

PJCC-Small Business Improvement Award \$1,000

- Business may not be larger than 50 employees.
- Business must be a member of the Greater Port Jefferson Chamber of Commerce.
- The business must be in good standing with their membership.
- Business must have been in business for one year.
- Only the business owner(s) or main principles of the business may submit an application for the award. Please submit good contact information.
- Proof of ownership must be presented with the application.
- Your 'request letter' ***IS YOUR FORMAL SUBMISSION, THERE IS NO FORMAL APPLICATION TO BE FILLED OUT.***
 - Selection of the award will be based on how the money will be spent to improve the business and cannot be used for operational expenses. Examples could be: Updating and purchasing equipment, capital improvements, professional services, consulting evaluations, business plans, marketing strategies, promotional advertising, signs, energy efficient improvements-lighting, insulation etc.
- Your 'request letter' ***IS YOUR FORMAL SUBMISSION, THERE IS NO FORMAL APPLICATION TO BE FILLED OUT.***
- Non-profits are ineligible, **ONLY Small Businesses**

**Proof of expenditure must be presented 6 months after the award, unless other pre-approved arrangements have been made.*

***Current Port Jefferson Chamber Board Members are INELIGIBLE to apply.*

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Letters of request must be emailed to info@portjeffchamber.com with PJCC 'Small Business Improvement Award' in the subject area. ALL requests MUST BE EMAILED BY February 5, 2018 DEADLINE.

Award will be given out at our Annual Installation Breakfast at Danfords

All questions can be directed to Barbara Ransome-Director of Operations-PJCC at 631-473-1414.

