

Boxborough Business Improvement Grants

ATTACHMENT A – Application Cover Sheet



Applicant Name: _____ Date: _____

Business Name: _____ Business Address: _____

Preferred Email: _____ Phone Number: _____

Description of Business: _____

Please check one: ☐ New Business ☐ Existing Business – Date first opened: _____

☐ Temporary Installation

Brief description of the work proposed: _____

Amount of match provided: _____ Source of matching funds: _____

Application Checklist

It is the applicant's responsibility to provide each of the following materials. Applications with one or more pieces missing may be deemed incomplete and may not be evaluated. Please use the checklist below to organize your application. Once complete, application materials should be emailed to awade@boxborough-ma.gov using the subject "Boxborough Business Grant Application YOUR BUSINESS NAME". Paper applications will also be accepted at the Town Clerk's Office, in sealed envelopes labeled "Boxborough Business Grant Application YOUR BUSINESS NAME".

☐ Application Cover Sheet (this form)

☐ Detailed Project Budget

☐ Project Narrative (2000 words)

☐ Proof of Business operation or Business Plan

☐ Project Summary (750 words)

☐ Proof of Match funding (bank letter, account statement, notice of award)

*Completion of this form does not constitute an award of funding. Funding is subject to competitive grant process and cannot be guaranteed. **If you require reasonable accommodation completing this form, please contact the Office of Land Use and Permitting – awade@boxborough-ma.gov***