



New Hampshire Department of  
**BUSINESS AND  
ECONOMIC AFFAIRS**



## **Collaborative Economic Development Regions Grant Program**

### **Application Instructions**

The online application is available [here](#)

The 'Lead Agent' will be responsible for applying for the CEDR Program Funds.

The application is set-up in tabs and all tabs must be complete before the application can be submitted.

Elements and descriptions of the application:

- *Get Started*
  - Set-up an account.
- *Lead Organization*
  - Region: Must be part of, one of the following CEDRs:
    - Central-Southern CEDR
    - North Country CEDR
    - Seacoast CEDR
    - Southwest CEDR
  - List stakeholders involved within this application.
  - Attach a document that demonstrates experience in managing funding; reporting; contractual obligations, and ability to successfully manage the partnership using internal staff resources.
- *Lead Contact*
- *Lead Billing Contact*

- *Eligibility Checklist*
  - Must verify the following:
    - Be an established non-profit; for profit, state or municipal agency engaged with various business sectors within a specific and defined region of New Hampshire
    - Be incorporated as a legal entity
    - Must not be subject to any legal impediment, including bankruptcy or liquidation
    - Demonstrate ability to carry out the service or activity applied for
    - Programs are eligible expenditures
    - Programs do not exceed the \$50,000 cap, and
    - Must spend all funds by November 30, 2022.
- *Projects*
  - Each project should be on a different tab. Each project tab includes the following:
    - Project Name
    - Goal
    - Budget – upload file
    - Details – upload file
      - To be included:
        - Project details – including objectives, tactics, etc.
        - Project timeline
        - Project benchmarks/measurements
        - List of vendors
- *Electronic Signature*