



Fauquier County Department of Economic Development

## **TECHNOLOGY ASSISTANCE MATCHING GRANT PROGRAM**

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### **PROGRAM GUIDELINES**

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The Fauquier County Department of Economic Development has established a **Technology Assistance Matching Grant Program**. The grant program is administered by the Fauquier County Department of Economic Development and funded by the Economic Development Authority. The purpose of the program is to assist local businesses in technology development and improvement which contribute to growth in business revenues.

#### **PROGRAM PURPOSE:**

To provide monetary assistance on a matching basis to local businesses for technology development and/or improvement.

#### **PROGRAM GOAL:**

To improve or expand business operations in a way that contribute to growth in business revenue through technology developments and/or improvements, including website development, e-commerce solutions, database development, social networking development, etc.

#### **PROGRAM CRITERIA**

1. Applicants may apply for *up to* \$2,000 with a 1:1 match required. The match is a cash match only and is on a reimbursement basis upon receipt of documentation.
2. Preference will be given to projects that are new, started and completed within 12 months of grant award.
3. Projects will be limited to no more than 10 projects per funding cycle, limited to funds available.

4. Applications will be accepted beginning March 27, 2017 and ending on May 26, 2017.
5. A standard application form and requested information must be submitted to:  
Attention: Technology Grant Administrator  
Fauquier County Department of Economic Development  
35 Culpeper Street, Warrenton, VA 20186
6. The business must be located in Fauquier County, have an approved Fauquier County business license (please submit a copy of your business license with the application form), be current in filing and payment of all taxes due to the County, and be in good standing with county ordinances and regulations.  
If you are a new business and your business license is pending, you may submit a copy of your license with your *Application for Reimbursement*. Please note that a current business license will be required for reimbursement, and within the deadlines for reimbursement as noted in #11 of these guidelines.
7. If chosen as a grant recipient, the Fauquier County Department of Economic Development will administer a standard performance agreement between the grant recipient and the EDA setting forth the requirements for grant disbursement.
8. All work must be completed within 12 months of approval of the grant application or funds will not be appropriated. Performance measures must be included in the *Application for Reimbursement*.
9. Applications will be reviewed and approved by the Fauquier County Department of Economic Development and the Economic Development Authority.
10. Funds will be disbursed on a reimbursement basis upon receipt of copies of vendor invoices showing the actual costs, proof of payment of invoices, proof of product, and proof of completion of the applicant's project goals. The Application for Reimbursement must be submitted within 90 days after project completion. Extensions will be subject to approval.
11. **Preference will be given to applicants engaging other Fauquier County businesses in the project, either as vendors or as partners in cooperative initiatives.** Changes in vendors, made after the application is submitted, must be approved by the Fauquier County Department of Economic Development.
12. If chosen as a grant recipient, the FCDED will request performance measurements and feedback after a period of time following completion of this grant project. This feedback is necessary in measuring the effectiveness of this grant and is a requirement from the Economic Development Authority who funds the grant programs.

**ELIGIBLE ACTIVITIES:**

- New Website Development
  - e-Commerce Solutions  
(Including but not limited to, development of product catalogues, secure financial transaction and payment systems, reservation and booking systems, intranet development.)
  - Database Development  
(Including but not limited to, inventory management systems, off-line and online systems integration.)
  - Professional Services Automation (PSA) software
  - Other e-commerce innovations as approved by the Fauquier County Department of Economic Development and the Industrial Development Authority.
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**INELIGIBLE ACTIVITIES:**

- Annual maintenance or service fees including but not limited to, website maintenance, hosting, domain registration, internet service, and priority listing fees.
  - Costs associated with advertising and marketing (including branding, Search Engine Optimization and Search Engine Marketing initiatives.)
  - Websites containing illegal or adult material
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**APPLICATION DEADLINE:**

Applications will be accepted beginning **March 28, 2017** and ending on **May 26, 2017**.

At the end of the application acceptance period, the Economic Development Department, in concert with the EDA, will select applicants to receive matching funds. Matching funds will be distributed from the EDA once the applicant completes work and submits the Application for Reimbursement.

