



2026-2027
CAPITAL EXPENDITURE GRANT PROGRAM
APPLICATION FORM

All applications must be received either via email, on or before 11:59pm EST on January 15, 2027, or in person on or before 5pm EST on January 14, 2027.

Email applications are to be sent to econdev@gorham.me.us under the title "Capital Expenditure Grant Application – [Business Name]." Hard copy submissions can be sent to Community Development – Attn: Econ. Dev. Division, 75 South Street, Gorham, ME 04038.

INSTRUCTIONS: Please write directly into this document template, do not create your own application format. Additional application materials (budget, sketch plans, images, etc.) may be included as attachments to this application.

For further assistance, please contact the Economic Development Division at (207) 222-1620.

APPLICANT INFORMATION

1. Applicant Name: _____
2. Business Name: _____
3. Business Operating Address: _____
 - Project Address, if Different: _____
4. Business Mailing Address: _____
5. Applicant Email Address: _____
6. Applicant Phone Number: _____
7. Owner / Tenant or Leaseholder / Other Authorized User *[please explain]*:

BUSINESS INFORMATION

8. Indicate the Targeted Sector under which you are applying (Please check one)

- ☐ Agriculture, Agribusiness and Agritourism
- ☐ Manufacturing, Construction and Skilled Trades
- ☐ Retail, Food, and Other Services

9. How many full-time equivalent (FTE) employees do you have, including yourself?

- ☐ 1 - 10 employees
- ☐ 11 – 20 employees
- ☐ 21 – 50 employees
- ☐ More than 50 employees

10. How long have you been in business?

- ☐ Less than a year
- ☐ 1 – 2 years
- ☐ 3 – 4 years
- ☐ 5+ years

11. What is your approximate sales volume (farm income) over the past year?

- ☐ Under \$50,000
- ☐ \$50,000 - \$100,000
- ☐ \$100,001 - \$250,000
- ☐ Over \$250,000

12. Has your business or farm received through any Town of Gorham grant program?

- ☐ Yes ☐ No

If yes, please share the name of the grant program, year, and amount awarded:

PROJECT DESCRIPTION

13. Tell us about your business and its growth.

[Describe what the business does, who it serves, its progress so far, and its current growth opportunities or challenges.]

(400 words maximum)

14. Provide a full description for the proposed investment.

- Describe exactly what will be purchased or improved;
- Why it is needed;
- Who will complete the work;
- Estimate project timeline or schedule.

15. Which program goal(s) will your project support? *[Check all that apply]*

- ☐ Expanded market reach;
- ☐ Increased production or capacity;
- ☐ Greater business visibility and sales.

Explain the results you expect. Include estimates if available, such as increased output, shorter wait times, increased sales, etc.

(250 words maximum)

PROJECT BUDGET & COST

16. Total grant amount requested for project: \$ _____
(Up to 50% of approved eligible project costs, with a maximum grant award of \$12,000)

17. Total estimated cost of project: \$ _____

18. What is the impact on the project if your application is only partially funded by the grant program? What is the minimum grant amount needed to proceed with the project as outlined?

19. Provide an estimated project budget, including a breakdown of costs by activity (equipment, technology, project materials, contracted work, etc.):

(A separate spreadsheet document may be included with the application.)

ADDITIONAL MATERIALS

Include the supporting materials listed below with your completed application. Financial information is required for all applicants. Three written price quotes are required for grant requests of \$5,000 or more. The remaining materials are required when applicable to your proposed project.

Contact the Economic Development Division if you are unsure what to include.

☐ **Price Quotes:** For grant requests of \$5,000 or more, include at least three (3) written quotes from vendors or service providers for each proposed capital item over the \$5,000 threshold.

☐ **Business financial information:** A profit and loss statement or similar financial record showing business income and expenses for the past twelve (12) months, or since opening if the business has operated for less than one year.

☐ **Current conditions or layout, when applicable:** Include clear photographs, a sketch, or a hand-drawn layout showing the project area's existing conditions before work begins.

☐ **Preliminary sketch or layout, when applicable:** A sketch showing the proposed improvements or the placement of new machinery or equipment within the existing space.

☐ **Property ownership or owner permission, when applicable:** For projects involving facility upgrades, construction, or other changes to the property, provide proof of property ownership or written permission from the property owner supporting the full scope of the proposed project.

APPLICANT ACKNOWLEDGMENT

By signing below, I confirm that:

- I am authorized to submit this application on behalf of the business or farm.
- The information provided is accurate and complete to the best of my knowledge.
- I have reviewed the program guidelines and understand that submitting an application does not guarantee a grant award.
- I understand that grant funds are paid through reimbursement after the approved purchase or project is completed and required proof of payment is submitted. I am responsible for paying project expenses before receiving reimbursement.

Printed Name: _____

Title or Role: _____

Signature: _____

Date: _____