



ARPA Economic Resilience Grant Program

Preliminary Application

The Economic Resilience Grant Program is open to businesses in Lowell, MA that have a vision for their future and are seeking financial support to make it happen.

The program will provide funds to a variety of businesses that were disproportionately impacted by the Covid-19 pandemic. Eligible project proposals must fit into one of three broad categories. The program is federally funded through the American Rescue Plan Act (ARPA) and is subject to federal regulation. The application period will begin in February 2023, with grants being made in May 2023.

The preliminary application period is open until March 1, 2023.

Prior to beginning an application, prospective applicants are advised to review the **Program Guidelines and FAQ document**, which contains detailed information about eligible projects and responses to common application questions. If you have questions about the application, please contact the Economic Development Office in the Department of Planning and Development to schedule an appointment *before* submitting your application.

The preliminary application is anticipated to take approximately 1 hour to complete.

Preliminary Applications may be completed in the following ways:

Online (preferred)

The online preliminary application is available [LINK].

Submit by March 1, 2023 at 11:59 p.m.

Paper

The preliminary application is available in paper form at the Economic Development Office in the Department of Planning and Development and may be picked up during regular business hours. You may submit a paper preliminary application by bringing it to the Department of Planning and Development OR by mailing it to:

Economic Development Office
Department of Planning and Development
50 Arcand Drive
Lowell, MA 01852

Please note that applications sent by mail must be postmarked by March 1, 2023.

*** 1. What is your preferred language?**

If you need help completing this form, please contact the Department of Planning and Development at 978-674-4252.

- I prefer to complete this application in English.
- Nëse ju duhet ky dokument i përkthyer në një gjuhë tjetër, zgjidhni këtë kuti dhe më pas jepni EMRI, ADRESËN E EMAIL-it dhe NUMRIN TELEFONIT në kutinë më poshtë dhe ne do t'ju kontaktojmë me shërbimet e përkthimit.
- إذا كنت بحاجة إلى ترجمة هذا المستند إلى لغة أخرى ، فحدد هذا المربع ثم قدم اسمك وعنوان بريدك الإلكتروني ورقم هاتفك في المربع أدناه ، وسنتصل بك لتقديم خدمات الترجمة الفورية
- 如果您需要将此文件翻译成另一种语言，请选中此框，然后在下面的框中提供您的姓名、电子邮件地址和电话号码，我们将与您联系并提供口译服务。
- Si vous avez besoin de ce document traduit dans une autre langue, cochez cette case, puis indiquez votre NOM, votre ADRESSE E-MAIL et votre NUMERO DE TELEPHONE dans la case ci-dessous, et nous vous contacterons avec des services d'interprétation.
- Wenn Sie eine Übersetzung dieses Dokuments in eine andere Sprache benötigen, markieren Sie dieses Kästchen und geben Sie dann Ihren NAMEN, Ihre E-MAIL-ADRESSE und Ihre TELEFONNUMMER in das nachstehende Feld ein, und wir werden uns mit Dolmetschdiensten an Sie wenden.
- Εάν χρειάζεστε αυτό το έγγραφο μεταφρασμένο σε άλλη γλώσσα, επιλέξτε αυτό το πλαίσιο και, στη συνέχεια, δώστε το ΟΝΟΜΑ, τη ΔΙΕΥΘΥΝΣΗ EMAIL και τον ΑΡΙΘΜΟ ΤΗΛΕΦΩΝΟΥ στο παρακάτω πλαίσιο και θα επικοινωνήσουμε μαζί σας για υπηρεσίες διερμηνείας.
- Se hai bisogno di tradurre questo documento in un'altra lingua, seleziona questa casella, quindi fornisci il tuo NOME, INDIRIZZO EMAIL e NUMERO DI TELEFONO nella casella sottostante e ti contatteremo con i servizi di interpretariato.
- このドキュメントを別の言語に翻訳する必要がある場合は、このチェックボックスをオンにしてから、下のボックスに名前、メールアドレス、電話番号を入力してください。通訳サービスについてご連絡します。
- 이 문서를 다른 언어로 번역해야 하는 경우 이 확인란을 선택한 다음 아래 상자에 이름, 이메일 주소 및 전화번호를 제공하면 통역 서비스를 위해 연락드리겠습니다.
- यिद तपाईं यो कागजात अर्को भाषामा अनुवाद गर्न आवश्यक छ भने, यो बाक्स जाँच गर्नुहोस् र तलको बाक्समा तपाईंको नाम, इमेल ठेगाना र फोन नम्बर प्रदान गर्नुहोस्, र हामी तपाईंको व्याख्या सेवाहरूको साथ सम्पर्कगर्नेछौं।
- Se você precisar deste documento traduzido para outro idioma, marque esta caixa e forneça seu NOME, ENDEREÇO E-MAIL e NÚMERO DE TELEFONE na caixa abaixo, e entraremos em contato com os serviços de interpretação.
- Если вам нужен перевод этого документа на другой язык, установите этот флажок, а затем укажите свое ИМЯ, АДРЕС ЭЛЕКТРОННОЙ ПОЧТЫ и НОМЕР ТЕЛЕФОНА в поле ниже, и мы свяжемся с вами для предоставления услуг устного перевода.
- Si necesita que este documento se traduzca a otro idioma, marque esta casilla, luego proporcione su NOMBRE, DIRECCIÓN DE CORREO ELECTRÓNICO y NÚMERO DE TELÉFONO en la casilla a continuación, y nos pondremos en contacto con usted con los servicios de interpretación.

