Dear Main Street Bounceback Applicant,

We see you have indicated interest in applying for the Main Street Bounceback Grant Program. As you prepare to submit your application, please note the following:

Before submitting your application to communications@madisonregion.org, be sure to have **all necessary materials included**. All documents should be **complete and accurate.** Applications with incomplete or inaccurate documentation will be put on hold by our processing team and will not be able to be sent on to the Grant Review Committee until all parts are complete and accurate.

To submit your application, all complete and accurate materials should be sent over email to communications@madisonregion.org.

Please note, the first priority will go to processing applications that are submitted in a complete and accurate manner. Submitting applications that are incomplete or have inaccurate information will lead to your application being put on hold until all completed applications have been processed.

All applications **must** include:

1. A complete and signed application page
2. Proof of business such as incorporation documents, government registration, permits or business tax returns
3. An EIN that is associated with your business (See application page)
4. Property information such as a lease or mortgage that meets the following criteria
    a. Meets date requirement of falling between 01/01/2021 and **12/31/2022 (Updated date)**
    b. Is for a term of 12 months or longer
    c. Is **not a lease renewal,** but a new lease
    d. Is fully executed with signatures of both the Lessee and Lessor
    e. Is for a commercial space of >400 sq ft (Updated requirement)
    f. Meets all other Eligibility Requirements as Given by WEDC
    g. Your lease MUST indicate the approximate square footage of the space your business occupies. If the lease does not state the square footage, you must get a signed and dated letter from the landlord stating the square footage of the private commercial space occupied by the business. Not having this information upon submission will lead to your application being delayed.
5. A complete and signed acknowledgement letter from a qualified source such as
    a. Local Municipality
    b. Local Chamber of Commerce
    c. Business Development Organization of which you are a member
6. A completed w-9

Please reach out with any additional questions you have about the application process.

Due to the extremely high volume of interest in the program, no business or business owner has been or will be eligible to receive more than one grant through this program in our region regardless of the number of businesses they have ownership in or the number of locations the business has.

Our team is working as quickly as possible to process and review all applications. The process gets quite delayed by incomplete applications as it takes staff time away from processing & reviewing complete applications. We greatly appreciate your patience, understanding and cooperation.

Thank you,
MadREP Communications