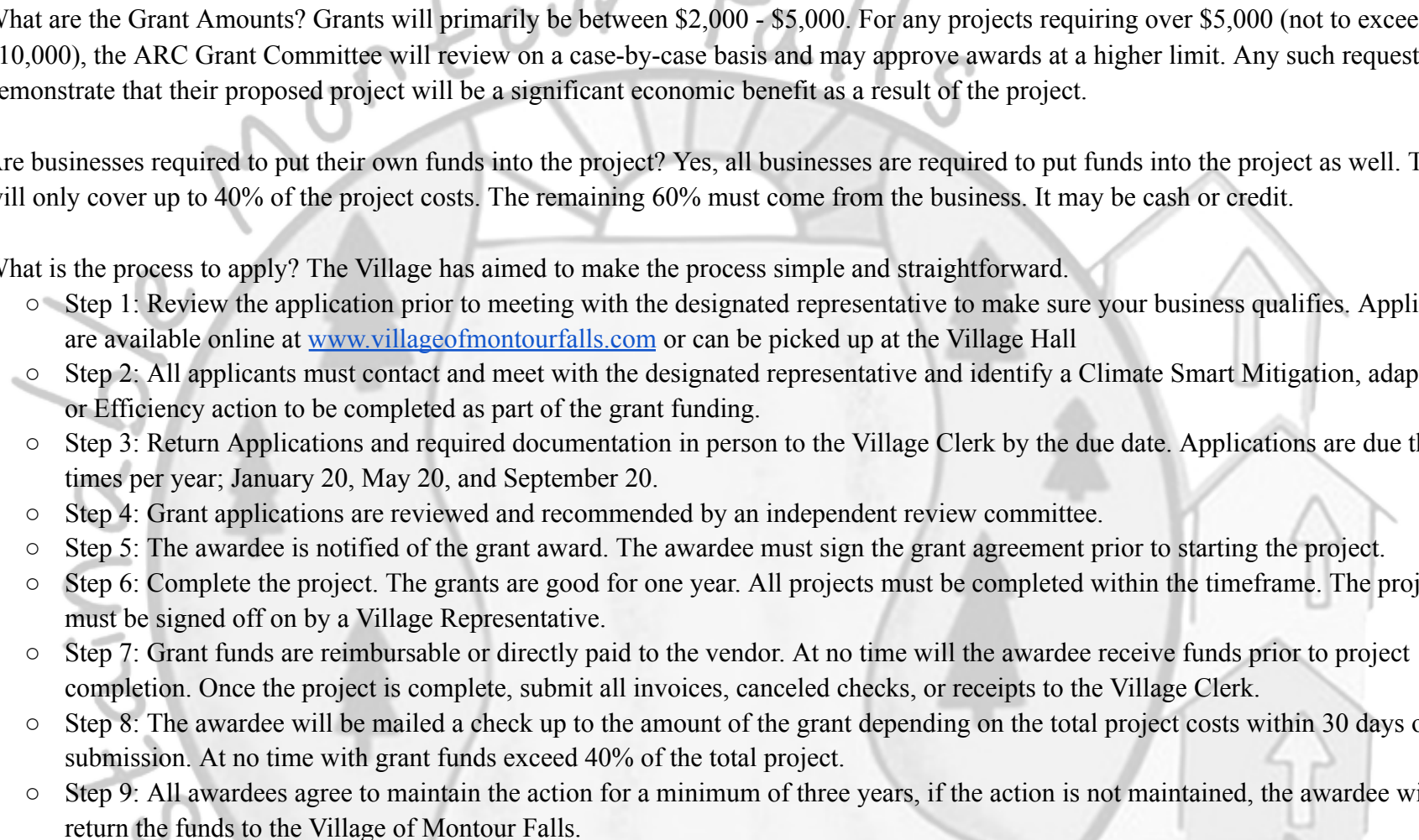


Village of Montour Falls

Climate Smart Small Business Grant Fund Frequently Asked Questions

1. What is the Climate Smart Small Business Grant Fund? The grant is to assist businesses with development projects that strengthens the business as well as help mitigate the impacts of climate change.
2. What Businesses are eligible for the grant? All for-profit businesses located within the Village of Montour Falls are eligible to apply.
 - a. Priority will be given to businesses that provide year round services to residents, pay a living wage, and are expanding.
 - b. Priority will be given to businesses with less than 50 employees
3. What projects are eligible for funding? The goal of the funding is to be flexible and provide for all kinds of business development needs. Each business is different and requires different support. All projects must include a climate adaptation or efficiency component. For example, perhaps your business needs to purchase items to restock for the summer. This is an eligible use of the funds as long as there is an additional climate adaption or efficiency component. Another example would be a restaurant that needs a new refrigerator, as long as the new refrigerate is a high energy efficiency model, the project is eligible. Examples of climate adaptation or efficiency component:

- Develop a business operations GHG emissions inventory
- Conduct energy audits of the businesses buildings
- Upgrade interior lighting
- Upgrade HVAC equipment
- Install water-efficient fixtures
- Build a new green building
- Replace traditional vehicles with electric vehicles
- Upgrade outdoor lighting to more efficient and/or solar technology
- Adopt an environmentally preferable purchasing policy
- Conduct feasibility studies for renewable energy installations
- Install a geothermal heat pump or other geothermal technology at a new or existing facility
- Install solar hot water and/or solar photovoltaic technology at a facility
- Provide recycling bins next to all trash receptacles
- Provide organic waste collection and composting
- Host or participate in an educational campaign to encourage recycling, composting and waste reduction
- Clean Energy Upgrades that result in at least a 10% reduction in GHG emissions
- Installation of an all electric ground or air source heat pump
- Replacement of all lightbulbs to LED
- Replacing old business equipment with new energy efficient equipment
- Utilizing software to decrease energy and material waste
- Implementing policies to decrease waste and increase reuse and recycling
- Other individual innovative actions to increase sustainability and decrease GHG emissions

