

Summary Page

Date of Application: \_\_\_/\_\_\_/\_\_\_

Name of Business: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

I am applying for these categories (check all that apply) –

\* Use the amounts from pages 3 & 4:

- New Business.....\$ \_\_\_\_\_
- Expansion / Relocation / Retention..... \$ \_\_\_\_\_
- New Job Creations..... \$ \_\_\_\_\_
- Exterior Building Improvements.....\$ \_\_\_\_\_
- Interest Buy-Downs.....\$ \_\_\_\_\_
- Other..... \$ \_\_\_\_\_

Total----- >> \$ \_\_\_\_\_

Will you collect and pay Sales Tax? .....Yes \_\_\_ No \_\_\_

Will you collect and pay taxes on Payroll wages? Yes \_\_\_ No \_\_\_



**ASSISTANCE CATEGORIES (you may qualify for more than one):**

**New Business Start-up:** \$5,000 Maximum Grant

Amount Requested: \_\_\_\_\_ <<<

**Business Expansion/Relocation:** \$5,000 Maximum amount

Amount Requested: \_\_\_\_\_ <<<

**New Job Creation:** No Maximum

\$ 3,000 Per Full-Time Position  
\$1,500 Per Part-Time Position

- \* Full-time must work at least 40 hours per week
- \* Part-time must work at least 20 hours per week

Amount Requested: \_\_\_\_\_ <<<

**Exterior Building Improvement:** \$10,000 Maximum Grant

\*This Grant pays 50% of the total project cost with receipts up to \$20,000.  
\* NOTE: You must be the owner of the property AND there must NOT be any tax liens against this property.

**For this category you must provide the following additional documents with the application**

1. A current picture of the property.
2. Color samples of proposed paint to prove compliance with City Requirements.
3. Two-contractor bids for exterior building projects Note: One bid must be a Big Lake Business.
4. Description of landscaping plans - if any.

**I understand that the above copies must be provided to the B.L.E.D.C. office with the application.**

X \_\_\_\_\_ (Initial Here)

Amount Requested: \_\_\_\_\_ <<<

<b>Interest Rate Buy Down:</b>	<b>\$10,000 Maximum Grant</b>
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**For this category you must provide the following additional documents**

1. A letter from your bank specifying terms of loan.
2. Copy of receipts from the bank after interest payment is made.

**I understand that the above copies must be provided to the B.L.E.D.C. office with the application.**

X \_\_\_\_\_ (Initial Here)

Amount Requested: \_\_\_\_\_ <<<

<b>Other:</b>	<b>\$10,000 Maximum Grant</b>
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**For this category you must provide the following additional documents**

1. Two-contractor bids for interior building projects Note: One bid must be a Big Lake Business.

**I understand that the above copies must be provided to the B.L.E.D.C. office with the application.**

X \_\_\_\_\_ (Initial Here)

Amount Requested in Other Category: \_\_\_\_\_ <<<

Provide an Itemized List of Expenses and "Reasonable" Expected Amounts to explain the amount being requested in ALL Categories:

<b><u>Item / Description:</u></b>	<b><u>Estimated Cost:</u></b>
1.	\$
2.	\$
3.	\$
4.	\$
5.	\$
6.	\$
7.	\$
8.	\$
9.	\$
10.	\$

(use the back side or a separate sheet of paper if necessary)

**EFFECTIVE OCTOBER 1, 2007: I certify that this business, subsidiary, branch division, affiliate, or department of the business does not and will not:**

- (1.) employ an unauthorized alien; or**
- (2.) contract with a person that employs an unauthorized alien.**

**Signature:** X\_\_\_\_\_

**Date:** \_\_\_/\_\_\_/\_\_\_

**Federal Tax ID #**

**Sales Tax ID#**

What will your company structure be?      Sole Proprietorship\_\_\_\_\_      Partnership\_\_\_\_\_

Corporation\_\_\_\_\_      LLC\_\_\_\_\_      \_LLP\_\_\_\_\_

List Officers, partners, directors members or shareholders.

List Three Personal References including addresses and phone numbers.

Type of Business?

Market Area?

**Describe the impact this project may create.**

List any hazardous materials or flammable liquid housed on site.

**Are you entering into a Loan?**

Amount?	Terms?	Interest Rate
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Lending Institution	Address
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Contact Person	Phone
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**Employment Impact**

*Total number of Jobs*

*Total annual Payroll Budgeted*

*Type of Jobs created*

Full-Time?

