Adirondack Frontier Small Business Program
Frontier Trades Fund FAQ

1. Where do I find the guidelines for this fund?

Program guidelines are available at adirondackfrontier.com.

2. Are non-profits organizations eligible to apply?

Unfortunately, only for-profit businesses are eligible to apply.

3. Are existing businesses eligible to apply?

Yes, existing businesses that meet the eligibility criteria can apply. Applications from start-up businesses will be given extra points because it is a National and State objective of the grant program to fund start-up businesses. Start-up businesses are businesses that have operated for 6 months or less.

4. Does my business have to be related to the trades?

Yes, your business must provide a service that will grow Franklin County's trades sector, in addition to meeting the basic requirements listed in the program guidelines and application.

5. What is the application timeline?

The application process has two phases: the eligibility form and the final application. The eligibility form must be completed first and only eligible businesses will be invited to complete the final application. Eligible business owners must also attend one mandatory info session, which will review each aspect of the application. The application process will be approximately 2 months long from start to finish.

6. If I am awarded funds, what is the timeline post-award?

After an award is made and accepted, there will be a mandatory info session to attend, which will review all required steps of the grant process. After the info session, a mandatory environmental review will be performed for each business, which takes approximately 1-4 weeks. After the environmental review is complete, a grant agreement will be executed and business owners can begin executing the project in their application, with only approved expenses eligible for reimbursement. Once the project is complete, FCEDC will submit a reimbursement request on behalf of the business.

7. How is my personal information kept private and confidential?

Any private or confidential information submitted as part of the application is only seen by appropriate FCEDC staff. The documentation is kept on file using a secure platform and the documentation is used only to determine eligibility and is not shared with the project review committee, County staff or elected officials.

8. What is the scoring process?

Applications are scored using the scoring criteria, which can be found in the program guidelines. Applications are reviewed by the project review committee, which is made up of individuals from various backgrounds from throughout the County.

9. Is this a reimbursement grant?

Yes, this is a reimbursement grant program. Business owners must pay for all project expenses up front and then submit documentation to FCEDC for reimbursement. Once the reimbursement package is submitted to the State, it typically takes 3-4 weeks for it to be processed.

10. What is the reimbursement process?

Business owners must keep records of their approved project expenses and must submit the following to FCEDC:

- Invoices
- Proof of payment
    - Bank/credit card statements can be redacted to exclude irrelevant transactions
    - Canceled checks must be front and bank and received from the bank
    - Reimbursement documentation must be mailed or emailed as a single PDF. Screenshots and forwarded emails are not acceptable.
- Photos (if applicable)
- Job reporting documentation (for non-LMI business owners)
- Recruitment Certification Form (for equipment only)
- UCC filing (for equipment only)

11. How do I know if I qualify as an income-eligible business owner?

Income qualification is based on the total family income and the family size. The income limits are listed in the Program Guidelines.

12. How do I know if the job I am creating is available to an income-eligible person?

The job(s) you create can't require special skills that can only be acquired with substantial training or work experience (unless you provide training on the job) and you must make sure you give low-moderate income persons first-consideration to fill the position(s). More information, including income limits based on family size, is available in the guidelines.

13. How do I complete the required entrepreneurial training program?

The training will be a mix of online training videos and in-person one-on-one business counseling in addition to any specialized training the business chooses to undertake as part of their project..