**FOR QUESTIONS AND CLARIFICATION:**

Contact the Fauquier County Department of Economic Development  
35 Culpeper Street, Warrenton, VA 20186  
Phone: (540) 422-8270  
Fax: (540) 422-8269  
e-mail: [laura.torpy@fauquiercounty.gov](mailto:laura.torpy@fauquiercounty.gov)

The application is available for download from the  
Fauquier County Department of Economic Development website:  
[www.FauquierBusiness.com](http://www.FauquierBusiness.com)

**APPLICATION**  
**Technology Assistance Matching Grant Program**

Business Name	EIN	
Applicant's Name	Title	
Business Address		
City	State	Zip Code
Website Address	Email Address	

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**Current Business Type**

- |  |  |
|--|--|
| <input type="checkbox"/> Sole Proprietor<br><input type="checkbox"/> Limited Partnership<br><input type="checkbox"/> Corporation<br><input type="checkbox"/> "S" Corporation<br><input type="checkbox"/> Other _____ | Years in Business _____<br>Number of Employees _____<br>Annual Revenue _____ |
|--|--|

Briefly describe your current business:

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**Technology Interest**

- |   |   |
|---|---|
| <input type="checkbox"/> Website Design & Development<br><input type="checkbox"/> E-Commerce Solution<br><input type="checkbox"/> Database Development<br><input type="checkbox"/> Social Networking Development<br><input type="checkbox"/> Other _____<br><input type="checkbox"/> Can you supply performance measurements and feedback regarding the impact of this grant project following completion? (This information is required to track the effectiveness of this grant program.) | Does your company have a presence on the web?<br><input type="checkbox"/> Yes <input type="checkbox"/> No<br>If yes, your current web address: _____<br>How long have you had a website? _____<br>Does your company currently sell products on the web?<br><input type="checkbox"/> Yes <input type="checkbox"/> No |
|---|---|

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## Project Information

Please attach (up to three) additional pages addressing the following:

- **Project Description** - In detail, describe your planned project.
- **Project Goals** - What do you hope to accomplish by implementing this project?
- **Measurements** - How will you measure the effectiveness of project implementation?
- **Business License** – Please attach a copy of your company’s business license. If your business license is pending, a copy must be included with your *Application for Reimbursement*.

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## Anticipated Project Budget

Total Project Cost:                   \$ \_\_\_\_\_                   Anticipated Start Date: \_\_\_\_\_  
Requested Funding:                   \$ \_\_\_\_\_                   Anticipated Date of Completion: \_\_\_\_\_  
Funds provided by Business:       \$ \_\_\_\_\_

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## Project Vendors

Please list chosen vendors:

**Is this vendor located  
in Fauquier County?**

Business Name: \_\_\_\_\_

Yes                    No

Service provided: \_\_\_\_\_

Business Name: \_\_\_\_\_

Yes                    No

Service provided: \_\_\_\_\_

Business Name: \_\_\_\_\_

Yes                    No

Service provided: \_\_\_\_\_

Business Name: \_\_\_\_\_

Yes                    No

Service provided: \_\_\_\_\_

Please Note: Preference will be given to applicants engaging other Fauquier County businesses in the project. Changes in vendors, made after the application is submitted, must be approved by the FCDED.

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By signing this application I understand and adhere to the guidelines set forth in the Technology Assistance Matching Grant Program criteria. I understand that this application in no way represents grant acceptance and that the application is subject to review by both the Fauquier County Department of Economic Development (FCDED) as well as the Economic Development Authority (EDA). A performance agreement with the Industrial Development Authority shall be required as a condition of the grant. I also acknowledge the financial responsibility of providing matching funds in an amount equal to any grant awarded upon project completion, should my company receive this grant.

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Applicant's Signature

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Title

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Date

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### Checklist for Completion of Application:

To apply, please submit **1 copy** of the following:

- Application Form**
  - Project Information pages**
  - A copy of your Fauquier County business license.**
  - Check here if you will be submitting a copy of your license with your *Application for Reimbursement*. Please note that a copy of your business license will be *required* prior to reimbursement, and within the deadlines stated in the Grant Guidelines.
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### Information should be sent by mail, to:

Attention: Technology Grant Administrator  
Fauquier County Department of Economic Development  
35 Culpeper Street  
Warrenton, VA 20186

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Sponsored by  
**Fauquier County Department of Economic Development**  
and  
**Fauquier County Economic Development Authority**