

Procedures for Recruitment Grant Program

Eligibility: The Greater Pitman Chamber of Commerce offers a maximum of \$1,500 to help attract new businesses that complement the existing mix of businesses. The following rules apply.

- 1) Buildings must be located on Broadway between Columbia and Woodland Avenues, or on Pitman Avenue between Broadway and Highland Terrace, or Holly Avenue between Alcyon lake and Highland Terrace.
- 2) The Primary first floor use must be commercial.
- 3) Improvements must be for “Fit-Outs”, as described in the Recruitment Grant Program or for Rent Grants, as described in the Pitman Recruitment Grant Program.
- 4) Property taxes, water and sewer payments on the property must be current before Grant payment. A letter from the Boro is required as proof.
- 5) Must be a member of The Greater Pitman Chamber of Commerce to be eligible for Grants.
- 6) Work must be completed within 6 months from approval date.

PROCEDURES: The following is an outline of the procedures followed by The Greater Pitman Chamber of Commerce_____

¹To be determined based on funds available.

- 1) **APPLICATION:** Along with the completed applications, additional background information must be included as listed.
- 2) **INTERVIEW and PRELIMINARY SITE VISIT:** Detailed overview of the program and visit by Greater Pitman Chamber of Commerce representative.
- 3) **ELIGIBILITY APPROVAL:** Eligibility approval is based on the rules outlined above.

- 4) "FIT-OUT" APPROVAL: Approval is determined through the Greater Pitman Chamber of Commerce after the applicant supplies a written description of the proposed "fit-out".
- 5) RENT GRANTS: A written description of the applicant's proposal must be submitted. The proposal must be consistent with the requirements as set forth in the Pitman Recruitment Grant.
- 6) THE BIDDING PROCESS FOR "FIT-OUT" GRANTS: The applicant will solicit bids from at least two contractors. If the applicant chooses to do the work, the grant can only be used as a match to the cost of materials. All work must conform to the approval of the Greater Pitman Chamber of Commerce.
- 7) THE CONTRACTS FOR "FIT-OUT GRANTS: Two contracts are required: one between the applicant and the contractor, the other between the applicant and the Greater Pitman Chamber of Commerce. The applicant is responsible for the contract with the contractor. Greater Pitman Chamber of Commerce can not intervene to remedy disputes between contractors and applicants. The contract between the applicant and Greater Pitman Chamber of Commerce includes the Work Write-up and a copy of these program procedures. Filing an application constitutes an agreement to these terms.
- 8) CONTRACTOR PAYMENTS: The applicant is responsible for all costs and payments to the contractor. Payment schedule is negotiated between the contractor and the applicant.
- 9) THE INSPECTIONS: Inspections are performed by the Borough of Pitman inspectors as needed while the work is in progress to verify compliance with the approved design plans.
- 10) THE FINAL INSPECTION: Grant payments are not made until a final inspection has been performed and the Borough of Pitman inspectors, the Pitman Historic Commission/Planning Board (if property falls within the historic district) and the applicant are satisfied. If the applicant is completing the work himself, receipts for the materials must be submitted at this time.
- 11) THE GRANT PAYMENT: The Greater Pitman Chamber of Commerce approves and issues all grant payments. Grant Payment will be made to the business after the business pays the contractor in full. A copy of the check and receipt indicating the contractor has been paid in full must be submitted before any payment is issued.

12) All approvals and permits by Boro of Pitman must be submitted.

CERTIFICATION: I hereby certify that I have read, understand, and agree to abide by the program eligibility rules and procedures as outlined above. I also understand that failure to comply with these eligibility rules and procedures will result in loss of eligibility to receive the grant.

Business Name

Signature of Applicant

Date

If you have any questions about the grant or the application process, please contact:

info@uptownpitman.com

Application for **Recruitment Grant Program**

Greater Pitman Chamber of Commerce

Thank you for your interest in Greater Pitman Chamber of Commerce Committee Recruitment Grant Program. The following items are required to process your application:

For Initial *Approval*, please submit the following items with this completed application:

- A copy of the Deed to the Property (if applicant is the owner), or a copy of current lease (if applicant is renting).
- If you are renting, provide written permission from the landlord for the work to be completed.
- If the building is currently up to code, please enclose the Certificate of Occupancy Permit. If the building is not currently up to code, the proposed rehabilitation work *must* correct those violations. Greater Pitman Chamber of Commerce funds can only be paid once all building codes are satisfied. Although the Greater Pitman Chamber of Commerce Commercial Façade Grant is intended to fund *façade* work only, the applicant's matching funds may be used to correct the code violations.

DATE: _____

1. Applicant name: _____

2. Mailing address: _____

3. Phone Number: Home _____ Work _____

4. Applicant's federal employer ID Number (or SS number): _____

5. Business name and address: _____

6. Briefly, describe the business or businesses located in our building:

a. What goods or services are provided: _____

b. When was it established? (Month/Year): _____

c. How many employees currently use the building? _____

d. How many new jobs do you think will be created in the next two years? _____

7. Name and address of the building owner (if different than applicant): _____

Phone Number: _____

8. If a "Fit-Out", please summarize what items you are applying for :

8. If for a Rent Grant, please summarize the proposed rent grant you are seeking:

9. How will the project affect your business goals regarding production, sales, profits, jobs created, etc.?

I hereby certify that to the best of my knowledge and belief the above information is true and correct and that I am the owner/renter (circle one) of the property for which the Recruitment Grant is proposed. Eligibility for the Greater Pitman Chamber of Commerce Grant is determined by the information presented in this application and in the required attachments. Any unapproved changes in the proposed project from the facts presented in the application could disqualify the project from eligibility.

Business Name

Signature of Applicant

Date