

Economic Development Grant & Predevelopment Grant Application

Date of Application:	
Grant Request: <i>(check one)</i>	<input type="checkbox"/> Economic Development Grant (up to \$100,000) <input type="checkbox"/> Predevelopment Grant (up to \$30,000)

Organization Information			
Applicant Organization:			
Doing Business As:			
Previous Name, if changed:			
Mailing Address:			
City:		Zip:	
County:			
Phone:			

Contact Information			
Contact Person:		Title:	
Contact Phone:		Contact Email:	
Executive Director/CEO:			
Executive Director/CEO Email:			

Organization Profile	
Federal Tax ID:	
Month/Day/Year Business was Established:	
Does the organization have a501(c)3 IRS tax designation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do the organization's governing documents (articles of incorporation, by-laws) specify affordable housing and/or economic development for a low- and moderate-income (LMI) geography as a purpose?	<input type="checkbox"/> Yes <input type="checkbox"/> No
How many people serve on the Board of Directors?	
How many Board of Directors represent you're the targeted LMI area?	

Economic Development Grant & Predevelopment Grant Application



How do people become members of the Board of Directors?	<input type="checkbox"/> Nominated <input type="checkbox"/> Promoted <input type="checkbox"/> Political Appointees <input type="checkbox"/> Other
Has the Board of Directors authorized development of this project?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Project Profile			
Primary Project Name:			
Project Address or Parcel ID Number(s):			
Project City:		Zip:	
Project County:		Project Tax ID Number: <i>(if not same as sponsor organization)</i>	
Project Structure:	Corporation LLC/LLP Partnership Nonprofit Cooperative Applicant Owned Other: _____		

Site Control Information				
Own	Option	Lease/Rent	Not Controlled	In Contract
Are there any liens or claims on the property:		Yes	No	
If yes, please explain:				

Grant Request	
Funding Request:	
Total Project Cost:	
Is this a Tax Credit project?	Yes No <i>If yes, indicate below:</i> Low Income Housing Tax Credit (LIHTC) Historic Tax Credit (HTC) New Markets Tax Credit (NMTC) Have credits been received/allocated? Yes No
List Sponsors and Developers:	

Economic Development Grant & Predevelopment Grant Application

SOURCES & USES FOR WHOLE PROJECT				
Sources	Amount	Status	Uses	Amount
Finance Fund Grant				
Applicant Cash (equity)				
Grants (list individually)				
Loans (list individually)				
Other Sources (list individually)				
Total Sources			Total Uses	
Sources & Uses should be equal				

Matching Requirement
Predevelopment Grants require a 15% match (\$4,500 for a full \$30,000 grant).
Economic Development Grants require a 2:1 match for urban projects (at least \$200,000 of other funds) and a 1:1 match for rural projects (at least \$100,000 in other funds). Rural is defined as municipalities with populations of 50,000 or less.
Please identify the matching funds. If the applicant organization is committing the match, a board resolution must be submitted authorizing match commitment and specifying the dollar amount committed (signed by two authorized board officers).

Economic Development Grant & Predevelopment Grant Application

PREDEVELOPMENT GRANT BUDGET

Only complete this section for Predevelopment Grant Program (See Exhibit F – must include quotes or contracts)		
Category	Description/Company	Amount
Architectural/Site Plans		
Engineering/Drawings		
Environmental Review		
Appraisal		
Legal		
Accounting		
Business Plan		
Marketing/Feasibility Studies		
Zoning/Permit Fees		
Project Management		
	Total PD Grant Request	

ECONOMIC DEVELOPMENT GRANT BUDGET

Only complete this section for Economic Development Grant Program (See Exhibit F – must include quotes or contracts)		
Land Acquisition		
Construction		
Furniture/Fixtures		
Machinery/Equipment		
Inventory		
Administration		
	Total ED Grant Request	

Economic Development Grant & Predevelopment Grant Application



Project Details

1. Describe the project and provide a paragraph about community support for it.

Economic Development Grant & Predevelopment Grant Application

2. What population group (e.g. income level, household size, etc.) will be assisted, and how will the project impact the community?

Economic Development Grant & Predevelopment Grant Application

3. Please provide background information on the applicant organization – including its capacity to raise funds, plus key individuals (i.e., employees, consultants, professionals, etc.) and their role to successfully implement the project. Include some of the projects completed by the applicant organization in the past.

Economic Development Grant & Predevelopment Grant Application

4. List established and new partnerships that will be involved in the project. Specifically describe in what capacity or role each of the partners will be involved, and how the partnerships will contribute to the success of the project.

