



City of Somerville New Small Business Vitality Grant Program

PROGRAM OVERVIEW

Eligibility for the City of Somerville New Small Business Vitality Grant Program is limited to newly established storefronts, with a start date no earlier than January 2023. This program offers a substantial opportunity, providing up to 12 months of rental support for physical storefronts, with a maximum of \$50,000. Beneficiaries will receive reimbursements for both past and impending rent payments. To qualify, businesses must employ fewer than 20 full-time staff and engage in a lease agreement that commenced no earlier than January 2023. Grant amounts are tailored to individual needs, based on fair market rental prices.

In return for this financial support, grant recipients are expected to prioritize hiring within the Somerville, MA community, particularly focusing on individuals from low to moderate-income backgrounds when feasible and appropriate. Additionally, businesses are required to strive to maintain operational status for a minimum of one-year post-grant receipt. Please note, this program is exclusive to physical retail locations and funds are limited; home-based enterprises do not qualify.

Program Dates

The Program will open on April 15, 2024 at 8 AM and remain open until May 15, 2024 at 5 PM.

Funding Terms

Up to \$50,000 in rental support, covering both past and future rent expenses with a limit of 12 months. Grant amounts are based on fair market rental rates.

Eligible Applicants

Eligibility requirements for the Program include:

- The Business must be physically located in Somerville, Massachusetts.
- The Business must have opened a new storefront to the public on or after January 2023, or has leased a vacant space and is intending to open a new storefront in 2024.
- The Business must be a physical (brick-and-mortar) storefront; home-based businesses are not eligible.
- The Business must have fewer than 20 full-time employees.
- The Business must have a lease agreement for at least one year following the grant award.
- The Business must be operating in 5 or fewer locations.
- The Business must not meet the definition of formula retail – franchises, including independently owned locations, are not eligible for this Program.
- The Business must agree that if awarded, the Business will prioritize hiring local Somerville, MA residents, with a preference for low to moderate-income individuals when possible and suitable.

Priority Applicants

During the review process, priority points will be given to:

- Businesses that have not received funding from the City or State previously (1 point)
- Businesses that are opening this storefront as a result of business displacement. Displacement is defined as: a business had to close its previous location as a result of the business storefront relocating from an

"act of God" or extreme rental increase since April 2020. Documentation of rent increase from previous location required. Evaluation will be case-by-case as rent structures are varied (1 point)

- Immigrant-owned/women-owned/black, indigenous, people of color-owned (BIPOC)/ veteran-owned/lesbian, gay, bisexual and transgender (LGBTQIA)-owned/disability-owned business enterprises (1 point)
- Businesses within a Qualified Census Tract (QCT) (1 point)
- Businesses with fewer than 5 full-time employees (1 point)
- Somerville resident-owned business enterprises (1 point)

Documents Needed to Apply

Please ensure all photos and documents uploaded are clear and easy to read. No videos. Address and business name on attachments must match address and business name on application.

- Lease Agreement and Proof of Rent Payments (past and upcoming, if available)
- Business (DBA) Certificate (Tax Documents for Sole Proprietorships), Business Permit, or Business License
- Signed and Dated W-9 Form
- Picture of Storefront

For applicable priority points:

- For businesses opening this storefront as a result of displacement due to an "act of God" or extreme rental increase since April 2020, documentation will be required.
- For Somerville resident-owned businesses, proof of residency will be required (examples include lease, utility bill, bank statement, tax bill, etc.).

For any question or assistance with the grant application, please contact us via email at SomervilleSBVGSupport@iParametricsDS.com or by phone at (857) 557-6002. Please note that our case managers are available to take phone calls Monday through Friday from 9 AM to 5 PM. Please leave a message or send an email and we will do our best to respond within 24 hours. If you send or leave a message on weekends or holidays, we will respond on the next business day.

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----- Please read this document in its entirety before you proceed -----

General Instructions

The registration and application processes were developed for use with these devices and browsers:

- Google Chrome on Windows
- Microsoft Edge Chromium on Windows
- Mozilla Firefox on Windows
- Safari on Mac OS X

Two-step Process to Request a Grant

Step 1 of the process is to register with the system by submitting an Applicant Registration Form. You will need to provide your email address.

Step 2 of the process is to submit the Application Intake Form.

Completing the Forms

- Each form is comprised of multiple tabs. You must complete each tab in its entirety before proceeding to the next tab. You can submit the form for processing after you complete the last tab.
- You cannot edit the form after you submit it. The form will be processed after you submit it.
- An asterisk (*) indicates a required field (see “Information to Apply” for the list of required information and documentation).

