

Colebrook Associates, Inc.

Small Business Start-Up Grant Application

For graduating high school students and youth 17–21 who live in Colebrook, CT and wish to start a new business.

Program Overview

As part of our ongoing commitment to the residents of Colebrook, we are excited to offer one small business start-up grant each year to a graduating high school senior or youth ages 17–21 who wants to start their own business and does not plan to attend college or university in the fall. This program is designed to support young entrepreneurs who are pursuing business ownership as their primary path after high school, while encouraging creative ideas and businesses that contribute to the future of Colebrook.

Deadline to Apply: April 30, by 11:59 p.m.

Recipients Notified By: June 30

Grant Period: 2026

Grant Amount: \$2,500

Grants Awarded Per Period: 1

Grant Evaluation Requirements/Criteria

1. Eligibility

- Applicant is a resident of Colebrook
- Applicant is a graduating high school student/youth 17–21 years old
- Applicant has not received a Colebrook Associates Small Business Start-Up Grant within the last five years
- All required documents included (application form, transcript, recommendation, business plan)

2. Business Concept

- Idea is clear and well explained
- Creativity and originality of the business
- Potential for community benefit or impact

3. Feasibility & Planning

- Business plan demonstrates realistic goals and achievable steps
- Startup budget is detailed and reasonable
- Applicant shows understanding of what it will take to launch

4. Sustainability & Growth Potential

- Business shows potential to last beyond the first year
- Applicant demonstrates commitment and motivation
- Potential to adapt or expand over time

5. Presentation & Completeness

- Application is neat, thorough, and submitted on time
- All sections of the business plan are addressed
- Supporting documents are appropriate

6. Final Requirement

- Once a grant is awarded, recipients must provide proof of official business formation before funds are released. This may be either (a) registration with the Town of Colebrook as a business, or (b) proof of forming a Limited Liability Company (LLC). Please note: LLCs are not required to register with the Town. Upon completion of one tax year in business, recipient shall provide Colebrook Associates with their business financials for that year for review — please note that this information is only used to better inform Colebrook Associates about this grant program, and will be kept strictly confidential.

Please contact Colebrook Associates for any clarification or assistance:

ColebrookAssociates@gmail.com

Application Form

Applications may be submitted via email (ColebrookAssociates@gmail.com) or via USPS to:
Colebrook Associates, Inc.

P.O. Box 118
Colebrook, CT 06021

Personal Information

Full Name: _____

Home Address: _____

City, State, ZIP: _____

Phone Number: _____

Email Address: _____

Date of Birth: _____

High School Name: _____

Expected Graduation Date: _____

Business Information

Proposed Business Name (if you have one): _____

Type of Business (check one):

- Retail (store, boutique)
- Service (lawn care, babysitting, photography)
- Online/E-Commerce (Etsy shop, clothing brand)
- Food/Restaurant (baking, food truck, catering)
- Creative/Art-based (art, music, design)
- Other: _____

Briefly describe your business idea (2–3 sentences):

Applicant Signature: _____ Date: _____

Attachments Checklist

Make sure to include all of the following with your application:

- A business plan (see the guide on the next page)
- One letter of recommendation from a non-family adult
- An official high school transcript
- An explanation of any special circumstances (optional)

Business Plan Guide

Use this outline to write your business plan (2–5 pages total). You can type or handwrite it, but it must be clear and complete.

1. Executive Summary

- What is your business name and idea?
- What product or service will you offer?
- What is your mission? (explain why are you doing this)
- What will you need to get started (money, equipment, space)?
- Example: I plan to start “Colebrook Lawn Pros,” a local lawn care business offering mowing, trimming, and leaf cleanup. My mission is to provide affordable yard services while saving for college. I will need basic tools, a lawn mower, and advertising materials.

2. Business Description

- Describe your idea in more detail.
- Why do you want to start this business?
- What makes it different or special?
- Example: I’ve helped neighbors with yard work for years and realized there’s a demand in Colebrook. My business will focus on eco-friendly service and offer discounts for seniors.

3. Market Analysis

- Who are your customers?
- Are there other businesses like this in Colebrook or online?
- Why will people choose your business?
- Example: My customers will be homeowners and elderly residents. While some lawn services exist, many charge high prices or don’t serve Colebrook consistently. I plan to fill that gap.

4. Marketing and Sales Strategy

- How will people hear about your business?
- How will you advertise or spread the word?
- Example: I’ll advertise through flyers, word of mouth, a simple website, and social media. I’ll also offer referral discounts.

5. Budget and Use of Funds

- How much money are you asking for (give a breakdown of costs)?

- Example: I'm requesting a total of \$1,000 to purchase a lawn mower (\$400), trimmer (\$150), business cards/flyers (\$50), and a used trailer (\$400).
- Note: Maximum award amount is \$2,500.
- What additional funding sources do you have? Please list sources and amount(s).

6. Timeline & Goals

- When do you want to start?
- What steps will you take to launch your business?
- What are your short- and long-term goals?
- Example: I plan to start in June. I'll buy equipment in May, create flyers, and launch by mid-June. My goal is to serve 10+ clients this summer and save money for future growth.

Terms and Conditions

To ensure clarity and fairness for all applicants, the following terms and conditions apply to all grant recipients:

1. Use of Funds

Grant funds must be used for legitimate business start-up expenses as outlined in the approved business plan. Funds may not be used for personal expenses, illegal activities, or repayment of unrelated personal debt.

2. Business Formation Requirement

Before grant funds are released, the recipient must provide proof of official business formation. This may include either (a) registration with the Town of Colebrook as a business, or (b) documentation confirming formation of a Limited Liability Company (LLC). Please note that LLCs are not required to register with the Town.

3. Tax Responsibility

Grant recipients are solely responsible for any federal, state, or local tax obligations that may result from receiving this grant.

4. Independent Operation

The recipient's business operates independently of Colebrook Associates, Inc. Colebrook Associates assumes no ownership interest in, management responsibility for, or liability related to the recipient's business activities.

5. Accuracy of Information

By submitting an application, the applicant certifies that all information provided is accurate and complete to the best of their knowledge. Colebrook Associates reserves the right to withhold or rescind grant funds if application materials are found to contain materially false or misleading information.

6. Post-Award Reporting

Upon completion of one tax year in business, the recipient agrees to provide Colebrook Associates with basic financial results for that year. This information will be used solely to evaluate and improve the grant program and will be kept strictly confidential.

7. Minors

If the recipient is under 18 years of age at the time of award, a parent or legal guardian must co-sign grant documentation.