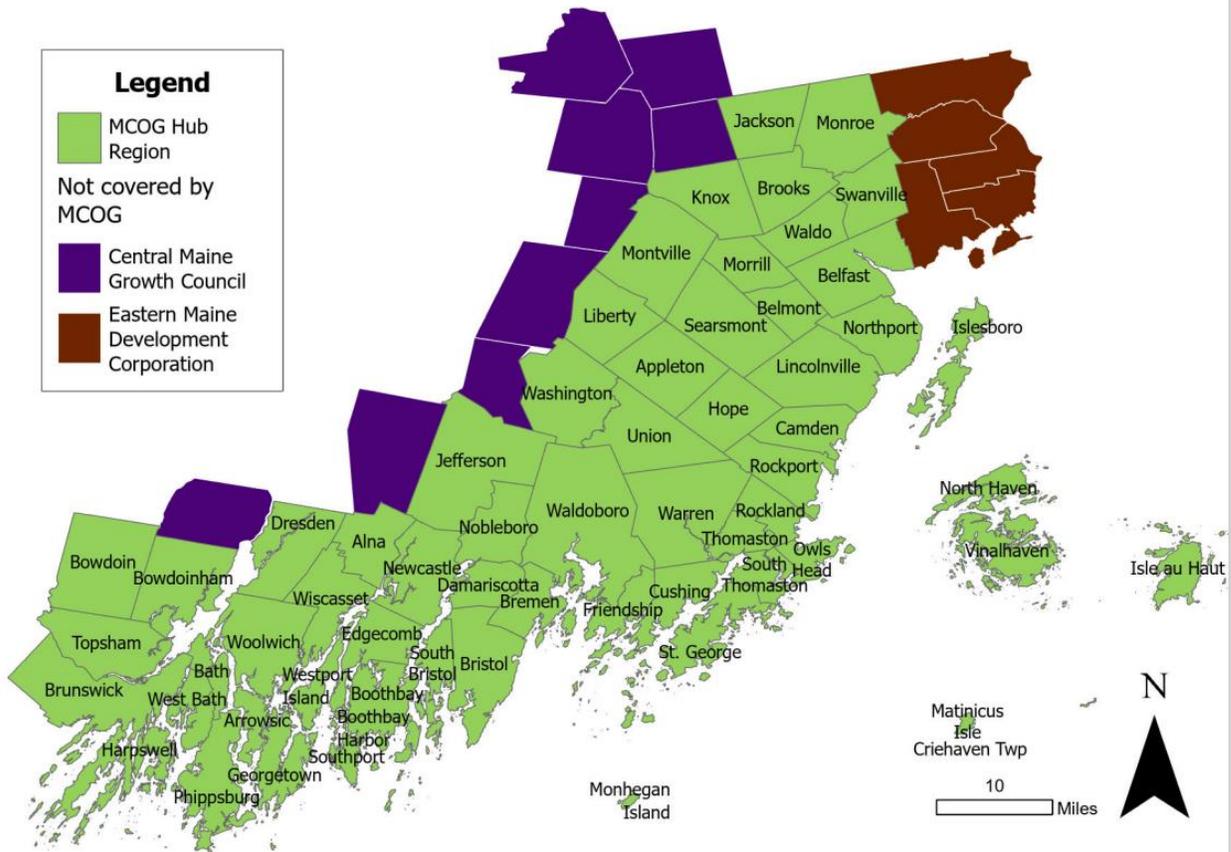


Application Instructions:

Below you will find a PDF version of the New Business Recovery Grants application. Here are some instructions before you begin:

- ✓ To be eligible businesses must have been started or acquired on or after January 1st, 2020; have fewer than 250 employees; be in good standing with the Maine Secretary of State Bureau of Corporations; be current on payroll and state and federal taxes; be not using funds to pay off debt; and be located in the MCOG Hub region (see below for a map of this region).
- ✓ Please fill out the first few questions and more will appear if you are eligible for the grant.
- ✓ You will need to provide your Tax ID number.
- ✓ Since this is a federal grant, this application requires a Unique Identifier Number (UEI) OR a proof of pending status. To apply for a UEI, visit this link [here](#) and send a proof of pending status to hub@midcoastcog.com. For guidance on applying for a UEI, see this [YouTube video](#) produced by Maine Technology Institute.

Midcoast Council of Governments Hub Region



Application

1. Legal Name of Entity (this is the name that corresponds to your tax ID number)
 2. Name of person completing this application
 3. Name of person applying for the grant
- E.g. owner, president, employee
4. Did your organization start/was your organization acquired on or after January 1, 2020?
 - Yes
 - No
 5. When did your business/nonprofit start?
 6. How many employees does your business/nonprofit employ in Maine?
 - Less than 250
 - 250 or greater
 7. Has your business/nonprofit been adversely affected by the Covid-19 pandemic?

For example, lost sales or increased costs related to supply chain disruptions, or challenges in recruiting and/or retaining staff.

- Yes
 - No
8. Was your business been able to take advantage of pandemic-related relief?

Please note that the New Business Recovery Grant Program cannot be used to fund expenses that were covered by previous pandemic-related awards.

- Yes
 - No
9. Federal Unique Entity Identifier (UEI) number or Proof of Pending Status

Required for grant applicants.

For more information or to find your UEI, click on the following link: <https://sam.gov/content/home>. If you do not have a UEI yet, please apply for one, write Pending below, and forward the Proof of Pending Status to hub@midcoastcog.com

10. Business/Nonprofit Tax ID Number or EIN
11. Is your business/nonprofit in good standing with the Maine Secretary of State Bureau of Corporations?

You can search for your business here: <https://apps1.web.maine.gov/nei-sos-icrs/ICRS?MainPage=x>

- Yes
 - No
12. Is the business/nonprofit current on its payroll and state and federal taxes?
 - Yes
 - No

13. Primary Email
14. Secondary Email (optional)
15. Business Street Address, City/Town, State, Zip

This address must be in the MCOG Hub Region. See www.midcoastcog.com for MCOG Hub Region map.

16. Business Mailing Address, City/Town, State, Zip

If different from street address.

17. Does your business have other locations in Maine? If so, in what town(s)?
18. In five sentences or less, summarize and quantify adverse economic effects from the COVID 19 pandemic experienced by your business. Please include ongoing challenges your business continues to face

For example, lost sales or increased costs related to supply chain disruptions, or challenges in recruiting and/or retaining staff. Please note that awardees will be required to provide documentation such as tax returns or management financials to demonstrate these adverse impacts. Backup documentation will be requested separately.

19. Grant amount requested:
20. Please provide a project description

In 5-10 sentences, describe proposed use of grant funds and how this project/investment will further your business recovery from the pandemic and make it more resilient to future shocks/disruptions.

21. Please provide a brief business plan

In 5-10 sentences, please describe your business plan, particularly the product/service you provide, your operations, and your marketing and sales strategies. Describe how the above project supports this business plan.

22. What type of service are you seeking? You may check multiple boxes

- Financial assistance
- Advising and other non-financial one-on-one support
- Entrepreneurial training in a group setting
- Advising/training tailored to minority-owned businesses

23. If applicable, what subjects or topics of advising or training are you most interested in?

24. Is your business more than 50%:

- Ethnic, racial, or linguistic minority-owned?
- Woman-owned?
- Veteran-owned?
- None of the above

25. What industry is your business/nonprofit in?