Step 1: Submit an Applicant Registration Form



You must provide an email address in the registration form. Please note that this email address will be used as the Authorized Representative email address in your application form.




You must complete a basic eligibility check to submit the applicant registration form. Based on your responses to the eligibility check, you may be ineligible for an award. If you are ineligible, you will not be able to submit the registration form.

1. Go to Grant Portal at <https://iparametricsbpa.workflowcloud.com/forms/f13dd349-c440-464e-bd42-e0770d31fb50> to begin the registration process.

- Begin the registration process by following the instructions on the first tab and then proceed to the second tab and third tabs, in that order. You will be able to submit the form on the third tab.

English

1 Message
2 Introduction
3 Prequalification
4 Registration



City of Somerville New Small Business Vitality Grant Program
Applicant Registration Form

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For applicable priority points:

- For businesses opening this storefront as a result of displacement due to an "act of God" or extreme rental increase since April 2020, documentation will be required.
- For Somerville resident-owned businesses, proof of residency will be required (examples include lease, utility bill, bank statement, tax bill, etc.).

Please note that you must have access to email in order to complete the registration process and to submit the application.

Please read the [End User License Agreement](#) before proceeding.
Cookies are required - please read the [Privacy and Cookies Policy](#) before proceeding.
Please download the [Program Overview and Instructions](#) before proceeding. Save the instructions and read them before starting your application.

For any question or assistance with the grant application, please contact us via email at SomervilleSBVGSupport@iparametricsDS.com or by phone at (857) 557-6002. Please note that our case managers are available to take phone calls on Tuesdays through Thursdays from 9 AM to 5 PM. If you leave a message outside these specific days, we will return your call on the subsequent Tuesday.

Thank you,
City of Somerville, Massachusetts

By checking this box, I acknowledge that I have read and I accept the terms of the End User License Agreement and the Privacy and Cookies Policy *

Previous
Next

- After submitting the registration form, you will receive a registration verification email from the City of Somerville <nintex@workflowcloud.com>. Please click on the link in the email. A form similar to the one below will open. Please click the "Verify Email" button to complete the registration process.

English

1 Message
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City of Somerville New Small Business Vitality Grant Program

Thank you for submitting the Applicant Registration Form. Please verify your email by clicking on the button below.

Verify Email



The verification email will timeout after 3 days – if you do not verify your email within 3 days, you will need to restart the registration process.

- After verifying your email, you will receive a registration confirmation email from the City of Somerville <nintex@workflowcloud.com> with the application links. The application can be started and submitted in one sitting, or can be stated and saved, if additional time if needed. The below section, "Submit an Application Intake Form – To Start an Application" provides instructions on how to start an application and save or submit the form. If the form is saved, please refer to the section, "Submit an Application Intake Form – To Continue on a Saved Application" for instructions on how to access your saved application.

Step 2: Submit an Application Intake Form



Do not begin the application form until you have successfully registered for the program. You will not be able to access the form if you have not registered.

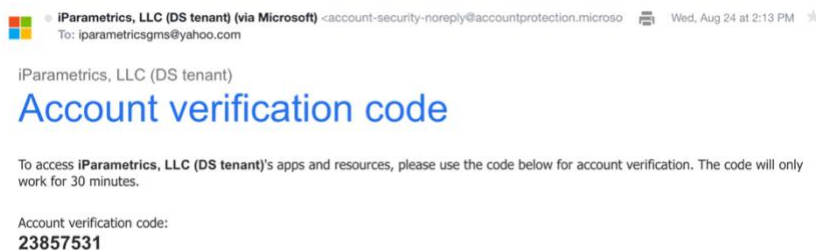
To Start an Application

1. Click on the Application Start Link sent in the registration confirmation email.
 - a. If the link does not work, please copy and paste the URL into your web browser.
2. You will be prompted for an email address – enter the same email address that you registered with and click “Next”.

3. If your email address is associated with a Microsoft account (e.g., Microsoft 365 Family, Microsoft, Personal, Microsoft 365 for Business, etc.), you will be prompted to enter your Microsoft account password.
 - a. You may need to perform additional security steps, depending on how your Microsoft account is set up.
 - b. Note that we do not save your password in our system.