Economic Development Grant & Predevelopment Grant Application

Social Impact.																										
Jobs: A Full-Time Equivalent (FTE) Job is a 35-hours or more worked per week. Example: Two part-time employees who each work 17.5 hours per week combine to count as one FTE (17.5 hours x 2 = 35 hours).																										
How many jobs will be retained as a result of this project?	Full-time jobs: _____ Part-time jobs: _____ FTE Total: _____																									
How many jobs are projected to be created (within the next 12 months)?	Full-time jobs: _____ Part-time jobs: _____ FTE Total: _____																									
How many construction jobs are projected (within the next 12 months)?	_____																									
Usage Details (<i>check all that apply</i>)																										
<table border="0"> <tr> <td>Commercial</td> <td><u>Square Footage</u></td> <td>Residential</td> <td></td> <td></td> </tr> <tr> <td>Manufacturing</td> <td>_____</td> <td><u>Housing Types:</u></td> <td><u>No. of Units:</u></td> <td><u>Square Footage:</u></td> </tr> <tr> <td>Office</td> <td>_____</td> <td>Sale</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Retail</td> <td>_____</td> <td>Rental</td> <td>_____</td> <td>_____</td> </tr> <tr> <td></td> <td>Total SF: _____</td> <td></td> <td></td> <td></td> </tr> </table>	Commercial	<u>Square Footage</u>	Residential			Manufacturing	_____	<u>Housing Types:</u>	<u>No. of Units:</u>	<u>Square Footage:</u>	Office	_____	Sale	_____	_____	Retail	_____	Rental	_____	_____		Total SF: _____				
Commercial	<u>Square Footage</u>	Residential																								
Manufacturing	_____	<u>Housing Types:</u>	<u>No. of Units:</u>	<u>Square Footage:</u>																						
Office	_____	Sale	_____	_____																						
Retail	_____	Rental	_____	_____																						
	Total SF: _____																									

Certification Statement

Agreements and Representations:

1. I/We represent to Finance Fund that all information provided on this application or otherwise in connection with this request is true and correct, is not misleading, and does not contain any material omissions.
2. I/We agree to comply with the provisions of the Grant Program for which we are applying for.
3. I/We agree to all of the terms and conditions applicable to the request.
4. I/We represent to Finance Fund that I/We are authorized to sign this application on behalf of the applicant, and that I/We have the title indicated below, and that no other person(s) is/are required to sign this application in order to bind the applicant or to make any of the representations, agreements, or other information in this application accurate, effective, and legally binding.

Authorized Signature: _____ Date: _____

Printed Name: _____ Title: _____

Authorized Signature: _____ Date: _____

Printed Name: _____ Title: _____

Submittal of Application

This Application and all supporting attachments should be emailed to grants@financefund.org. Questions should be directed to (614) 221-1114 or grants@financefund.org.

Economic Development Grant & Predevelopment Grant Application

Required Attachments

The following list of required attachments is considered part of the application.

Exhibit A:	Resumes/Bios for all key individuals implementing the project (i.e. employees, consultants, professionals, etc.)
Exhibit B:	Copy of applicant's most recent annual financial statement (preferably audited) and YTD financial statements; financial statements should include a balance sheet and statement of revenue and expenses.
Exhibit C:	List of Board of Directors with the following information for each member: member name, principal employer, occupation, address, term, board position, if representative of the low- or moderate- income community served
Exhibit D:	Governing documents: D1: Articles of Incorporation D2: By-Laws D3: IRS 501 (c)(3) letter D4: Certificate of Good Standing, issued within 30 days of application
Exhibit E:	Board resolution authorizing the project and approval of application submission, signed by two authorized board officers
Exhibit F:	Estimates/bids for professional services as listed in grant budget
Exhibit G:	Documentation for each committed match; if the applicant organization is committing the match, a board resolution must be submitted authorizing match commitment and specifying the dollar amount committed (signed by two authorized board officers)
Exhibit H:	Organizational Chart (including all staff positions)
Exhibit I:	Copy of lease/purchase contracts and real estate option contracts (<i>if applicable</i>)
Exhibit J:	Any additional information (i.e. business plan, project timeline, annual report, brochures, news clippings, pictures, maps of property, site plans, etc.)
Exhibit K:	Economic Development Grant only: financial projections for the project, minimum of 1 year

For Finance Fund Official Use Only

Control Number:	
Approval:	
SharePoint Entry Date:	