

City of Bradford Historic Downtown New Business Grant Program



For Additional Information Contact:
Office of Economic & Community Development
(814)368-7170 ext. 117
adolan@bradfordpa.org

HOW TO REQUEST ASSISTANCE

Please complete this application, and return it to the Office of Economic & Community Development, 20 Russell Blvd., Bradford, PA. This information will provide staff with the information needed to determine your eligibility. (Ordinance General File No. 3283)

Historic Downtown New Business Grant Application

Date _____

Applicant:

Applicant: _____

Property Address: _____

Mailing Address (if different): _____

City _____ State _____ Zip Code _____

Phone Numbers: Business: _____

Mobile: _____

E-mail Address: _____

Property Information

Address of property where new business is located:

Date that business opened: _____

Microgrant Schedule: Upon completion and submission of the New Business Grant Application form and supporting documentation (previous year's tax forms showing gross business receipts).

Year in which business opens .0075% of gross receipt

First year after business opens .0075% of gross receipt

Second year after business opens .0038% of gross receipt

Treasurer's office use only

Approved by: _____ Date: _____

FLOW SHEET

City of Bradford Historic District New Business Microgrant

Name _____

Address _____

	Grant Check List	Comments
1. Application (including previous year tax return)		
2. Verification of Taxes & Utilities		
3. City Council Resolution Authorizing Payment		
4. Application/Resolution sent to City Treasurer for payment		
4. Microgrant Payment to Applicant		

ORDINANCE GENERAL FILE NO. 3283

“AN ORDINANCE OF THE CITY OF BRADFORD, McKEAN COUNTY, PENNSYLVANIA, ESTABLISHING AND APPROVING THE HISTORIC DOWNTOWN NEW BUSINESS MICROGRANT PROGRAM FOR ELIGIBLE APPLICANTS FOR BUSINESSES OPENING OR RELOCATING TO THE CITY OF BRADFORD’S HISTORIC DISTRICT”.

WHEREAS, the Council of the City of Bradford, in 1971, adopted an ordinance creating and recognizing the historic significance of the City of Bradford’s Historic District (Ord. No. 2866) in order to protect the portions of the City of Bradford containing a rich architectural and cultural heritage of the City, and to promote the general welfare of the historic district.

WHEREAS, the Council of the City of Bradford recognizes the importance of business recruitment and development within the City of Bradford’s Historic District and desires the redevelopment of vacant, orphaned, or underutilized commercial properties located within the boundaries of the historic district; and

WHEREAS, the City of Bradford desires to promote the inhabitation of vacant unused commercial space within building located with the historic downtown.

WHEREAS, the occupancy of buildings is crucial to maintaining an economically strong Downtown Commercial District; a commercial area where the image, appearance and environment encourage the attraction of shoppers and visitors.

NOW, THEREFORE, in order to promote the objectives stated above, be it ordained by the Council of the City of Bradford, Pennsylvania, and it is hereby ordained by the authority of the same as follows:

SECTION 1. DEFINITIONS

As used in this Ordinance, the following words and phrases shall have the meaning set forth below:

- A. BUSINESS – Carrying on or exercising, whether for gain, profit or otherwise, within the City of Bradford’s Historic District, any trade, service, profession, brokering, communication, consulting or other commercial activity or service, including but not limited to financial business, or making sales to persons or rendering services attributable to activity, an office or other physical place of business located within the City of Bradford’s Historic District.

- B. **ELIGIBLE BUSINESS** – Any Business other than a wholesale dealer and/or wholesale vendor which begins operations or relocates to the City of Bradford’s Historic District on, or after, July 1, 2019.
- C. **GROSS RECEIPTS** – Cash, credits, (including, but not limited to legal obligations assigned by contract to another) and property of every kind and nature received or due from services rendered from or business transacted in, allocable to the City of Bradford’s Historic District, without deduction therefrom but not limited to cost of any property sold or used, material utilized, labor service, interest paid or any other cost or expenditure.
- D. “Municipal Governing Body” means the City of Bradford.
- E. **PROGRAM PARTICIPANT** – An Eligible Business accepted into the Program.

SECTION II. PROGRAM ACCEPTANCE AND GRANT SCHEDULES

- A. **Program Acceptance:**
 - 1. Eligible Business acceptance for the grant under the Program shall be reviewed by the City of Bradford Office of Economic and Community Development upon the proscribed form (the “Application”), which is attached hereto as “Exhibit A.”
 - 2. The Application may be amended by the City of Bradford Office of Economic and Community Development from time to time.
- B. **Microgrant Schedule.** Upon completion and submission of the Microgrant Application form and supporting documentation, a microgrant shall be issued on the following schedule:

Year in which business opens:	.0075% of gross receipts
First year after business opens:	.0075% of gross receipts
Second year after business opens:	.0038% of gross receipts

SECTION III. PROGRAM ADMINISTRATION

- A. **General Program Administration.** The City of Bradford Office of Economic and Community Development shall manage and administrate the Program.
- B. **Policies and Procedures for Program Administration.** The City of Bradford Office of Economic and Community Development shall promulgate rules, policies, procedures, and/or guidelines for the administration of the Program including, but not limited to, the furnishing of Program Participants’ financial records, grant distribution, grant distributions schedules, grant distribution, Program Participants’ reporting requirements, and Program Participants’ continued eligibility.

- C. The City of Bradford will furnish the grant funds after reviewing the data supplied by the Office of Economic and verifying that the business is current on all taxes, fees, licenses, inspections, and all other mandatory requirements that govern said business.

This amendment shall take effect upon final passage.

INTRODUCED THIS 28th DAY OF April A.D., 2020

FINALLY PASSED THIS 12th DAY OF May A.D., 2020



City Administrator



Mayor