Part-Time?

*Fiscal Impact*

Amount of real property added to tax rolls?

Estimated sales tax to be generated?

Annual Operating Budget?

Will this project affect existing businesses?

Growth expectations?

What infrastructure construction will be required?

I have read the Big Lake Economic Development Corporations Eligibility Requirements, Criteria and Grant Guidelines. I believe I qualify for Grant Assistance based on this information.

**Agreement:** I hereby certify that to the best of my knowledge, all information submitted in the above application for the Economic Development Incentives is correct and accurate. I understand that by completing this application, I am making a formal request to receive an economic Development incentive or grant for our company that is contingent based upon acceptance/approval of the 4B Board. I understand that the Board must approve the project workmanship before the grant money can be disbursed. Additionally, I understand that the grant money is paid at the completion of the project and that in order to be eligible for any type of 4B funding a request must be made prior to starting the project. I also understand that the approval process takes a minimum of 30 days and that it is my responsibility to ensure that our project meets all city ordinances and/or requirements.

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

**Return this Application and all required materials to:**

*Deona Thompson*

*Executive Director*

*Big Lake Economic Development*

P.O. Box 943 or 409 E. 2nd St.

Big Lake, Texas 76932

**325-884-2288**

**Will you collect and pay Sales Taxes?**

Yes  No

**IF YES:**

You must submit **Copies of Sales Tax Returns** (for an existing business WITH the application and during the life of the contract.)

I understand that copies of the required documents must be provided for the term of the contract.  
(not less than 2 ½ years or not less than 5 years if receiving over \$20,000)

X \_\_\_\_\_ (Initial Here)

**Will you collect and pay employee PAYROLL taxes on wages?**

Yes  No

**IF YES:**

You must submit **Copies of 941's** (WITH the application {if an existing business} and for the life of the contract after it's acceptance.)

You must submit **Copies of TWC reports** (WITH the application {if an existing business} and for the life of the contract after it's acceptance.)

I understand that copies of the required documents must be provided for the term of the contract.  
(not less than 2 ½ years or not less than 5 years if receiving over \$20,000)

X \_\_\_\_\_ (Initial Here)

**Important:**

**If approved for grant assistance, after grant funds have been paid, the following conditions apply (and will be stated in the terms of the contract between your organization and the Big Lake Economic Development Corporation):**

A failure to submit all required documents after the contract's acceptance may result in a demand for repayment of all monies received under this grant application.

The appropriate documents must be submitted to the office of the Big Lake Economic Development Corporation on a timely basis. Please refer to the Policies and Procedures document and the application checklist to see what documents you are required to file.

**\* CHECKLIST \*****The following Documents are Required to accompany the application:**

1.  Personal Financial Statement for new startups may be required and/or the Previous Year Tax Returns may be required. For an existing business, we require a current Business Financial Statement and Previous Year Tax Returns.
2.  An adequately researched and well designed business plan
3.  Bids or quotes for all materials, equipment and services
4.  A list of, and/or Copies of all required insurances
5.  Provide the BLEDC office with your FEDERAL EMPLOYER IDENTIFICATION number
6.  Copy of the SALES TAX PERMIT
7.  (For Exterior building improvements or a new building) Pictures of the current property and detailed plans
8.  Copies of Permits as required by the City of Big Lake
9.  A List of Licenses as required by State or Federal Government
10.  Financial Statements prepared by a qualified bookkeeper or accountant
  - a.  You must employ or contract the services of or you must exhibit basic Accounting & Bookkeeping skills or:
  - b.  A **New Business Startup** may qualify for reimbursement of reasonable costs for bookkeeping / accounting courses or education to obtain the necessary skills under the loan/grant assistance program.

Print the Name of your Bookkeeper or Accountant: \_\_\_\_\_

11.  Provide an itemized list of the proposed project's (reasonable) costs and expenses.
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**Note:** The MAXIMUM amounts reflected on this application refer to a maximum that you may apply for. Your actual projected costs, based on the application itself, will determine the amount awarded in each category.

Each category is considered and evaluated individually in order to best help your business, to be consistent with our clients and to be fair to the citizens of Big Lake, Texas.

The funds awarded are in the form of a grant, however an unsecured loan agreement will be attached to the contract and will be used in the event that the contract is broken. In that circumstance, the funds must be paid back to the B.L.E.D.C., per the unsecured loan document.