



City of Somerville Business Enrichment Program

PROGRAM OVERVIEW

The City of Somerville Business Enrichment Program offers small businesses up to 15 hours of free technical support and the opportunity to unlock a grant for equipment or infrastructure improvement. There are two separate funding pools for home-based businesses and brick and mortar businesses.

Program Dates

- Program Application Opens: June 17
- Initial Review Begins: July 1
- Applications accepted after July 1st will be received on a rolling basis as funding allows.

Grant Details

- Brick and Mortar Businesses: Up to \$12,000 for equipment or infrastructure improvement
- Home-Based Businesses: Up to \$2,500 for equipment or infrastructure improvement

Technical Support Areas

- Restaurant operations
- Business planning and strategy
- Legal and contractual matters
- Banking and financial management
- Website creation and evaluation
- Child care operations

Eligible Applicants

- Businesses must have 10 or fewer full-time employees.
- Businesses must be able to provide a W-9 for the business.
- Businesses must be able to provide either a city or state business license.
- Businesses must be based in the City of Somerville.
- Businesses must already be operational (may require additional verification).
- Businesses may have to provide additional documentation as requested.

Ineligible Businesses

- Franchises
- Liquor Stores
- Financial / Lending Institutions
- Private Membership or Fraternal Organizations/Businesses
- Adult Oriented Businesses
- National / Regional Chain Businesses
- Bars (eligible if less than 50% of revenue is from alcohol)
- Night Clubs
- Vape Shops, Hemp Shops or Cannabis Shops
- Businesses owned in part or fully by a City of Somerville employee or family member of those individuals

Priority Considerations

Depending on program interest, priority points may be applied. Time of application will be used if a tiebreaker is necessary due to a lack of funding.

For brick and mortar businesses:

- The Business owner is a Somerville resident (1 point)
- The Business has fewer than 5 employees (1 point)
- The Business has only 1 location (1 point)
- The Business has not received City funding previously (2 points)
- The Business is diverse-owned (the business is at least 51 percent owned by one or more minorities such as, immigrants, women, BIPOC, veterans, LGBTQIA, disabled) (1 point)

For home-based businesses:

- The Business is a child care based business (2 points)
- The Business is an arts or creative enterprise business (1 point)
- The Business's revenue is below \$75,000 per year (1 point)
- The Business is located in a Qualified Census Tract (1 point)
- The Business is diverse-owned (the business is at least 51 percent owned by one or more minorities such as, immigrants, women, BIPOC, veterans, LGBTQIA, disabled) (1 point)

Approved Uses of Grant Funding

Please note, that the grant funding can be used to reimburse from previous purchases of any of the below within the last 6 months. The funding will only go towards eligible purchases.

- Equipment
- Software
- Repairs
- Facade Improvements (Please note that physical changes and signages may require site plans approvals and permits.)
- Point of Sale Systems
- Child Care Curriculums

Note: Funding cannot be used for payroll, operating, or overhead costs.

For any question or assistance with the grant application, please contact us via email at SomervilleTAG@iParametricsDS.com or by phone at (774) 448 - 5074. Please note that our case managers are available to take phone calls on Tuesdays and Fridays from 9 AM to 5 PM. Any messages will be returned on Tuesdays and Fridays.

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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/1fba3c83-c757-4786-a1ea-b69f05a5fffe> 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.

City of Somerville Business Enrichment Program
Applicant Registration Form

The City of Somerville Business Enrichment Program offers small businesses up to 15 hours of free technical support and the opportunity to unlock a grant for equipment or infrastructure improvement. There are two separate funding pools for home-based businesses and brick and mortar businesses.

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Note: Funding cannot be used for payroll, operating, or overhead costs.

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 SomervilleTAG@ParametricsDS.com or by phone at (774) 448 - 5074. Please note that our case managers are available to take phone calls on Tuesdays and Fridays from 9 AM to 5 PM. Any messages will be returned on Tuesdays and Fridays.

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 *

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.

City of Somerville Business Enrichment 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 started and saved, if additional time is 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.

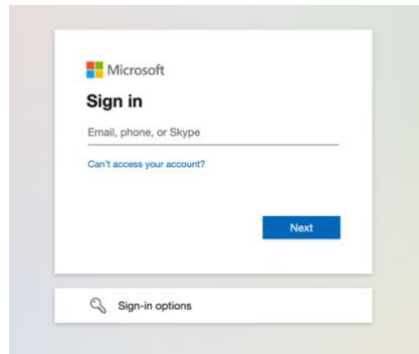
Step 2: Submit an Application Intake Form



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

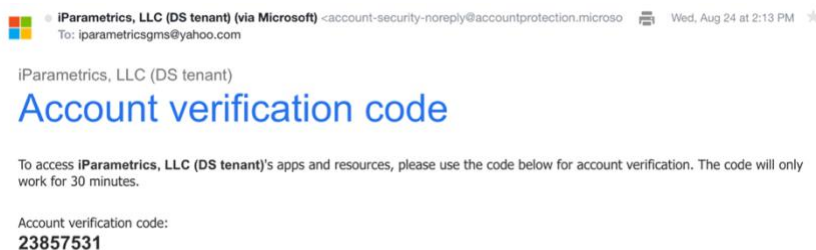
1. Click on the Application Start Link sent in the registration confirmation email.
 - a. If the link does not work, please copy and paste the URL into your web browser.
2. You will be prompted for an email address – enter the same email address that you registered with and click “Next”.



