

ECONOMIC DEVELOPMENT APPLICATION FOR GRANT FUNDS



Return Application To:

**Shane Fineran
City of Waconia
201 South Vine Street
Waconia MN 55387
(952) 442-2184**

Email: sfineran@waconia.org

Overview

The City of Waconia provides grant assistance for businesses either located in, or relocating to, the City of Waconia downtown commercial core. Eligible uses of funds include façade improvements, lease hold improvements, accessibility improvements, and operating capital.






Application Procedure

The Waconia Finance Director and/or City Administrator serves as the contact for economic development financial assistance. The City Administrator will gather all necessary information on the project from the interested business or individual and verify that the proposed project is eligible for consideration of municipal subsidy assistance.

Approval Considerations

Following a review by city staff the application shall be referred to the City Council for further action. City staff will evaluate all submitted information, specifically looking at 1) strengths & weaknesses of the business 2) potential for success 3) committed funding 4) how well the project supports the economic development goals of the community.

Generally, the following criteria will be used in reviewing subsidy applications:

-  Job creation or retention
-  Tax base impact
-  Economic impact
-  Equity or cash commitment
-  Leveraging of other funds

Application Requirements

The following items must be provided before the city can proceed with their review:

1. Completed Application
2. Copies of the applicant's most recent business plan along with all applicable attachments (if applicable, see description starting on page 7).
3. Supplemental Attachments (Please contact the City Administrator to verify which exhibits are required)

APPLICANT'S INFORMATION

Information will be used for internal purposes and will be used in accordance with the Minnesota Governmental Data Practices Act.

Business Name & Address

Phone Number

Cell Phone Number

Email Address _____

Website _____

Federal Tax ID # _____

State Tax ID # _____

Name & Address of Business Owner(s)

1. _____

Title _____

% of Ownership _____

SSN _____

2. _____

Title _____

% of Ownership _____

SSN _____

3. _____

Title _____

% of Ownership _____

SSN _____

Please attach a separate page if there are more than three owners.

Name & Address of Bank

Contact _____

Phone _____

Name & Address of Accountant

Contact _____

Phone _____

STRUCTURE OF BUSINESS

____ Sole Proprietorship ____ Partnership ____ S-Corporation ____ C-Corporation

Name of Business: _____

PROJECT SUMMARY

Requested Grant Amount

\$

Economic Development Program Applied For:

Facade Improvement **Small Business Start-Up**

For Facade Improvement Projects Only

Project Start Date _____ **Completion Date** _____

Briefly Describe Project: _____

For Small Business Start-Up Projects Only

Date Opened: _____

Briefly Describe Project costs: _____

PROJECT COST DETAIL

	Owner Costs	Grant Costs
Facade Improvements (For improvements include a detailed Cost estimate)	\$ _____	\$ _____
Working Operating Capital (Provide detailed list of eligible costs)	\$ _____	\$ _____
Other Project Costs (Provide detail list)	\$ _____	\$ _____
Total Project Cost	\$ _____	\$ _____

Total Subsidy →

EXISTING BUSINESS FINANCING OBLIGATIONS

Creditor Name & Contact Information	Original Amount	Current Balance	Monthly Payment	Maturity Date
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	

JOB CREATION DETAIL

Position	Total Jobs	Annual Hours / Job	Salary / Wage Rate
			\$
			\$
			\$
			\$
			\$
			\$

Total number of full-time& equivalent (2,080 hours / year) positions: _____

Will this project retain any jobs? _____ If so, how many? _____

NOTES

ATTACHMENTS

The following items should be enclosed with this grant request application:

- 1) **Estimates – (If applying for Façade Improvement Project)**
 - A) Detailed estimates and/or plan sheets from qualified contractor.
 - B) If providing self-labor, detailed product price sheets for materials to be used in the improvement.
 - C) If building to be improved is leased by the applicant, a letter confirming landlords' approval of the proposed improvements.

- 2) **Business Plan – (If applying for Small Business Start-up Grant Funds) This should be as recent as possible and include:**
 - A) **History & Description of the Business**

Briefly describe the past operation of the business and / or events leading up to its creation. Include information on the product lines or services, industry, management, and key employees as well as the operation's growth and affiliates.
 - B) **Project Summary**

Briefly describe the project you are proposing. Indicate the part of the project the loan would be used for. Include information on any existing financial or legal situations of the applicant that might affect the credit worthiness of this application.
 - C) **Marketing Plan**

Detail the marketing strategy and describe how it will support the planned business expansion or start-up. Include information on the following:

 - Current customers and target markets (provide copies of any contracts, purchase orders, etc. that relate to the loan request).
 - Manufacturing process and materials.
 - Major suppliers.
 - Competition and comparison of products.
 - Pricing, distribution & promotion.
 - D) **Business Financial Statements**

Provide balance sheets, income statements and statements of cash flow for the past three fiscal years.
 - E) **Projections**

Provide pro-forma balance sheets, income statements and statements of cash flow (in both a monthly & annual basis) for the next three years. Define the assumptions used to derive the projections.
 - F) **Personal Resumes & Financial Statements**

Provide resumes of all principals as well as current, signed and dated personal financial statements on all principals with a financial interest in the business.

Include notes indicating the basis of value on the assets (market value or acquisition cost) and explanations of other entries (notes payable, receivables, stocks, etc.). Financial statements should be dated within 90 days of filing this application.

Personal financial statements will be returned to the applicant(s) once the subsidy application has been reviewed and acted upon by the City Council.

3) Income Statements

Provide balance sheets, income statements and statements of cash flow that are less than 90 days old, if the business plan does not contain information this current.

4) Commitment Letters

Include firm commitments from banks and other participating lenders stating the terms and conditions of their financing.

5) Other Required Attachments

- A letter from the County Auditor or Treasurer verifying that there are no outstanding judgments or tax liens against the business, property, or owners of the business.
- Evidence of payment of last quarter's payroll and sales taxes.
- Evidence of Worker's Compensation coverage.

APPLICANT AGREES TO THE FOLLOWING:

1. All jobs must be created within the period specified in the development agreement.
2. Subsidy reduction of the “per job cost” (plus interest) will be made for each job described above that is not created within the agreed upon period.
3. Immediate discontinuance of subsidy assistance will occur if the business relocates outside the corporate limits of the City of Waconia.
4. Documentation must be provided to the City of Waconia showing the number and types of jobs created by each anniversary of the effective date of the subsidy.
5. Company financial documents will be available for inspection by the City of Waconia designated staff.

I certify that the firm known as _____
agrees to abide by all the requirements of this application and that all information provided to the City of Waconia for this project is true and correct. Applicant has been given a copy of the applicable Waconia Economic Development Grant Programs.

Authorized Signature / Title

Date