



## **CAPITAL EXPENDITURE GRANT PROGRAM**

**APPLICATION DEADLINE: JULY 31, 2025**

The Town of Gorham is excited to announce the 2025 Capital Expenditure (“CapEx”) matching grant program to support Gorham businesses and farms seeking to expand and grow through a one-time purchase of a capital item, service or site expansion project. These single, one-time procurements will help grantees accelerate plans for growth, and create opportunities for expansion, innovation and job creation in Gorham.

The program will award grants to businesses in three distinct sectors using a competitive grant application process.

Targeted sectors for the grant program are as follows:

- Agriculture, Agribusiness and Agritourism
- Manufacturing and Skilled Trades
- Retail & Food Services

The program provides matching grant funding for the purpose of making a single, non-recurring procurement of an item or service, which addresses at least one of the following goals of the program:

- EXPAND REACH in existing markets and/or advance into new areas for greater market share;
- INCREASE PRODUCTION to meet growing market demand and benefit from economies of scale;
- RAISE THE PROFILE of a business to create greater demand and increase overall sales;

The program intends to spur investment in targeted sectors of Gorham’s economy by supporting strategic upgrades to equipment, facilities, technology and services. These enhancements will help businesses thrive, thereby creating a lasting impact on the local economy and raising the Town’s overall profile as a destination for businesses and entrepreneurs in Southern Maine.

### **PROGRAM GUIDELINES**

The Town of Gorham has allocated through the Fiscal Year 2025 municipal budget funding specifically to support Gorham businesses and farms through a business grant program. Eligibility is limited to businesses and farms currently operating in Gorham on commercial and agricultural property located in the Town of Gorham.

- The match grant program provides up to 50% reimbursement of the total cost stated in a complete application; a maximum award of \$12,000 can be awarded to a single business.
- At least one grant will be awarded to an applicant in each of the targeted sectors, provided they meet minimum eligibility requirements; the total number of grants awarded will depend on the number of applications received, scoring by the review committee, and the amount of funding available.

- Targeted sectors for the grant program are as follows:
  - Agriculture- and Rural-based businesses
  - Manufacturing & Skilled Trades
  - Retail & Food Services
- The program can be utilized in conjunction with the Town's Revolving Loan Fund (RLF) program. Active RLF loan recipients are eligible to apply provided they remain current with loan payments.
- Preference will be given to businesses and farms which have not yet been awarded a grant through any other Town of Gorham grant programs.
- There is no minimum grant amount, however, the primary goal of the program is to maximize the impact made to a business and their ability to grow.

### APPLICATION PROCESS

- The application deadline is JULY 31, 2025, at 5pm. Applications will be accepted either by email (preferred) or in-person to the Department of Community Development at the Gorham Municipal Center (75 South Street).
- All applications will be reviewed by Town staff for eligibility requirements.
- A review committee comprised of members of the Gorham Economic Development Corporation (GEDC) will score each eligible application and provide recommendations for final approval to Gorham Town Council.
- Any determination of funding award will be based on the following criteria:
  - Overall quality of the application, including alignment with stated program goals
  - Proven performance and stated competitive advantage of the business
  - Strong argument(s) for the impact the grant will have on future growth of the business
  - Demonstrated need of the business applicant for funding the project using grant funds
- Additional information from applicants may be required as part of the review process.

### ELIGIBILITY REQUIREMENTS

- A capital expenditure shall be defined as any single non-recurring procurement equal to or in excess of \$5,000 for durable goods, information technology or related services in any fiscal year.
- Capital expenditures may include upgrades made to a building or property if the project will result in a long-term tangible asset that directly benefits business operations.
- The proposed project must conform to Town land use and development code standards, if applicable. All necessary approvals and/or permits are required prior to the start of any project.
- The project applicant must be current on all property taxes, fees, judgements, or liens to the Town of Gorham.
- Applicants are eligible for one project per grant cycle.
- Commercial and mixed-use properties located in the following zoning districts are eligible: Village Centers; Urban Commercial; Narragansett Mixed-Use; Olde Canal Industrial;

Industrial; Office-Residential; Mosher Corner Mixed-Use; Roadside Commercial; Agricultural/Industrial; and Rural.

#### ELIGIBLE FUNDING ACTIVITIES\*

- Machinery and motor vehicles
- Furniture, fixtures and equipment
- Computers, software and website design
- Facility upgrades and expansions

*\*Other proposed uses may be approved on a case-by-case basis, by the review committee.*

#### INELIGIBLE ACTIVITIES\*

- Funds cannot be used for general operating expenses, including working capital, inventory purchases, debt repayments, salaries or utility and/or rent payments.
- Funds may not be used to support the purchase of real estate.

*\*Other proposed uses may be deemed ineligible, as determined by the review committee.*

#### GRANT ADMINISTRATION

- No grant shall be made unless and until the proposed use of funds has been reviewed and approved by the appropriate Town staff and/or review committee.
- A minimum of three (3) written quotes from competitive sources must be obtained for any grant request of \$5,000 or more, and included as part of a complete application.
- Grant funds will be distributed after the work has been completed and proof of payment to the contractor or vendor for materials is provided to the Town. If the work is completed by the building owner or tenant, only materials are grant eligible.
- Reimbursement will not be made for purchases made or work completed prior to grant application acceptance.
- Grants will be considered voided if the capital purchase is not made or work has not begun within 12 months of award date, and completed within 36 months of award date.

#### Contact Information

Economic Development Division

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