

TOWN OF DOVER

102 Route 100
Dover, VT 05356

2022-23 DTAP – Dover Technical Assistance Program

The Dover Technical Assistance Program (DTAP) is an initiative designed to provide assistance for some of the most commonly discussed needs of Dover businesses via the use of third-party providers such as staffing agencies, marketing/branding firms, professional service providers, professional architect/design services, etc. This program encourages businesses to solve their day to day issues with the 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. No 'sweat equity' is includable.

Eligibility:

Applicants must meet the following requirements:

- Must be a for-profit business physically located with the Town of Dover, VT
- Services for all projects must be provided by a third party/outside provider. No awards shall be granted to applicants proposing completing projects in-house.
- All projects must meet appropriate state, town, and zoning ordinances if applicable (property design and expansion design projects).
- Applications must be complete and include any and all formal service and or labor cost itemized estimates.

Guidelines:

- Awarded applicants are eligible for project grant funding every other calendar year. If awarded a project grant, applicants will be ineligible to re-apply the following year.
- Funding for each project type/category will be awarded to each applicant one time only. Applicants may not apply for additional funding to a previously approved project type/category.
- Project eligibility to be made at the discretion of the Economic Development Department and the Town of Dover Select Board
- Applicants should hire local providers whenever possible
- Projects must be completed by a registered business with experience in the field
- Priority will be given to first time applicants as well as those projects that increase economic viability or represent dramatic upgrades to an existent business or practice.
- Businesses, including multi-related businesses, may apply for one project in an eligible year.
- Grants awarded under the Dover Technical Assistance Program may be treated as

Dover, Vermont



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102 Route 100

Dover, VT 05356

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.

Eligible Project Categories:

- ❑ **Staffing** - The use of outside staffing organizations to find and hire new workforce for your business (Note: Personal use of a third-party job posting site will not be eligible for reimbursement.)
- ❑ **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. (Note: Does not cover reimbursements already included in the Dover Advertising Support Program (DASP))
- ❑ **Branding Plans** - The use of outside professional organizations to create comprehensive and executable branding plans for your business
- ❑ **Web Development and Implementation** - The use of outside web development organizations for web creation/updating/modernization/ and online sales implementation projects
- ❑ **Property Design and Expansion Design Projects** - The use of outside engineering or design firms for the purpose of creating a new property design or expansion to the current current building/property (Note: All proper permits and approvals may still be required to implement designs. Check with the Zoning Office for clarifications and questions)
- ❑ **Point-of Sale Upgrades and Implementation** - For the purchase and implementation of upgraded and modern point-of-sale systems for your business. (Note: The purchase must be for modern/current technology systems that provide the consumer with convenient use and multiple payment forms to ensure a better customer experience)

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 organizations whose primary purpose is to influence legislation.
- Fraternal organizations, churches or church-related groups with proposals that promote religion or an individual doctrine, and schools and school related organizations.
- Projects that occurred in the past or are currently underway cannot qualify for grant.

Dover, Vermont

State of Vermont 

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2022-23 DTAP – Dover Technical Assistance Program Application

Business Name: _____ Date Submitted: _____

Owner/Contract Name: _____

Business Address: _____

Email: _____ Phone: _____

Federal Tax ID #: _____ VT Business ID#: _____

Grant Amount Requested: _____ Total Project Cost: _____

Years in Business: _____

Type of Project:

- Staffing
- Bookkeeping
- Marketing Plan
- Branding Plan
- Web Development/Implementation
- Property Design/Expansion Design
- Point-of-Sale Upgrade/Implementation

Dover, Vermont



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Will the completed 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 within your business? Yes No

If yes, 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

Has your business received DTAP funds previously? Yes No

If so, when?: _____

Have you answered all of the questions on this application and included any relevant attachments? Yes No

TOWN OF DOVER

102 Route 100
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Required documents to include:

- Scope of work/deliverables from vendor
- Budget, Estimate or Invoice for Project Completion

Application Process:

This completed application along with supporting documentation can be sent between August 15th and September 16th, 2022, in the following ways:

- Via email to Shannon Wheeler at econdev2@doververmont.com
- Via mail to: Town of Dover, VT attn: Shannon Wheeler
PO Box 428
West Dover, VT 05356
- Dropped off in person to the Economic Development Department during business hours at the Dover Town Offices, 102 VT Route 100, West Dover, VT 05356

Payment Process:

- Grant awards will be announced by the end of September 2022 and all work must be completed by June 30, 2023.
- Paid and dated itemized receipts/invoices for contracted labor and purchases must be submitted by September 30, 2023. No reminders will be issued.
- Within 30 days of receipt a follow-up/project review may be performed before rebate funds are paid.

Any questions on program guidelines, application, or organization/project eligibility, please contact Economic Development Director Eric Durocher at econdev@doververmont.com (802) 464-5100 x4 or Assistant Economic Development Director Shannon Wheeler at econdev2@doververmont.com