

March xx, 2022

Dear Business Owner,

Congratulations on being selected to receive an American Rescue Plan Act (ARPA) grant from the Town of Colchester. The grant amount you will be receiving is up to \$25,000 based on the application you submitted. By signing this agreement, you agree to the following stipulations:

1. Any funds received from the Town of Colchester will be used for the primary purpose as requested in your ARPA application (as approved by the Board of Selectmen).
2. If there are remaining funds after the primary project(s) is (are) completed, you may use the additional funds for other capital improvements or to support employee compensation costs at the primary business stated on your ARPA Application. If you have unutilized funds, you may request approval for a secondary project(s) by providing additional documentation to the Town for additional qualifying expenses.
3. Upon receipt and spending of the funds, you will maintain records of the purchases (copies of invoices and receipts) in order for the Town of Colchester, or its designee, to review such documentation. Failure to provide these documents upon request may result in the Town of Colchester requesting the funds be returned.
4. The Town of Colchester requests that the funds received are spent no later than December 31, 2023.

Signed,

Town of Colchester

Recipient Signature

Date

Date