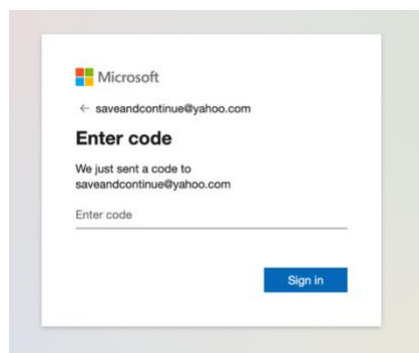
3. If your email address is associated with a Microsoft account (e.g., Microsoft 365 Family, Microsoft, Personal, Microsoft 365 for Business, etc.), you will be prompted to enter your Microsoft account password.
 - a. You may need to perform additional security steps, depending on how your Microsoft 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:

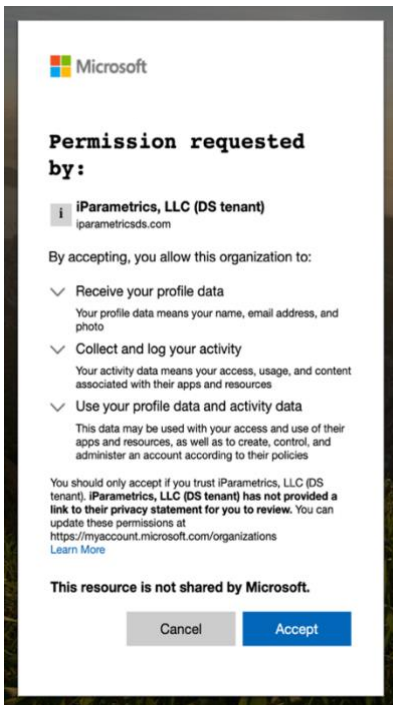
- a. You will receive an email from iParameters LLC with a one-time code to use for logging in. Navigate to your registered email address inbox and open the email with the one-time code.



- 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 SomervilleTAG@iParametricsDS.com or by phone at (774) 448 - 5074. Please note that our case managers are available to take phone calls on Tuesdays and Fridays from 9 AM to 5 PM. Any messages will be returned on Tuesdays and Fridays.



- 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 Business Enrichment Program
Application Intake Form

The City of Somerville Business Enrichment Program offers small businesses up to 15 hours of free technical support and the opportunity to unlock a grant for equipment or infrastructure improvement. There are two separate funding pools for home-based businesses and brick and mortar businesses.

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

Business Entity Name (As Appears on W-9 Form) *

Business Name (Doing Business As) *

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 Industry *

(e.g., Restaurant, Retail, etc.)

Current Number of Full-Time Employees *

Please describe the Business. *

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.

City or State Business License *

Drag files here or [Select files](#)

Businesses must provide a signed and dated W-9 Form. The IRS tax form W-9 is required for grant payments to ensure accurate reporting of income and compliance with tax regulations. It enables the grantor to obtain the grantee's correct taxpayer identification number (TIN) to report the payment information to the IRS, helping to prevent potential tax liabilities and penalties. Please ensure that the uploaded W-9 uses the 2018 version of the form. The form can be accessed here: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

Signed and Dated W-9 Form *


Drag files here or [Select files](#)

[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 Business Enrichment 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 * X 

Checking the checkbox is equivalent to a handwritten signature *



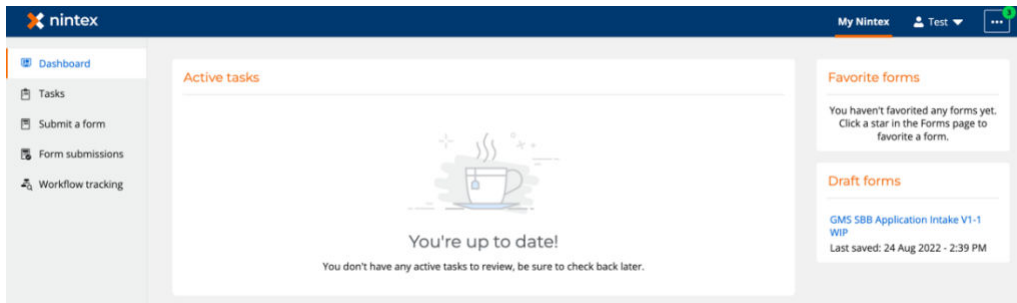
All saved applications must be completed and submitted within 30 days of the first save date or they will be automatically deleted by the system.



