



New Hampshire Department of
**BUSINESS AND
ECONOMIC AFFAIRS**



CEDR PROGRAM

Application Instructions

The online application is available [here](#)

The 'Lead Agent' will be responsible for applying for the CEDR Program Funds.

The application is set-up in tabs and all tabs must be complete before the application can be submitted.

Elements and descriptions of the application:

- *Get Started*
 - Set-up an account.
- *Lead Organization*
 - Region: Must be part of, one of the following CEDRs:
 - Central-Southern CEDR
 - North Country CEDR
 - Seacoast CEDR
 - Southwest CEDR
 - List stakeholders involved within this application.
 - Attach a document that demonstrates experience in managing funding; reporting; contractual obligations, and ability to successfully manage the partnership using internal staff resources.
- *Lead Contact*
- *Lead Billing Contact*

- *Eligibility Checklist*
 - Must verify the following:
 - Be an established non-profit; for profit, state or municipal agency engaged with various business sectors within a specific and defined region of New Hampshire
 - Be incorporated as a legal entity
 - Must not be subject to any legal impediment, including bankruptcy or liquidation
 - Demonstrate ability to carry out the service or activity applied for
 - Programs are eligible expenditures
 - Programs do not exceed the \$50,000 cap, and
 - Must spend all funds by May 31, 2023.

- *Projects*
 - Each program should be on a different tab. Each project tab includes the following:
 - Project Name
 - Goal
 - Budget – upload file
 - Details – upload file
 - To be included:
 - Project details – including objectives, tactics, etc.
 - Project timeline
 - Project benchmarks/measurements
 - List of vendors

- *Electronic Signature*