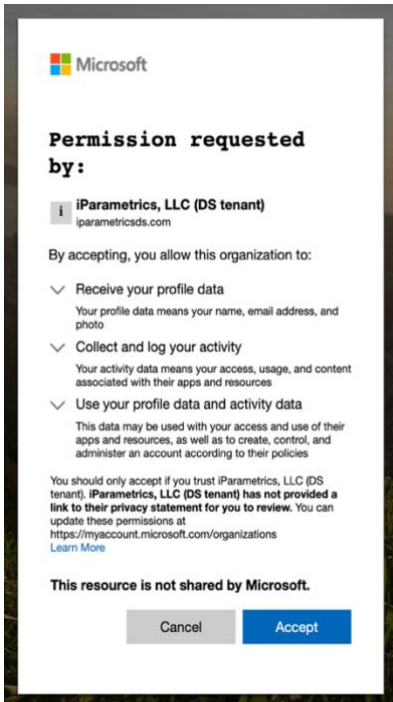
If your email address is not associated with a Microsoft account:

- a. You will receive an email from iParameters LLC with a one-time code to use for logging in. Navigate to your registered email address inbox and open the email with the one-time code.



- b. Log in using the one-time code.

- If prompted, accept the permission request. For questions or concerns about the request, please contact us via email at SomervilleSBVGSupport@iParametricsDS.com or by phone at (857) 557-6002. Please note that our case managers are available to take phone calls Monday through Friday from 9 AM to 5 PM. Please leave a message or send an email and we will do our best to respond within 24 hours. If you send or leave a message on weekends or holidays, we will respond on the next business day.



- Begin the application process by filling out the application form with all required information and supporting documentation.

English

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CITY OF SOMERVILLE, MA
City of Somerville New Small Business Vitality Grant Program
 Application Intake Form

Eligibility for the City of Somerville New Small Business Vitality Grant Program is limited to newly established storefronts, with a start date no earlier than January 2023. This program offers a substantial opportunity, providing up to 12 months of rental support for physical storefronts, with a maximum of \$50,000. Beneficiaries will receive reimbursements for both past and impending rent payments. To qualify, businesses must employ fewer than 20 full-time staff and engage in a lease agreement that commenced no earlier than January 2023. Grant amounts are tailored to individual needs, based on fair market rental prices. In return for this financial support, grant recipients are expected to prioritize hiring within the Somerville, MA community, particularly focusing on individuals from low to moderate-income backgrounds when feasible and appropriate. Additionally, businesses are required to strive to maintain operational status for a minimum of one-year post-grant receipt. Please note, this program is exclusive to physical retail locations and funds are limited; home-based enterprises do not qualify.

BEFORE YOU GET STARTED
 Please refer to the [Program Overview and Application Instructions](#) document for detailed instructions on how to start, save, and continue your application and for a list of information and documents you will need to successfully submit the application.

General Business Information

Legal Name of Business *

Physical Street Address *

City * State * Zip Code *

The business mailing address is the same as the physical address

Mailing Street Address *

City * State * Zip Code *

Business Start Date *

Business Tax Identification Number (Social Security Number (SSN) or Employer Identification Number (EIN)) *

Current Number of Full-Time Employees *

I certify that the Business has a physical (brick-and-mortar) storefront. *

I certify that the Business is operating in 5 or fewer locations. *

I certify that the business is not a chain or franchise. *

General Business Information Documents

Please ensure all photos and documents uploaded are clear and easy to read. No videos. Address and name on attachments must match address and name on application.

Upload the Business permits and licenses for verification. This helps confirm the legitimacy of the Business, whether already operational or in the process of establishment.

Business (DBA) Certificate (Tax Documents for Sole Proprietorships), Business Permit, or Business License *

Signed and Dated W-9 Form *


Picture of Storefront *

Save Next

6. As an applicant, you can opt to complete the entire application in one-sitting or opt to save the application at any point and continue at a later time.
 - a. To complete the application in one-sitting, complete the form in its entirety, and click on the “Submit” button at the end of the form. After submitting the application form, you will receive a confirmation email within two hours with an Application ID – please save this email for your records.
 - b. To save the application and continue at a later time, click on the “Save and continue” button at the bottom of the form. Please ensure that the “The form has been saved.” green ribbon appears at the top of your screen before closing the application form. If the form is saved, please refer to the section, “Submit an Application Intake Form – To Continue on a Saved Application” for instructions on how to access your saved application.

The form has been saved.

