



City of Amsterdam Microenterprise Assistance Program (AMAP) Pre-Application



The City of Amsterdam, in conjunction with Montgomery County Business Development Center, is applying for a \$200,000 grant through the New York State Office for Housing and Community Renewal. If awarded, The City of Amsterdam’s Microenterprise Assistance Program (AMAP) will target small businesses by providing much-needed working capital for start-up ventures or expansion of existing businesses.

The City anticipates assisting upward of 18 new or expanding businesses with local AMAP grants. Businesses that qualify are eligible to receive grants ranging from \$5,000 - \$25,000 for their start-up or expansion projects. Grants are intended as working-capital for equipment, inventory and operation, NOT for construction.

The deadline for all pre-applications is Monday July 25th, 2016.

This pre-application is for pre-screening purposes only. Submittal of this form does not guarantee acceptance to the program if the City of Amsterdam is awarded the funding. Applicants will still be required to submit a complete application at that time.

Program Rules and Eligibility:

1. The minimum grant amount will be up to \$5,000. Businesses will be eligible for additional funding up to \$10,000 (\$15,000 total) for creating one new full-time-equivalent* (FTE) job, and will be eligible for up to \$20,000 additional funding (\$25,000 total) for creating two or more new FTE jobs.
2. Grants are intended as working-capital for equipment, inventory and operation, NOT for construction.
3. Applicants’ planned or existing business operations **must be located within the City of Amsterdam.**
4. Businesses must contribute at least 20% of the cost of the project in **cash equity**; AMAP grants may not exceed 80% of the total project costs.
5. Applicants must be new and existing commercial enterprises with **five or fewer employees**, one or more of which may be the principal(s) and own the enterprise at the time of application.
6. Businesses receiving funding **must create one new job** offered to or made available to** persons from low-to-moderate-income (LMI) families*** **OR be owned by a person defined as LMI.** (See below for National Objectives/ LMI Limits for definitions).
7. New jobs must start **within the ****two year State grant period** (roughly March 2017 – April 2019).
8. Businesses receiving grants must participate in an “Entrepreneurial Training Seminar,” as a **requirement** for receiving funds. Training dates will take place in Spring of 2017.
9. A minimum of 50% of grant funds will be awarded to start-up businesses. Start-up is defined as an enterprise that has been in business fewer than six months at the time of application.

National Objectives/LMI Limits

*A portion (51%) of CDBG program funds must benefit persons defined as low-or-moderate-income based on federal “HUD” standards, equivalent to 80% of the HUD Area Median Family Income (AMFI). HUD defines the AMFI for Montgomery County as \$56,500 in 2016. In order to qualify as LMI, persons must have combined **family incomes below the following limits** based on household size (i.e. # of persons):*

Montgomery County, NY

Family Size:	1 Person:	2 Persons:	3 Persons:	4 Persons:	5 Persons:	6 Persons:
Income Limit:	\$33,000	\$37,700	\$42,400	\$47,100	\$50,900	\$54,650

Notes: *Full-time-equivalent (FTE) job is any combination of two or more part-time jobs that, when combined, constitute the equivalent of at least 40 hours per week.

** -- “Available to” LMI persons means the position must be advertised fairly and require no special skills or educational levels beyond a high school education.

***-- Family income limits are for year prior to employment; there is no cap on salary for jobs created.

****-- The two year State grant period starts the date that the City of Amsterdam is awarded the Microenterprise Grant Program Funding