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4. What are the Grant Amounts? Grants will primarily be between \$2,000 - \$5,000. For any projects requiring over \$5,000 (not to exceed \$10,000), the ARC Grant Committee will review on a case-by-case basis and may approve awards at a higher limit. Any such request must demonstrate that their proposed project will be a significant economic benefit as a result of the project.
 5. Are businesses required to put their own funds into the project? Yes, all businesses are required to put funds into the project as well. The grant will only cover up to 40% of the project costs. The remaining 60% must come from the business. It may be cash or credit.
 6. What is the process to apply? The Village has aimed to make the process simple and straightforward.
 - Step 1: Review the application prior to meeting with the designated representative to make sure your business qualifies. Applications are available online at www.villageofmontourfalls.com or can be picked up at the Village Hall
 - Step 2: All applicants must contact and meet with the designated representative and identify a Climate Smart Mitigation, adaptation, or Efficiency action to be completed as part of the grant funding.
 - Step 3: Return Applications and required documentation in person to the Village Clerk by the due date. Applications are due three times per year; January 20, May 20, and September 20.
 - Step 4: Grant applications are reviewed and recommended by an independent review committee.
 - Step 5: The awardee is notified of the grant award. The awardee must sign the grant agreement prior to starting the project.
 - Step 6: Complete the project. The grants are good for one year. All projects must be completed within the timeframe. The project must be signed off on by a Village Representative.
 - Step 7: Grant funds are reimbursable or directly paid to the vendor. At no time will the awardee receive funds prior to project completion. Once the project is complete, submit all invoices, canceled checks, or receipts to the Village Clerk.
 - Step 8: The awardee will be mailed a check up to the amount of the grant depending on the total project costs within 30 days of submission. At no time with grant funds exceed 40% of the total project.
 - Step 9: All awardees agree to maintain the action for a minimum of three years, if the action is not maintained, the awardee will return the funds to the Village of Montour Falls.

We look forward to working with your business. If you have any questions regarding the process or your project, please email amanda@ascendcollaborative.com. All program policies are available on the Village's website and at the Village Hall.