 15, 2025.** There will be no extensions. We encourage all interested applicants to prepare and review their applications offline before submitting them online. More information is available [on our website](#), and any questions can be addressed to Rebecca Mead, MCRC Administrator, at [rebecca@middlesexchamber.com](mailto:rebecca@middlesexchamber.com).

## **ELIGIBILITY CRITERIA**

**To be eligible for a grant, ALL applicants must attend a live, online information session before applying.** The [MCRC website](#) lists all sessions and provides links to registration. If the applicant cannot participate in a live session, arrangements must be made with MCRC Administrator Rebecca Mead to gain access to a recording.

Additionally, to be considered for a grant, the application must be completed thoroughly, including submitting documentation supporting your business's eligibility.

To be eligible, the business must:

- Be based in and have operated in Middlesex County for at least 24 months as of March 15, 2025 (this is a business retention and growth initiative for existing Middlesex County businesses. Startups will not be considered.)
- Have no more than 50 employees and under \$8 million in gross sales in 2024.
- Be a for-profit United States Corporation, LLC, partnership, or sole proprietorship, and possess good character and reputation.
- Be in good tax standing with the State of Connecticut Department of Revenue Services.
- Be compliant with the Connecticut Department of Labor Office of Unemployment Assistance and all applicable state and federal employment laws and regulations, including but not limited to minimum wages, unemployment insurance, workers' compensation, and child labor.
- Be in good standing with the town where they are located.
- Be current on all prior MCRC and state lending programs, if applicable.
- Be in operation, even if working remotely.



Please note even if the business meets these conditions, it will be disqualified if it has any of the following:

- Active bankruptcies
- Owners with unpaid child support
- Outstanding taxes, liens / judgments, or payroll

#### Ineligible Applicants

- Franchise businesses with two or more locations under ownership
- Payday loan businesses
- Adult-oriented businesses
- Passive real estate investments
- Lobbying firms
- Pyramid schemes or multi-level marketing firms
- Speculative business firms such as commodity futures trading

#### **FUNDING**

##### **Grant Amount**

- The maximum assistance amount will not exceed \$25,000.00 per business per grant year.
- The total grant amount per business will be based on the documented need and available resources.
- MCRC will determine if a matching component of the grant will be required.

##### **Feasibility**

The business must be able to demonstrate that the operating assistance provided will enable the business to continue to operate and/or to provide continued employment to its employees. The business must present a reasonable likelihood for long-term viability.

##### **Use of Funds**

Applicant must demonstrate that the operating funds are necessary and sufficient to sustain and grow the business and increase and/or retain jobs when combined with any other sources. The grants are to provide funds for potential business expansion and growth or support ongoing operations due to an experienced hardship.



The approved use of funds includes equipment and/or technology, leasehold improvements, and other fixed costs, including costs associated with supply chain disruption, increased employee travel time/mileage expenses, increased vendor costs, loss of income, and additional marketing expenses.

**Compliance**

A formal agreement between the assisted business and Middlesex County Revitalization Commission will be required. This agreement will constitute how MCRC monitors and enforces compliance with the grant program requirements.



## **APPLICATION QUESTIONS**

All applications must be submitted online at [mxcrc.org](http://mxcrc.org). You will receive an email confirmation of receipt, and you will be contacted with questions or requests for additional information.

There are five sections to the application:

1. Business information
2. Use of funds
3. Financial information
4. Job retention and creation projections
5. Certification

### **1. Business Information**

Legal Name of Business, Business Address, Years at Address, Federal Tax ID Number, Business Phone, Business Email, Form of Corporation, Date of Business Start, and Letter of Good Standing with the CT Department of Revenue Services (upload PDF file).

Additionally, applicants will be asked to describe the business and the services/products that the business provides, and whether the business is owned and operated by a veteran, woman, minority, or disabled person(s).

Please note applicants must provide the following information once the Form of Corporation is chosen –

- Sole Proprietor: No additional information is required
- LLC: Names and addresses of all members of the LLC
- Corporation: Names and addresses of officers and directors of the corporation and/or corporation with a financial interest of five percent or greater of said corporation
- S-Corporation: Name and address of all business stakeholders
- Partnership: Name and address of all partners, including the proportionate share of each partner

## 2. Use of Funds

Applicants are required to provide a narrative on how the requested funds will positively impact the growth and development of the business or mitigate the negative impact of a hardship currently being experienced. Applicants must describe, provide a dollar amount for each aspect of the grant request, and list the total amount of the grant request. List equity contribution from the business and any additional assistance, either applied for or received, including the funding source, amount, anticipated use, application submission dates, and current application status. Documentation providing proof of costs is required (upload PDF files).

## 3. Financial Information

IRS Tax return paperwork for 2022, 2023, 2024 (upload PDF files):

- Sole Proprietor: 1040 Schedule C
- LLC: 1040 Schedule C or Form 1120S
- Corporation: Form 1120
- S-Corporation: Form 1120S
- Partnership: Form 1065

*If the 2024 federal tax return paperwork is unavailable at the time of the application, a P&L statement reviewed and signed by the business's CPA will be accepted.* Please contact MCRC Administrator Rebecca Mead if you have any questions ([rebecca@middlesexchamber.com](mailto:rebecca@middlesexchamber.com)). All documents must be uploaded as PDF files, with **all password protection removed**.

## 4. Job Retention & Creation Projections

Number of full-time and part-time employees as of the application date, and December 31<sup>st</sup> of 2024, 2023, and 2022. Projected employment retention and/or additions in 2025. IRS Form 941 for 2024 Q4 (upload PDF file).

## 5. Certification

Certification that all information provided, and attachments are accurate and complete. Applicant name, phone, and email address required.



Once the application has been successfully submitted, an email confirming receipt will be sent. The application will be rejected if any information or documentation is missing or incomplete. Additionally, it will be rejected if the PDF files are password-protected.

**All applications must include the following documentation:**

- Letter of Good Standing from the CT Department of Revenue Services
- Federal Tax Returns (see requirements under the Financial Information section) for 2022, 2023, and 2024.
- IRS Form 941 for 2024 Q4
- Documentation providing proof of costs is required (upload PDF files).

Please direct any questions to Rebecca Mead, Administrator, Middlesex County Revitalization Commission via email [rebecca@middlesexchamber.com](mailto:rebecca@middlesexchamber.com).