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 **City of Somerville New Small Business Vitality Grant Program**

Acknowledgements and Consents

By submitting this application, I accept and acknowledge the following:

- Funding under the Program is limited. Submission of an application in no way constitutes a guarantee of funding;
- All information provided in this application is true to the best of my knowledge. I understand that knowingly submitting false or fraudulent information may result in being deemed not eligible for assistance under the Program and/or repayment of program funds awarded;
- I authorize the City of Somerville and its designees to share the information provided herein with third parties to the extent necessary to determine eligibility for the Program or to carry out other Program activities;
- I am authorized to make representations for the Entity contemplated in this application, up to and including entering the Entity into legally binding agreements;
- I acknowledge that if the Entity receives funding from this Program, then they are required to sign an American Rescue Plan Grant Agreement. I understand that no funding will be released until a signed grant agreement is provided. Additionally, if an audit or other examination by the City of Somerville or other entity determines that such funds were either not spent or improperly spent by Grantee, the Grantee shall be responsible for repaying any and all unused or improperly spent funds to the City of Somerville Government within thirty (30) days of receiving notice by the City of Somerville Government.

Your Name * Today's Date *

 Mar 19, 2024 X

Checking the checkbox is equivalent to a handwritten signature *

Previous Save Submit



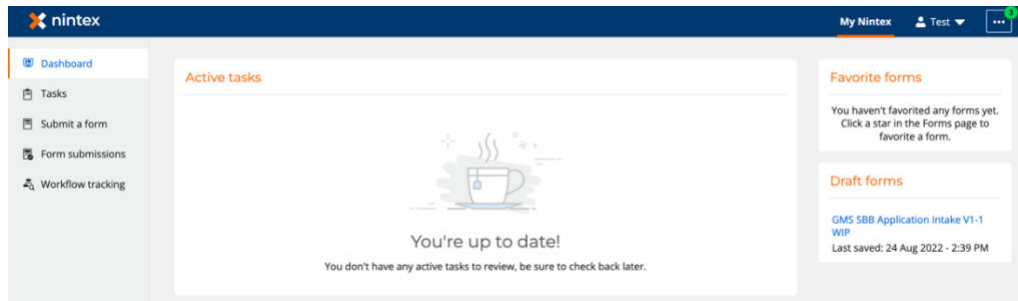
All saved applications must be completed and submitted within 30 days of the first save date or they will be automatically deleted by the system.



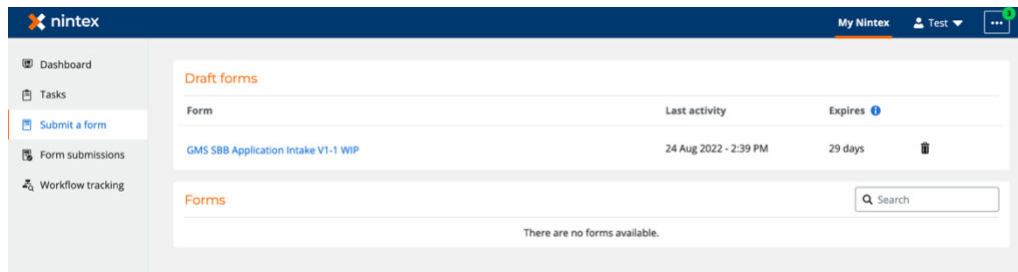
While the application undergoes the review process, a Case Manager may contact the Business using the Authorized Representative contact information if any additional information is needed. It is the Business’s responsibility to respond in a timely manner. If the Business fails to respond to the Case Manager in a timely fashion the application process may be deactivated.

To Continue on a Saved Application

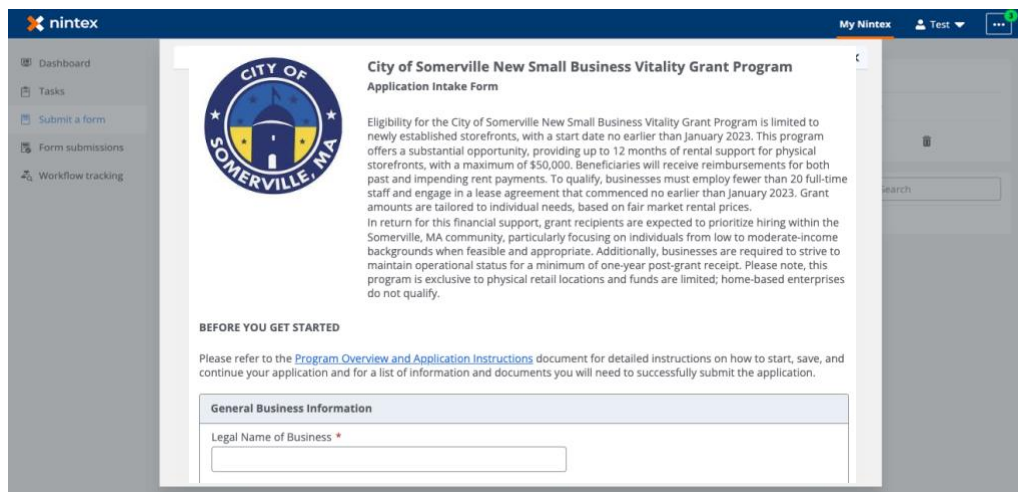
1. Click on the Application Continuation Link sent in the registration confirmation email.
 - a. If the link does not work, please copy and paste the URL into your web browser.
2. Follow “To Start an Application” Steps 2 through 4 to log in.
3. Navigate to the “Submit a form” page using the navigation menu on the left of the screen.