If you need this application translated, please provide your name, email address, and phone number here:



ARPA Economic Resilience Grant Program

Preliminary Application

* 2. Contact Information

If you are submitting an application on behalf of a group/partnership, share only the lead partner's contact information here.

Business name	<input type="text"/>
Name of individual completing this application	<input type="text"/>
What is your role at the Business?	<input type="text"/>
Address (include unit if applicable)	<input type="text"/>
CITY	<input type="text"/>
State	<input type="text"/>
Postal Code	<input type="text"/>
Website (if applicable)	<input type="text"/>
Email Address	<input type="text"/>
Phone Number	<input type="text"/>

*** 3. Please provide a brief overview of your business. This might be your mission statement or "About Us" statement. (Max. 200 words)**

*** 4. Is this a home-based business?**

- Yes (By selecting this option, I acknowledge that I am ineligible for this program)
- No

*** 5. Was the business incorporated on or before January 1, 2022?**

- Yes
- No (By selecting this option, I acknowledge that I am ineligible for this program)

*** 6. Which disproportionately impacted industry does the business represent?**

Restaurants and Food Service

Arts, Entertainment, and the Creative Economy

Tourism and Recreation

Personal Care and Beauty Salons

Wellness and Fitness

Childcare

Small-Scale Retail

Start-ups located at Lowell-based incubators (e.g., I-HUB, M2D2, Lowell Makes, UTEC Kitchen Incubator, etc.) that are looking to grow within Lowell

None of the above (By selecting this option, I acknowledge that my business is ineligible for this program)

*** 7. Is this application being submitted on behalf of a group of applicants who intend to complete a project collaboratively?**

Yes (Please list all of the applicants in the box below)

No

Please list all partner applicants here:

*** 8. Type of Request: *Select the category that best describes your project.***

Placemaking: Projects that cultivate inclusive and inspiring exterior spaces through public art, communal gathering areas, façade improvements, collaboration with local artists, or other endeavors. Property owner approval is required if applicant is a tenant.

Programming: Organizational growth through new or expanded programs or services.

Facilities and Infrastructure: Renovations to buildings or spaces to address public health concerns, become more resilient to climate change, and/or support organizational expansion. Capital purchases, including new equipment, should also be included in this category.

*** 9. Project Summary: Please explain your project so that reviewers who may be unfamiliar with your business can understand your proposal and what you hope to achieve by pursuing it. (Max. 400 words)**

*** 10. Amount of Transformative Growth Grant request:**

*** 11. Will other financial resources be dedicated to this project?**

Yes, other financial resources such as business/nonprofit capital, grants, or loans, will support this project.

No, the Transformative Growth Grant is the only source of funding. No other resources will support this project.

*** 12. Budget: Upload a detailed budget for the project.**

A template is available at the end of this form, but a similarly detailed budget is also acceptable.

*** 13. Timeline: Please describe the project's timeline, including projected start date, dates when notable progress is expected, and project completion date.**

Note: Any funds that remain unspent on 12/31/25 will be reclaimed by the City. There is a preference for projects that begin in summer 2023.

*** 14. Covid-19 Impact: In what ways did Covid-19 impact your business? Please indicate financial, staffing, operating capacity, and any other impacts. (Max. 200 words)**

*** 15. Covid-19 Recovery Plan: Please outline how the use of these funds will help your business recover from the above-noted adverse effects of the pandemic. Please also note any previous or current efforts to respond to these impacts. (Max. 200 words)**

*** 16. Capacity: Please explain the business's capacity to carry out this project. Will the project rely on current staff, or will new staff or consultants be hired? Are there any collaborative partners, on this project? If so, what responsibilities will each partner take on? (Max. 200 words)**

*** 17. Inclusivity & Equity: Does the project promote inclusivity and equity in Lowell? (Max. 200 words)**

*** 18. Resiliency: Does the project aim to enhance public health outcomes, address climate change concerns, or improve the business's ability to respond to adverse impacts? (Max. 200 words)**

*** 19. Local Economy: Does this project support the local economy? Please explain. (Max. 200 words)**

*** 20. What were the business's gross receipts for 2019, 2020, 2021, and 2022? *Note: If your business was not incorporated for any of the years listed, please indicate that in the respective box.***

Gross receipts are the total amounts your organization receives from all sources during its Tax Year, without subtracting Cost of Goods Sold or deductible expenses.

