TOWN OF DOVER
102 Route 100
Dover, VT 05356

2026 DTAP – Dover Technical Assistance Program

The Dover Technical Assistance Program (DTAP) is an initiative designed to assist Dover businesses with services requiring third-party providers such as staffing agencies, marketing/branding firms, professional service providers, professional architect/design services, etc. DTAP is intended to help Dover businesses solve day to day issues with help of this professional guidance.

DTAP is funded annually through an appropriation of local option sales tax revenue and is distributed to applicants that have projects addressing need, meet the eligibility requirements, fulfill the program guidelines, and support the goals of the program.

The Town of Dover will rebate 75% of the approved project's total cost (PTC) to a maximum grant award of $2,500.00. PTC includes cost of outside professional assistance/implementation. 'Sweat equity', including applicant owned businesses to complete project work, will not be counted towards the PTC and is not reimbursable.

Eligibility:
Applicants must meet the following requirements:

- Must be a for-profit business physically located within the Town of Dover, VT.
- All services must be provided by a third party/outside provider registered business with experience in the field. No awards shall be granted to applicants proposing completing projects in-house.
- Eligible project categories include:
    - **Staffing:** The use of outside staffing organizations to find and hire new workforce for your business. This does not include job posting listing fees on third party sites.
    - **Bookkeeping:** The use of outside bookkeeping organizations and accounting assistance/updating/modernization projects.
    - **Marketing Plans:** The use of outside marketing firms for expanded business marketing plans and implementation. This does not include regular advertising expenses that are eligible for the Dover Advertising Support Program (DASP).
    - **Branding Plans:** The use of outside organizations to create comprehensive and executable branding plans for your business.
    - **Web Development and Implementation:** The use of outside organizations for website creation/updating/modernization or online sales implementation projects.
    - **Property Design and Expansion Design Projects:** The use of outside organizations to create a new property design or expansion to current building. All necessary approvals and permits are required. Contact the zoning department for information.
    - **Point of Sale Upgrades and Implementation:** The purchase and implementation of upgraded point of sale systems for your business. This must be for a current technology system providing customers with convenient use and multiple payment forms.

- All projects must meet appropriate state, town, and zoning ordinances.
- Applications must be complete and include itemized material and labor estimates supporting the grant amount requested.
- Awarded applicants are eligible for DTAP funding every other calendar year and only once per project category.

Guidelines:

- Applicants should hire local providers whenever possible.
- Business may apply for one project per eligible calendar year. Multi-related commercial properties are considered as one commercial property.
- Priority will be given to first time applicants as well as those projects that increase economic viability or represent dramatic upgrades to an existing business or practice.
- Grants awarded under the Dover Technical Assistance Program may be treated as income and therefore be subject to taxation. Applicants should seek professional advice as the Town of Dover is not liable for any resulting income tax on grant amounts.
- Non-profits will be considered on a case by case basis.
- The Dover Select Board reserves the right to approve or deny any request including dispersal of funds if program requirements are not met.

Ineligible projects and organizations include:

- Organizations that discriminate because of race, color, creed, gender, national origin, or limit participation.
- Political organizations, candidates for political office, and/or organizations whose primary purpose is to influence legislation.
- Fraternal organizations, churches, or church-related groups whose proposals promote religion or an individual doctrine, and schools and school related organizations.
- Projects that occurred in the past or are currently underway cannot qualify.

Application and Payment Process:

- Completed applications with supporting documentation can be submitted between September 1 and September 30, 2026 in the following ways:
  - Via email to Shannon Wheeler at econdev@doververmont.com
  - Via mail to: Town of Dover, attn. Shannon Wheeler, PO Box 428, West Dover, VT, 05356.
  - Dropped off in person to the Town Offices, 102 Route 100, West Dover, VT 05356 during open hours.
- Grant awards will be announced by October 21, 2026 and all work must be completed by September 30, 2027.
- Paid and dated itemized receipts/invoices for contracted labor and materials must be submitted by December 31, 2027. **No reminders will be issued.**

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Application Form

Business Name:_____Date submitted: _____

Owner/contact name: _____

Business address: _____

Email:_____Phone: _____

Years in Business:_____

Total Project Cost:_____

Type of Project:
- ☐ Staffing
- ☐ Bookkeeping
- ☐ Marketing Plan
- ☐ Branding Plan
- ☐ Web Development/Implementation
- ☐ Property/Expansion Design
- ☐ POS Upgrade/Implementation

Describe your project and plan in detail including a timetable for completion:

Briefly describe how this project or purchase will help your business develop resilience both in the near and long term:

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Will this project increase economic activity at your business or within the Town? Yes ☐ No ☐
If yes, please describe:

Does the completed project have the potential to create more jobs withing your business?
Yes ☐ No ☐ Please describe:

Is the project new to your business or an improvement/update to a system. You currently use?
Explain:

Do you have other sources of funding for this project? Yes ☐ No ☐
Please describe:

Has this business received DTAP funds previously? Yes ☐ No ☐

Have you answered all application questions and included all attachments? Yes ☐ No ☐

This completed application along with supporting documentation (formal material and/or labor cost estimates) can be sent between September 1 and 30, 2026 in the following ways:

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Dover, Vermont
home of mount snow