

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..... \$ _____
- 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: _____ <<<

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 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: _____ <<<

Interest Rate Buy Down:

\$10,000 Maximum Grant

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: _____ <<<

Other:

\$10,000 Maximum Grant

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 amounts requested in ALL Categories:

Item / Description:	Estimated Cost:
1.	\$
2.	\$
3.	\$
4.	\$
5.	\$
6.	\$
7.	\$
8.	\$
9.	\$
10.	\$
11.	\$
12.	\$
13.	\$
14.	\$
15.	\$
16.	\$
17.	\$
18.	\$
19.	\$
20.	\$
(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
325-450-2250

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. For New Startups a Personal Financial Statement is required and/or the Previous Year Tax Returns may be required.
2. For an existing business, we require a current Business Financial Statement and Previous Year Tax Returns.
3. An adequately researched and well designed business plan
4. Bids or quotes for all materials, equipment and services
5. A list of, and/or Copies of all required insurances
6. Provide the BLEDC office with your FEDERAL EMPLOYER IDENTIFICATION number
7. Copy of the SALES TAX PERMIT
8. (For Building improvements or a new building) Pictures of the current property and detailed plans
9. Copies of Permits as required by the City of Big Lake
10. A List of Licenses as required by State or Federal Government
11. Regarding 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: _____

12. 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.

Big Lake Economic Development Corporation

Policies and Procedures

As of October 1, 2008

The Big Lake Economic Development Corporation (BLEDC) uses the ½ cent sales tax funds for its operating budget. The Board of Directors oversees and allocates all revenues. This funding allows the BLEDC the opportunity to offer economic incentives to Businesses that wish to enhance or improve our community's economic atmosphere and to enhance or improve the quality of life for all the citizens of Big Lake.

Because the ½ cent sales tax is a use of public funds, the State of Texas' Open Meeting and Open Information laws must be observed. This means that meetings are open to the public (unless Executive {Closed} Sessions are allowed by law). It also means that all information provided by and pertaining to your business must be subject to the Open Information Act, thus: Any Business' financial and/or proprietary information will be treated with confidence by the BLEDC to the extent that is possible under the law. Please ask for details if you have any questions regarding the Open Information Act. All information will be retained for a length of time as required by law.

The Big Lake Economic Development Corporation's Board of Directors has the complete jurisdiction except in cases of grants more than \$10,000 (which must also be approved or denied by the Big Lake City Council). **The decision will be final in all cases.**

The appropriate percentage of each individual grant shall be determined and set by the BLEDC Board of Directors, at the time the commitment is issued. A risk and benefit evaluation of each application will be considered and, as a general rule, **no more than 50% of a total project cost** will be granted. Extreme circumstances may negate this 50% guideline.

Grants totaling more than more than \$20,000 will **require continuation of the business** for **not less than 5 years**. (Outlined by the Performance Agreement Contract and its terms)

Grants totaling less than \$20,000 or less, will **require continuation of the business** for **not less than 2 ½ years**. (Outlined by the Performance Agreement Contract and its terms)

Every application and category will be reviewed on a case-by-case basis.

A Performance Agreement Contract provides the legally binding terms.

Grant funds may be paid in phases or increments, for projects having a significantly long time-line.

IMPORTANT: Any application submitted without proper and appropriate documents will not be considered and there will be no exceptions.

IMPORTANT: A failure to submit all required documents after the Performance Agreement becomes effective will constitute a breach of that contract.

Please read carefully.

This section describes each of the **SIX (6) individual categories** and rules that apply to them.

Pay-out terms (per standard operating procedure) is:

1. **New Business Startup Grant** (\$5,000) pays immediately upon contract's approval by both parties.
2. **Expansion / Relocation / Retention Grant** (\$5,000) pays immediately upon contract's approval by both parties.
3. **Job Creation Grant** (determined at the time of approval) Must be new jobs created
 - a. **Part-Time = \$1,500 per position must prove at least 20 hours per week**
 - b. **Full-Time = \$3,000 per position must prove at least 40 hours per week**

It pays on the following schedule, upon contract's approval by both parties.

- The **first ½** (half) of the total Grant Awarded in this category will be paid upon proof of job existence and proof of those jobs lasting through the **first quarter of payroll tax period**; the information will be verified using the Quarterly 941/s and TWC Reports as proof.
- The **second ½** (half) of the total Grant Awarded in this category will be paid upon proof of jobs' continuing existence, lasting **through** four quarters of payroll tax periods; and will be verified using the Quarterly 941/s and TWC Reports.

(NOTE: Those reports must be provided to the EDC office for all four quarters of the contract's first year.)

4. **Building Improvement 50% Reimbursement Grant** (EDC maximum \$10,000)

Pays 50% (a 50/50 matching grant) of actual expenses, **upon proof of completion** (by way of receipts and/or paid invoices). **After they are provided** to the EDC office on a project totaling up to \$20,000, and after contract approval by both parties, the money will be released.