If you operate a Sole Proprietorship or a single-member Limited Liability Company (LLC), gross receipts are on Schedule C of your IRS Form 1040.

If you operate your business as a corporation, gross receipts are on either Form 1120, U.S. Corporation Income Tax Return (for a C corporation) or IRS Form 1120-S, U.S. Income Tax Return for an S Corporation (for an S corporation).

2019

2020

2021

2022

*** 21. Please include the business's tax returns from 2022 (If 2022 returns have not yet been filed, please provide the 2021 tax returns).**

*** 22. Check here if you would like a copy of your application sent to you (please allow up to 48 business hours to receive a copy of your application)**

Yes, I would like to receive a copy of my application by email. *Please allow up to 48 business hours to receive a copy of your application by email.*

No, I do not need a copy of my application.

*** 23. Applicant Signature**

I certify that the information submitted in this application is true and correct to the best of my knowledge. If determined otherwise, I understand that I will be disqualified from the grant process and must return any grant funds to the City of Lowell within 21 days. I certify that the Economic Resilience Grant Program Guidelines and Frequently Asked Questions document has been made available to me. I understand that if I receive a grant that I will retain documentation of appropriate grant use in accordance with the terms of the grant agreement.

Business Name: _____

Economic Resilience Grant Budget Template

Please complete a detailed budget for the proposed project. Include all proposed expenses and funding sources. See Page 2 for instructions.

(Box 1)	(Box 2)	(Box 3)	(Box 4)
Line Item/Description	Economic Resilience Grants Request Amount	Other Funding Amount & Source	Total Proposed Budget (Add together Box 2 + Box 3)
(a)		This funding is Secured Pending	
(b)		This funding is Secured Pending	
(c)		This funding is Secured Pending	
(d)		This funding is Secured Pending	
(e)		This funding is Secured Pending	
(f)		This funding is Secured Pending	
(g)		This funding is Secured Pending	
(h)		This funding is Secured Pending	
TOTAL PROPOSED BUDGET	(Box 5)	(Box 6)	(Box 7)

Applicants may use this space to share more information about secured or pending funds and in-kind support.

Instructions

How to complete this budget:

This template is intended to capture the costs of the *entire* project, including costs that will be paid from Economic Resilience Grants and other sources, if applicable. If you have already developed a budget, you may submit that in place of completing this template, as long as it includes all of the information requested in the template.

Box 1: Write down every line item of the project. If the line item, or its relationship to the project will be unclear to someone unfamiliar with the project, please also provide explanation in Box 1. If you have more line items than fit on one page, please add additional pages as necessary.

Box 2: If the line item's budget is part of your Economic Resilience Grant request, include the estimated amount in Box 2. If you are not seeking ERG funds for this line item, leave the box blank.

Box 3: If the line item's budget is to be funded by another source, such as your capital budget or another grant, note the amount AND the source here. Do not put requests for ERG in this box. Then, check off the box to indicate whether the funding is secured or pending. "Secured" funding means these funds are committed to your organization or to the project. For example, your budget might have a dedicated line item for this project, or you have a grant award letter. "Pending" means that the funds have not been committed. For example, this might include grants or loans for which you have applied, or capital budget recommendations.

Box 4: Total each line item request by adding together the amount in Box 2 and Box 3.

Box 5: Add together all of the Economic Resilience Grant line item requests. This amount **MUST** match the amount of request in Question 10 of the application. If it does not match, your request will be considered at the lower of the two amounts.

Box 6: Add together all of the other funding amounts.

Box 7: Add the amounts in Box 5 + Box 6 for your total Budget

Examples of eligible requests by category. Please note that this list is not exhaustive and your creativity is encouraged.

- **Placemaking:** Design costs; materials; labor; outdoor furniture; plantings.
- **Programming:** Materials; advertisements; small equipment; payroll for new staff or for new programs that increase payroll expenses above existing amount.
- **Facilities and Infrastructure:** Large equipment; construction materials; permanent or semi-permanent materials that address public health, environmental, or accessibility concerns; construction costs; feasibility studies; design costs.

How to submit this budget:

This budget will be submitted with your online preliminary application. You will be asked to upload it at Question 12.