**Rural Business Development Grant (RBDG)**

**Letter of Intent – FY 2020**

1. Name of prospective RBDG **APPLICANT**:

2. Applicant type: [ ]  Nonprofit Corporation

[ ]  Public body [ ]  Other (explain)

3. Name of project:

(Use a brief descriptive title to allow for easy identification of the project).

 Enterprise “Like” Project  Opportunity “Like” Project

4. Contact person for this project:

|  |  |
| --- | --- |
| Name:       | Position:       |
| Organization:       | Telephone:       |
| Mailing address:       | E-mail:       |

5. Project type:

|  |  |  |
| --- | --- | --- |
| [ ]  Business counseling | [ ]  Market research/development | [ ]  Revolving loan fund |
| [ ]  Business training | [ ]  Product improvement |  |
| [ ]  Farmer/rancher training | [ ]  Workforce training |  |
| [ ]  Professional or technical report |  | [ ]  Other (explain)       |
| [ ]  Feasibility study | [ ]  Machinery & equipment |  |

6. Describe the RBDG project briefly.

7. Source of funds for this RBDG project:

(The table below is an embedded spreadsheet. **Double-click** inside the table and it will open up in Excel for you to fill in. Once you’re done, you **can click anywhere on the Word** document to exit Excel and return to the rest of the document. (The $15,000 figure in the table is an ***example******only*** and may be changed)



8. Explain exactly what the project funds (and especially the RBDG funds) will be used towards:

(**A budget is not required; just state generally how the money will be used**).

9. Identify the specific “small” business (s) that will **benefit** from the RBDG project (if known – cannot be applicant)

(**A “small” business is one with <$1 million in gross annual profit and <50 employees).**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of small business that will benefit | Location of small business | Will this business provide a letter affirming that this project will save and/or create jobs at their firm? | # Employees now | # Employees created after project completion |
|       |       | Yes/No |       |       |
|       |       | Yes/No |       |       |
|       |       | Yes/No |       |       |
|       |       | Yes/No |       |       |

10. Is this project specifically cited in the community’s economic development plan? [ ] Yes [ ] No

What is this plan document’s title and date?

11. Number of years of experience that the prospective **applicant** has in administering and/or delivering similar types of projects:       years

12. Explain why this project represents a particularly noteworthy opportunity.

(In no more than a paragraph, explain why this proposal deserves to be selected over others.)

13. How many new jobs do you expect this project to create? **Jobs**

Explanation:

**Vermont Applicants**

Please e-mail this RBDG “Letter of Intent” to susan.poland@usda.gov, with a CC to elijah.massey@usda.gov. Include “RBDG Letter of Intent” in your subject line. You may also choose to submit a paper copy. If so, send to:

USDA Rural Development, Attn: Susan Poland, BPS - 87 State Street, Suite 324 – PO Box 249 – Montpelier, VT 05601

**New Hampshire Applicants**

Please e-mail this RBDG “Letter of Intent” to cindi.gelinas@usda.gov, with a CC to heather.gronlund@usda.gov. Include “RBDG Letter of Intent” in your subject line. You may also choose to submit a paper copy. If so, send to:

USDA Rural Development, Attn: Cindi Gelinas, BPT – 10 Ferry Street, Suite 218 – Concord, NH 03301