



TECHNOLOGY ASSISTANCE PROGRAM

The Broadband Telecommunications Commission is offering a matching grant for technology improvements for small businesses within the city limits of Charles City. This program helps you acquire the computers, software, printers and/or fax machines you need to keep your office running smoothly.

Small businesses are defined as those that employ 25 or fewer full time equivalent employees.

Technology Assistance provides a matching grant up to:

20% up to a total \$1,500 grant if items purchased locally
(within the city limits of Charles City)

10% up to a total \$1,500 grant if items purchased outside Charles City

Applications will be accepted as long as funds are available. **Applications will be considered on a first come basis only.** Any application that does not conform to these guidelines will not be considered.

Start-up businesses must submit a business plan with their application to be considered for approval.

Applications are available from the Main Street Charles City office located at 401 North Main Street, Charles City, Iowa 50616

The Broadband Telecommunications Commission has budgeted a maximum of \$1,500 this fiscal year for this program.

Grant funding is distributed as a reimbursement after the applicant submits paid receipts for the completed purchase. If a successful applicant does not use the funds as intended and described by the application then he or she will be liable for those funds and must repay the Broadband Telecommunication Commission. Only one application per business per fiscal year (July 1st – June 30th) will be considered.

For more information please contact:

Mark Wicks, Director
Maion Street Charles City
401 North Main Street
Charles City, Iowa 50616
(641) 228-2335
email: mark@charlescitychamber.com



TECHNOLOGY ASSISTANCE APPLICATION

Please carefully read the following:

A business may receive assistance only once during a fiscal year (July 1st – June 30th). Funding assistance is approved and awarded at the discretion of the Charles City Broadband Telecommunication Commission. Funding assistance is distributed as a reimbursement after the applicant submits paid receipts for the completed project. If a successful applicant does not use the funds as intended and described by the application then he or she will be liable for those funds and must repay the Broadband Commission.

Applications will be considered at the next scheduled Charles City Broadband Commission meeting. Start-up businesses must submit a business plan to the Broadband Review Committee. Mail completed applications to:

Mark Wicks, Community Development Director
Main Street Charles City
401 North Main Street
Charles City, Iowa 50616

Name: _____

Property address: _____

Mailing address: _____

Email address: _____

Phone: _____ **Fax:** _____

Date business established or opened in Charles City: _____

Other business locations: _____

Property owner (landlord) name: _____

Mailing address: _____

Phone: _____

Brief description of business (may be attached):

Current number of employees: _____ **full time** _____ **part time**

Hours of Operation: _____

Description of proposed project (attach if necessary):

Estimated cost: _____

Requested assistance: _____

- **Attach cost estimates with breakdown of supplies, labor and associated expenses anticipated:**
- **If current business, attach copy of last year's tax return showing profit and loss:**
- **Attach most recent Quarterly Iowa Workforce Development Form**
- **Attach additional information relevant to the application:**

For more information please call Mark Wicks, Charles City Community Development Director, at (641) 228-2335 or email mark@charlescitychamber.com