

Hamilton Development Corporation

Commercial District Grants

Guidelines for Project Submission

1. The application process for Hamilton Development Corporation (HDC) funding is twofold.
 - a. The Application for Eligibility will introduce the project to the Hamilton Development Corporation (HDC) so that it can determine the project's eligibility and offer guidance. For some projects, the HDC may need to consult with the HDC Counsel, Town Manager, and other boards to ascertain eligibility.
 - b. If the HDC finds that the project is eligible, an Application for Funding must be completed. The HDC will review the Application for Funding according to general project criteria and specific criteria for the following categories – existing business support, attracting new business support, commercial district public events, and commercial district beautification and improvement. The criteria can be found below in this document and on the HDC page on the Town's website.
2. Pending availability of funds, each year the HDC will establish deadlines for submission of the applications for Eligibility and Funding. This document will be updated with the deadlines and posted online on the HDC page.
3. All applicants are expected to attend a HDC meeting to answer questions about their proposals. Applicants will be notified regarding the date of the meeting that they should attend.
4. Each application must be submitted to the HDC using the applications for Eligibility or Funding as a cover sheet. Applications must be filled out completely and each question answered fully.
5. All project and associated materials (such as maps, diagrams, and photos) should be electronically submitted to the attention of Mary Alice Cookson, Coordinator, at mcookson@hamiltonma.gov.
6. The applicant must receive endorsements from any relevant municipal boards, committees or departments, interest groups, or business or community organizations. For certain types of projects, additional protocols must be followed:
 - a. Commercial District Public Events: An applicant must consult and receive

support from the the Select Board and the Town Manager prior to submitting an application for business district public events.

7. In determining the amount of HDC funding to request, the applicant should consider several issues:
 - a. The HDC strongly encourages applicants to demonstrate they are actively pursuing additional sources of funding, through fundraising campaigns, public or private grants, loans, or partnerships. In kind contributions will also be considered.
 - b. The HDC also requires that applicants demonstrate that they have obtained the lowest possible cost for their projects to be successfully implemented.
 - c. Large projects may require initial studies to determine their full costs. If necessary, the applicant should submit a separate application to request funding for the initial study.
8. Depending on the specific grant request, an application should contain a commencement date for the project and **a specific definition of commencement date.**
9. Following approval, grantees will receive a formal award letter informing them of when funds will be available, billing procedures, the reporting deadlines and the required deadline determined by the HDC Committee.