



312 Main Street
Towanda, PA 18848 USA
Phone: 570.265.9103
Toll-free: 888.868.8800
Fax: 570.265.7585

SMALL BUSINESS INTERNET BUSINESS GRANT GUIDELINES

The Small Business Internet Business Grant is designed to encourage Pennsylvania companies to utilize the Internet in conducting business. Internet Business Grants are reimbursement grants. Grant assistance may not exceed **\$1,000.00** per applicant or **50%** of eligible expenses, whichever is **less**.

You must meet the following to be eligible for an Internet Business Grant.

1. The company must be located within our five county area of Bradford, Sullivan, Susquehanna, Tioga, or Wyoming counties.
2. It may have no more than 50 employees.
3. Purchases must assist in moving your business towards emerging technologies that use the Internet for business; for example, Web site development. Items like equipment purchases and recurring fees (like hosting) are not eligible.
4. The grants are limited to one grant per applicant, per grant year period. (July 1-June 30)
5. The Small Business Internet Business Grant is limited to a lifetime maximum of a total grant value not to exceed \$2,000 per applicant.
6. The company must employ at least one full-time equivalent employee; it may be the owner of the business.
7. The company must spend one dollar of their own money for every dollar of grant money that they receive.
8. You must have prior approval before any purchases.
9. Those applying for the grant should be for-profit businesses.
10. The applicant must satisfy the terms and execute Northern Tier Regional Planning and Development Commission's Grant Applicant Assurance.

To apply submit to NTRPDC, a brief proposal on company letterhead. It should:

- Outline what you want to purchase and how it will utilize the Internet
- Outline of anticipated expenses
- Include signed Grant Applicant Assurance

We will approve or deny your proposal within 10 business days of our receipt of all the materials described above. A limited number of grants are available on a first-come-first-serve basis.

Please send your proposals to:
Cynthia Krise, Information Technology Program Manager
NTRPDC

312 Main Street Towanda, PA 18848
Phone: 570-265-9103 Fax: 570-265-7585 Toll Free #: 1-888-868-8800
Email: krise@northerntier.org

Note: This data is effective July 1, 2005 through June 30, 2006 or until funding is completely expended, whichever occurs first. Terms are subject to change. Please call NTRPDC @ 888.868.8800 to verify current terms and conditions.

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