



Technical Assistance Program Participation Interest & Qualification

Program Description

Purpose: The Tri-County Council for Western Maryland (TCCWMD) can provide grants for technical assistance to small businesses in Allegany, Garrett and Washington Counties in Maryland. TCCWMD may approve projects that will assist businesses that need professional guidance and services of a technical nature such as financial, architectural, legal, engineering or specialized planning services. The program is intended to help small businesses expand, grow, improve their operations and create jobs. The source of the funding for these projects is the Rural Maryland Prosperity Investment Fund.

Eligibility Requirements:

- 1. The project must be located in Allegany, Garrett or Washington County, Maryland**
2. The Company must be creating or retaining jobs or there must be a reasonable expectation that jobs will be created in the future
3. The Company must be an established legal entity and small business as defined by the U.S. Small Business Administration

Eligible Uses:

1. Financial and management advisory services
2. Engineering and architectural services related to an expansion or renovation
3. Specialized business planning services such as improving efficiency of the operation
4. Legal services
5. Website or social media design and creation including branding or logo development (Routine advertising and signage is not eligible)
6. Employee training

Ineligible Projects:

1. Routine business operating and capital expenses
2. Acquisition of land or real estate
3. Construction or renovation
4. Businesses that are not in Good Standing with a Municipality or the State of Maryland
5. Past projects and services previously completed

Maximum Grant Amount:

A qualifying company is eligible for up to \$7,500 subject to the availability of funds. Any costs associated with the project in excess of the approved amount are the sole responsibility of the applicant.

Application Procedure:

This Interest & Qualification proposal shall include a Statement of Purpose for the Technical Assistance Project and the Benefit to be realized. This shall be accompanied by the following supporting materials:

1. Completed and signed Application for Technical Assistance
2. Justification for technical assistance Draft Work Plan/Proposal
3. Approximate cost
4. Timetable to complete the project
5. The names of **three** companies that can provide the service you are seeking or justification as to why a single entity should be chosen (ex. specialized training)
6. Completed business plan, if available
7. Other supporting documentation as appropriate

TCCWMD will review final scope of work for the project and cost proposals from your list of preferred firms as well as any additional firms we may have qualified in our vendor pool. Selection of provider/vendor is the sole decision of TCCWMD and the contract with the provider/vendor will be issued through TCCWMD.

Participation Interest and Qualification Application for Technical Assistance

Applicant Legal Name: _____

Applicant Address: _____

Business Name: _____

Business Address: _____

Email Address: _____ Website: _____

Telephone: _____ Tax I.D. Number: _____

Nature of Business: _____

Number of years in business: _____ Established Date: _____ Number of Employees _____

Form of Business:

- ☐ Sole Proprietor
- ☐ Partnership
- ☐ Corporation
- ☐ LLC

Please indicate the topics you are interested in for Technical Assistance:

- ☐ General business planning
- ☐ Assessing feasibility of my business model
- ☐ business establishment/Incorporation
- ☐ Brand development and marketing material
- ☐ Digital, web and social media marketing
- ☐ Facility design and construction
- ☐ Finance, accounting and cash management
- ☐ Managing costs and pricing
- ☐ Making new buyer contacts
- ☐ Contract development
- ☐ Compliance and regulatory matters
- ☐ Insurance, liability and risk
- ☐ Quality control and assurance
- ☐ Labor Management
- ☐ Tax matters, personal and family financial considerations related to business
- ☐ Farm production practices
- ☐ Food safety
- ☐ Food aggregation and distribution
- ☐ Other

Justification for Technical Assistance

Statement of Purpose and Benefit

Briefly describe the nature of your project, the potential impact or benefit to your company that would result from the project, an approximate cost associated with completing the tasks and an estimated timetable it would take to complete. Your draft work plan/proposal should define why technical assistance is being requested. (Additional pages may be included)

Please list three companies (with contact information) that you feel could assist you with your project and why they have been chosen? (If a single company is requested please justify why no other company would be qualified to complete the work at a competitive cost)

Do you expect to apply for a loan? Yes _____ No _____

Signature: _____ Date: _____

Printed Name: _____

Please return this application to Christie Wakefield by mail to Tri-County Council for Western Maryland, 11 S. Lee Street, Cumberland, MD 21502 or via email cwakefield@tccwmd.org.