



City of Erie

Department of Economic and Community
Development

The Flagship Fund

Est. 2018

A Micro-Grant Program funded to aide Business Development in
the City of Erie

The Flagship Fund

Micro-Grant Program

ABOUT THE FUND

The Flagship Fund is the City of Erie's first ever Micro-Grant program for small businesses. Established to provide financial assistance to support market-ready products and services, it also serves to enhance the City of Erie's reputation for innovation and creativity; contribute to a thriving, sustainable business culture; and improve the quality of life for residents of the City of Erie.

Start-ups and established businesses from any sector are welcome to apply with a great idea and a sound business proposal that is going to proceed regardless of grant funding.

Funding awards will be granted up to \$5,000.

A 1:1 funding match is required and grant dollars will be awarded on a reimbursement basis.

GRANT OBJECTIVES

To encourage the establishment, growth and retention of sustainable businesses which enhance the City of Erie's reputation for innovation, creativity, business vitality, diversity, inclusiveness, quality of life and environmental sustainability.

To create employment opportunities and increase the level of business investment in the City of Erie.

To support innovative businesses that demonstrate solid market potential and a sound business model, including long-term financial viability.



WHO IS ELIGIBLE TO APPLY?

- A registered business in the Commonwealth of Pennsylvania;
- With a physical address within the City of Erie;
- The applicant must have 10 or fewer employees
- The applicant must make less than \$500k in annual revenue
- In addition, Member-based organizations and associations are able to apply given they have a mission or vision to improve the business climate in the City of Erie.

WHO IS NOT ELIGIBLE TO APPLY?

- Companies not registered with the Commonwealth of Pennsylvania
- Applicant not physically located in the City of Erie, or planning to relocate jobs outside of the City in the next two years
- Applicants with over 10 employees
- Applicants who make more than \$500k in annual revenue
- Franchise owners
- Non-profit organizations
- Membership-based organizations and/or associations that DO NOT have a business-related mission or vision.
- Companies on the federal or state debarment lists
- Companies with delinquent taxes, fines, or outstanding violations with the City.
- Owners who may have a conflict of interest in receiving grants from the City
- Companies that have already received a grant from The Flagship Fund in the last 5 years

ELIGIBLE USE OF FUNDS

Projects must be completed within **one (1) year** of award announcement from the City unless otherwise approved. Requested costs must be reasonable, and the City reserves the right to review proposed estimates, quotes, or other financial information directly related to the grant project.

Eligible uses include:

- Marketing and Advertising expenses
- Façade | Building Improvements
- Specialized Equipment
- Computer Hardware | Software
- Website Development
- Consultation Costs
- Security Cameras
- Lighting | Exterior Signage
- Internship Stipend
- Strategic | Succession | New Market Development planning

Application and Reimbursement Processes:

- Grants will be committed and funded in a competitive manner, during pre-determined application periods based on availability of funds.
- Applicants will be notified in writing of acceptance or denial of projects
- The final grant award amount will be determined by the following members of City Hall:

Mayor, Joe Schember

Chief of Staff, Renee Lamis

Director of Economic and Community Development, Chris Groner

Business Development Officer, Jennifer Hoffman

City Council Liaison to Department of Economic & Community Development

Ben Franklin Technology Partners Portfolio Manager, Brian Slawin

Flagship Opportunity Zone Development Co. Director of Capital Formation, Brett Wiler

Erie Innovation District President, Karl Sanchack

- If the applicant accepts the award, a representative from the City of Erie will contact the owner to explain next steps in the process (contract agreement / invoicing / etc.)

**The City reserves the right to deny approval of any application for reasons including, but not limited to, potential duplication of other available business assistance programs, competitiveness of applications received, modifications to grant criteria, etc.*

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APPLICATION

I. BUSINESS INFORMATION

Business Name (as it appears on License) _____

Owner(s) Name _____

Business Address (as it appears on License) _____

Business Phone _____ Home/Mobile Phone _____

Email Address _____

Type of Business (or Association) _____

Number of employees _____ Year Established _____

Estimated last annual revenue / income (in dollars) _____

Amount of funding requested (up to \$5,000 | 1:1 match required) _____

II. USE OF FUNDS

I would like to be considered for funding to address the following need:

- | | |
|---|--|
| <input type="checkbox"/> Marketing and Advertising | <input type="checkbox"/> Technical Assistance Consultation |
| <input type="checkbox"/> Façade Building Improvements | <input type="checkbox"/> Security Cameras |
| <input type="checkbox"/> Specialized Equipment | <input type="checkbox"/> Lighting Exterior Signage |
| <input type="checkbox"/> Computer Hardware/Software | <input type="checkbox"/> Internship Stipend |
| <input type="checkbox"/> Website Development | <input type="checkbox"/> Other |

IV. Budget Worksheet

PROJECT / NEED	ESTIMATED COST	GRANT REQUEST	MATCHING FUNDS	MATCHING ENTITIY	PROJECT TOTAL

**Please attach any additional documents you believe will strengthen your application.*

Please return completed application to:

Chris Groner, Director of Economic and Community Development
 (814) 870-1272 | cgroner@erie.pa.us
 City Hall
 626 State Street
 Department of Economic and Community Development | Room 404
 Erie, PA 16501

Or

Jennifer Hoffman, Business Development Officer
 (814) 870-1275 | jhoffman@erie.pa.us
 City Hall
 626 State Street
 Department of Economic and Community Development | Room 404
 Erie, PA 16501