



## **PJST Chamber - Small Business Improvement Award \$1000**

***Write a request letter as your formal application.  
There is no other application to be filled out.***

***ALL requests MUST BE EMAILED/RECEIVED BY APRIL 1st DEADLINE.  
(Be sure to include all contact information and Business Name)***

- Business may not be larger than 50 employees.
- Business must be a member of the Port Jefferson Station Terryville Chamber of Commerce.
- The business must be in good standing with their membership.
- Business must have been in business for at least one year.
- Only the business owner(s) or main principles may submit an application for the award.  
\*\*Please submit good contact information.
- Proof of ownership or affiliation must be presented with the application.
  - Selection of the award will be based on how the money will be spent to improve the business.  
**Examples could be:** Updating and purchasing equipment, capital improvements, professional services, consulting evaluations, business plans, marketing strategies, promotional advertising, signs, energy efficient improvements-lighting, insulation etc...  
\*It cannot be used for operational expenses like rent, utilities, salaries, loans, etc...

***\*Proof of expenditure must be presented 6 months after the award, unless other pre-approved arrangements have been made.***

- **Non-profits are ineligible, ONLY Small Businesses**

***\*\*Current Port Jefferson Station Terryville Chamber Board Members are INELIGIBLE to apply\*\****

***Letters of request must be emailed to [PJSTChamber@gmail.com](mailto:PJSTChamber@gmail.com) with PJST 'Small Business Improvement Award' in the subject area.***

***\*\*Award will be announced out at our Membership Meeting May 20<sup>th</sup> AT The Meadow Club 6pm\*\****

All questions can be directed to Jennifer Dzvonar-President-PJST Chamber at 631-821-1313.