



Members Present: Gagan Singh, Kevin Kent, Tim Petersen (virtual), Jerry Haenlin (virtual)

Staff Present: Jenna Lauraine, Amy Hawthorne, Megan Marolf

I. Launch LC Program

- a. Jenna Lauraine gave an overview of the Launch LC program and the requirements of CDBG and OCR. Since these are CDBG funds, the program requirements include:
 - i. owner must be low to moderate income, or a full time job must be made available to a low to moderate income individual
 - ii. must be a for-profit enterprise with 5 or fewer employees including the owner
 - iii. must contribute at least 10% of project cost with personal funds
 - iv. must complete the entrepreneurial training course. Because this program has been rebranded to "LaunchLC," Jenna noted that we have prioritized start-up businesses in the following targeted areas: Food & Beverage; Tourism; Small Scale Manufacturing; or Construction Trades.
- b. The LCDC has \$85,000 remaining to award in Launch Lewis County grant funds and our contract for the program currently ends in February 2026. We have applied for a 6-month extension, but we have yet to hear back from NYS.
- c. Jenna presented the following project proposals.

1. The Raven's Quill LLC

- a. The Raven's Quill LLC is a start-up bookstore that will be leasing space in Lowville on State Street in the previous Double Play Senior Center Space that has been vacant for over a year now. They are requesting a \$30,000 from Launch Lewis County to go towards a \$34,000 project to purchase equipment, furniture and inventory to start-up the bookstore. The owner is LMI. They fit the tourism target area and are looking to create a welcoming space for creativity and connection. By supporting local authors, artisans, and suppliers, the business will contribute to the regional economy and community identity. The committee discussed the viability of a bookstore in Lowville, and pointed out

that her business plan also plans to offer additional retail offerings.

2. Steeple & Hearth Marketing Collective

a. Steeple and Hearth Marketing was established in 2023 to offer professional marketing services to the business community. They are requesting \$20,000 to purchase professional-grade creative equipment and office equipment that will allow Steeple & Hearth to expand services, produce high-quality content for clients, and create a professional, welcoming environment for client meetings and creative collaboration. The level of equipment selected is essential for the quality of work they produce, higher-quality tools result in higher-quality content, better client outcomes, and greater long-term impact for our small-business community. Jenna noted that this application falls outside of our priority areas; however, can be justified as a supportive business to the priority areas as she has supported many businesses with services in the priority areas of Food and Beverage, Tourism, Construction. The owner is LMI. The committee wanted some clarification from the applicant on if she plans to rent a space other than her home office, staff will clarify this with the applicant and present it to the board.

3. The committee discussed the projects benefits to the community and Jenna pointed out they both submitted detailed business plans and financials with support from the Small Business Development Center. After discussion, the committee recommends that the LCDC Board approve the following grants:

a. The Raven’s Quill LLC - \$30,000

b. Steeple & Hearth Marketing Collective - \$20,000

4. The committee discussed next steps for the program, including recruitment of additional projects before the end of the year.

5. Staff also discussed the ongoing commitment of the Grant/Loan Committee members to meet on at least a quarterly basis and will bring it to the LCDC Board that we need to have a new LCDC Board Representative on the committee considering Jasmine Coffman’s resignation.



Grant/Loan Committee Meeting
Lewis County Development Corporation
November 4, 2025 | 1pm-2pm
Naturally Lewis Office,

6. Meeting Adjourned at 1:53pm.