



City of Amsterdam Microenterprise Assistance Program (AMAP) Pre-Application

The City of Amsterdam’s Microenterprise Assistance Program (AMAP) targets small businesses by providing much-needed working capital for start-up ventures or expansion of existing businesses. Businesses that qualify are eligible to receive grants ranging from \$5,000 - \$35,000 for their start-up or expansion projects. Grants are intended as working-capital for equipment, inventory, and operation, NOT for construction.

The current round of funding is allocated. The City of Amsterdam is garnering interest for a future round of funding.

**This pre-application is for pre-screening purposes only. Submittal of this form does not guarantee acceptance to the program if the City of Amsterdam is awarded future funding. Applicants will still be required to submit a complete application at that time. **

Program Rules and Eligibility:

1. Grants are intended as working-capital for equipment, inventory, and operation, NOT for construction.
2. Applicants’ planned or existing business operations **must be located within the City of Amsterdam.**
3. Businesses must contribute at least 20% of the cost of the project in **cash equity**; AMAP grants may not exceed 80% of the total project costs.
4. Applicants must be new and existing commercial enterprises with **five or fewer employees**, one or more of which may be the principal(s) and own the enterprise at the time of application.
5. Businesses receiving funding **must create one new job** offered to or made available to** persons from low-to-moderate-income (LMI) families*** **OR be owned by a person defined as LMI.** (See below for National Objectives/ LMI Limits for definitions).
6. New jobs must start **within the ****two-year State grant period.**
7. Businesses receiving grants must participate in an “Entrepreneurial Training Seminar,” as a **requirement** for receiving funds. Training dates are TBD.
8. A minimum of 50% of grant funds will be awarded to start-up businesses. Start-up is defined as an enterprise that has been in business fewer than six months at the time of application.

National Objectives/LMI Limits

*A portion (51%) of CDBG program funds must benefit persons defined as low-or-moderate-income based on federal “HUD” standards, equivalent to 80% of the HUD Area Median Family Income (AMFI). HUD defines the AMFI for Montgomery County as \$67,400 in 2022. In order to qualify as LMI, persons must have combined **family incomes below the following limits** based on household size (i.e. # of persons):*

Montgomery County, NY

Family Size:	1 Person:	2 Persons:	3 Persons:	4 Persons:	5 Persons:	6 Persons:
Income Limit:	\$42,950	\$49,100	\$55,250	\$61,350	\$66,300	\$71,200

Notes: *Full-time-equivalent (FTE) job is any combination of two or more part-time jobs that, when combined, constitute the equivalent of at least 40 hours per week.

** -- “Available to” LMI persons means the position must be advertised fairly and require no special skills or educational levels beyond a high school education.

***-- Family income limits are for year prior to employment; there is no cap on salary for jobs created.

****-- The two-year State grant period starts the date that the City of Amsterdam is awarded the Microenterprise Grant Program Funding



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Applicant Information

Name of Business: _____
Name of Principal Contact (must be business owner): _____
Mailing Address: _____
Phone: _____ Email: _____

Business Location

Business Address: *(physical location – current/anticipated):* _____
(If location not yet secured, an executed lease agreement will be required prior to distribution of funds)

Type of Business: Start-up Expansion:
How many years in business? _____
Number of employees: _____

Type of Project: (Check all appropriate) **Note: Construction, labor, and real estate are ineligible expenses for this program.**

Fixtures Inventory Working Capital Equipment Machinery
 Other, if eligible: _____

Describe project and intended use of funds; be sure to justify grant expenses: *(Attach additional sheets if necessary)*

Job Creation Eligibility

Is job creation included in your project proposal? Y N

**If yes, please explain - Include number of jobs and job descriptions. *If no, please refer to LMI Owner Eligibility section below.*

LMI Owner Eligibility

If project does not include job creation, please complete information below to determine eligibility

Annual Gross Family Income: _____ # In Household: _____ Single Parent: Y N

Business Start-Up/ Expansion Request

Total grant amount may not exceed \$35,000; grant may not exceed 80% of total project costs.

Estimated cost of project: \$ _____ Grant Request: \$ _____

Anticipated Project Start Date: _____

Anticipated Expansion Completion/Business Opening Date: _____

Signature: _____ Date: _____

Please email completed applications to:

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