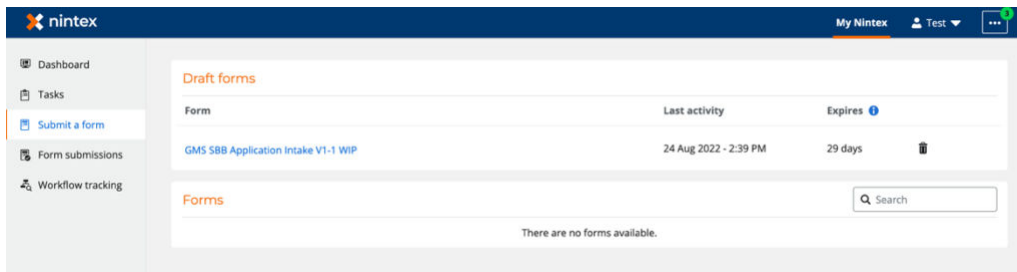
While the application undergoes the review process, a Case Manager may contact the Business using the Authorized Representative contact information if any additional information is needed. It is the Business’s responsibility to respond in a timely manner. If the Business fails to respond to the Case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

To Continue on a Saved Application

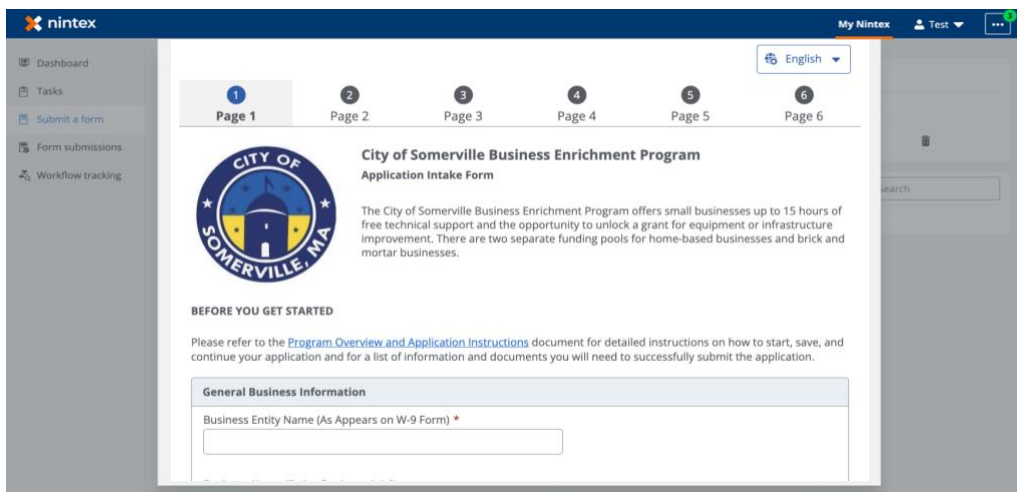
1. Click on the Application Continuation Link sent in the registration confirmation email.
 - a. If the link does not work, please copy and paste the URL into your web browser.
2. Follow “To Start an Application” Steps 2 through 4 to log in.
3. Navigate to the “Submit a form” page using the navigation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

- Business Entity Name (As Appears on W-9 Form) *
- Business Name (Doing Business As) *
- Physical Street Address, City, State, and Zip Code *
- Mailing Street Address, City, State, and Zip Code *
- Business Phone Number *
- Business Email Address *
- Business Website
- Business Industry (e.g. restaurant, retail, etc.) *
- Current Number of Full-Time Employees *
- Business Description *
- 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 *
- Technical Assistance Survey *
 - Requires applicant to rate the Business's need of various areas of assistance, including general business consulting, financial and bookkeeping, legal services, website and digital marketing, food-based business consulting, child care business consulting, technology and app development
 - What is the main goal the Business hopes to achieve with the technical support provided by the Program? *
 - Please describe any specific challenges the Business is currently facing that the technical support could help address. *
 - How will the technical support impact the Business's operations or strategy? *
 - Please provide any additional information or specific needs the Business may have.
- Is the Business a brick and mortar or home-based business? *
- Amount of Grant Requested *
- Please describe how the Business plans to use the grant funding if awarded (e.g., specific equipment, software, repairs, etc.). *
- Please explain how the equipment or infrastructure improvement grant will benefit the Business in the long term. *
- If the Business has never received City funding before, how would this grant help the Business overcome initial hurdles or barriers to success? *
- Priority Considerations
 - For brick and mortar businesses:*
 - Is the Business Owner a Somerville resident? *

- Does the Business have fewer than 5 full-time employees? *
- Does the Business only have 1 location? *
- Has the Business received funding from the City previously? *

If "Yes":

- Please describe the funding amount and what entity/program granted the funds. *
- Is the Business owned (at least 51%) by any of the following groups?
 - Choices Include: Immigrant, Woman, Black, Indigenous, People of Color (BIPOC), Veteran, LGBTQIA, Disability

For home-based businesses:

- Is the Business a child care based business? *
- Is the Business is an arts or creative enterprise business? *
- Is the Business located in a Qualified Census Tract (QCT)? *
- Is the Business's revenue below \$75,000 per year? *
- Is the Business owned (at least 51%) by any of the following groups?
 - Choices Include: Immigrant, Woman, Black, Indigenous, People of Color (BIPOC), Veteran, LGBTQIA, Disability

Application Documentation

- City or State Business License *
- Signed and Dated W-9 Form *
- 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 SomervilleTAG@iParametricsDS.com or call (774) 448 - 5074