

The Brookhaven Chamber of Commerce Coalition is once again offering their 2018 ‘Small Business Improvement Award Grant. *The Port Jefferson Chamber’s Partners* are eligible to submit their letters of request. Guidelines and contact info are below. *Your letter of request is your ‘formal application’.*

Small Business Improvement Award-\$1,200

- Business may not be larger than 50 employees
- Business must be a member of their local chamber or any chamber in the Town of Brookhaven.
- That chamber must be a member of the BCCC in good standing.
- Only Business owners or main principles of the business may submit an application for the award.
- Proof of ownership or entitlement (manager, executive) must be presented with the application.
- Requests for the award will be judged by how beneficial the money will be used to improve the business. i.e. updating and purchasing equipment, capital improvements, professional services; i.e. consulting evaluations, business plans, marketing strategies, promotional advertising, signs, energy efficient improvements-lighting, insulation etc.
- MUST have been in business for at least one year.

***Non-profits are ineligible, ONLY SMALL BUSINESSES**

***Money may not be used to supplement operating expenses of the business.**

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

Letters of request must be emailed to bransome@optonline.net with BCCC ‘Small Business Improvement Award’ in the subject area. ALL requests MUST BE EMAILED BY March 23rd 2018 DEADLINE.

The award will be given out at their Annual Member of the Year Reception April 17th at *Windows on The Lake* in Ronkonkoma.