4. Click on your saved form under the “Draft forms” section at the top of the screen.



5. Continue filling out the application form with all required information and supporting documentation.



6. Continue to save and continue on the application as many times as necessary following “To Start an Application” Step 6 and all steps within “To Continue on a Saved Application.” Once the form has been completed in its entirety, click on the “Submit” button at the end of the form. After submitting the application form, you will receive a confirmation email within two hours with an Application ID – please save this email for your records.



All saved applications must be completed and submitted within 30 days from the date they are saved or they will be automatically deleted by the system.

INFORMATION TO APPLY

This section identifies the required and optional information and documentation that can be entered in the application. Required information must be entered to submit the application. Required documentation must be uploaded to the submit the application. All required information and documentation is denoted with an asterisk below.

Application Information

- Legal Name of Business *
- Physical Street Address, City, State, and Zip Code *
- Mailing Street Address, City, State, and Zip Code *
- Business Start Date *
- Business Tax Identification Number (Social Security Number (SSN) or Employer Identification Number (EIN)) *
- Current Number of Full-Time Employees *
- Certification that the Business has a physical (brick-and-mortar) storefront. *
- Certification that the Business is operating in 5 or fewer locations. *
- Certification that the Business is not a chain or franchise. *
- Authorized Representative Name, Business Title, Email, and Phone *
 - The Authorized Representative will serve as the main contact for the application, review, reporting and administration process.
- Authorized Representative Mailing Address, City, State, and Zip Code *
- Business Owner Name, Business Title, Email, and Phone *
 - The Business Owner will be required to review all application information for accuracy and sign the Program's Grant Agreement.
- Business Owner Mailing Address, City, State, and Zip Code *
- Lease Start Date *
- Duration of Lease Agreement (Months) *
- Monthly Rental Rate *
- Total Rent Cost for 12 Months (excludes taxes and utilities) *
- I certify that, if awarded, the Business will use the grant funding for reimbursements for past or impending rent payments. *
- Certification that the Business will retain a lease agreement for at least 1-year post-grant. *
- Certification that if awarded, the Business will prioritize hiring local Somerville, Massachusetts residents, with a preference for low to moderate-income individuals when possible and suitable. *
- Describe how the Business plans to prioritize hiring within the Somerville, Massachusetts community, particularly focusing on individuals from low to moderate-income backgrounds. *
- Describe how the Business contributes to the local community and economy. *
- Priority Points Information
 - Has the Business received funding from the City or State previously? *
If "Yes":
 - Please describe the funding amount and what entity/program granted the funds. *
 - Is the Business opening this storefront as a result of displacement due to an "act of God" or extreme rental increase since April 2020? *
 - Is the Business owned by any of the following groups?
 - Choices Include: Immigrant, Woman, Black, Indigenous, People of Color (BIPOC), Veteran, LGBTQIA, Disability

- Does the Business have fewer than 5 full-time employees? *
- Is the Business Owner a Somerville resident? *

Application Documentation

- Business (DBA) Certificate (Tax Documents for Sole Proprietorships), Business Permit, or Business License *
- Lease Agreement and Proof of Rent Payments (past and upcoming, if available) *
- Signed and Dated W-9 Form *
- Picture of Storefront *
- If the Business is opening this storefront as a result of displacement due to an "act of God" or extreme rental increase since April 2020, provide documentation for evidence.
- If the Business Owner is a Somerville resident, please provide proof of residency (examples include lease, utility bill, bank statement, tax bill, etc.).

Additional Questions? Email SomervilleSBVGSupport@iParametricsDS.com or call (857) 557 - 6002