** The applicant must buy or own the property.

5. **Interest Rate Buy Down Grant** (\$10,000 maximum)

(Revised on February 12, 2009)

In general: it will provide funding to pay off the interest amount of any loan, with our maximum pay-out set at \$10,000.

A qualifying loan for this grant category may only be obtained for the purpose of buying:

① Real Estate, ② Equipment or ③ Inventory.

Note: An owner must be approved for a loan (by a lending institution of their choice) before an application for this grant can be made. This must be for a single, one, loan and not a combination or multiple of loans.

- Applicant must provide a letter of approval from the lending institution stating the purpose and terms of the loan. The letter must be turned in at the time of application.
 - Applicant must provide a copy of the loan documents.
 - Interest only payments will be made payable directly to the financial institution upon receipt of Interest Due Notices or Statements. Grant money will not exceed actual interest due.
6. **OTHER** (Maximum of \$10,000)
- a. **Can be used for any legitimate and reasonable business expenditure except that: these funds may not be applied toward a land or real property purchase.**

The payout schedule is as follows: It may be a reimbursement and/or Phased payout:
Other category pays upon approval of the contract by both parties, **and/or** after proving completion of the work or phase, with receipts or invoices payable after completion of work, provided to the EDC office.

In some circumstances different arrangements may be made.

Required documents are to be submitted to the BLEDC office on a regular schedule: (upon accepting the contract).

If Your Company files them:

Copies of **sales tax returns**; monthly, quarterly or yearly (depending upon the schedule in which they are filed.)

Copies of **Payroll 941** reports; monthly, quarterly or yearly (depending upon the schedule in which they are filed.)

Copies of **TWC Reports**; monthly, quarterly or yearly (depending upon the schedule in which they are filed.)

I have read, and do certify that I fully understand, the requirements and policies outlined in this document and I understand that if these requirements are not met, either a contract may not be entered into – or – it may constitute a breach of contract.

Applicant's Signature: _____

Date: ___/___/___

Where to get a Federal Tax ID:

apply online at:

<http://www.irs.gov/businesses/small/article/0,,id=97872,00.html>

Where to get a Sales Tax Permit

Apply online at:

<http://www.window.state.tx.us/taxpermit/>

Board of Director's Meeting – Regular Schedule for Meetings

We meet on the 2nd Thursday of each month at 6:30 p.m., in the Economic Development Office building.

The meeting schedule for the remaining months in 2009 is as follows:

January 14, 2010, 6:30 p.m.

February 11, 2010, 6:30 p.m.

March 11., 2010, 6:30 p.m.

April 8, 2010, 6:30 p.m.

May 13, 2010, 6:30 p.m.

June 10, 2010, 6:30 p.m.

July 8, 2010, 6:30 p.m.

August 12, 2010, 6:30 p.m.

September 9, 2010, 6:30 p.m.

October 14, 2010, 6:30 p.m.

November 11, 2010, 6:30 p.m.

December 9, 2010, 6:30 p.m.

In order to add your presentation and/or request to a meeting agenda, you must return with the application and all required documents on the last Friday before the meeting.

*The process is generally 60 days from presentation to payment. Here is a typical scenario for the timeline:

First Board Meeting: You make a request.

Second Board Meeting : Board Members vote and determine how much grant money you will receive

Third Board Meeting: The contract is ready and the Board votes to approve it. Upon signing the contract, some monies will be released.

In rare cases, the contract will need correction and/or changes. If that happens, it takes another month to get the contract back, approved and signed.

Only after the contract is approved and signed, can any money be released.

BUSINESS PLAN

Business Name

Address

City, State, Zip

Telephone / Fax / Email

Owner's Name & Social Security Number

Date

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- F. Personal and Business Goals..... —
- G. Financial Projections and Personal Financial Statement —

- 5. Describe the ownership of the facilities. (Will they be purchased or leased?)**

- 6. What is the layout of the facilities?**

- 7. What equipment do you have (Specify if purchased or leased)?**

- 8. What is the legal structure of the business (Sole-proprietorship, partnership, corporation)?**

- 9. Who is your lawyer?**

- 10. Who is your accountant?**

- 11. Who is involved in management and what are their qualifications?**

- 12. Do family members help you? ___ Yes ___ No**
How many full-time? ___ How many part-time? ___

- 13. Do you have other employees? ___ Yes ___ No**
How many full-time? ___ How many part-time? ___

- 14. If you have employees, explain the labor situation in your area (i.e. is it difficult to find employees?)**

15. What is the purpose of your business and highlights of progress to date?

C. Products or Services Descriptions

16. Describe your products or services: Is there a need for these services or products?

17. What is the view of the current status and prospects for the industry?

18. How is your business affected by major economic, social, technological or regulatory trends?

19. Are government regulations affecting your product or service (list them)?

20. How do you distribute your product or service?

21. What does it cost to make the product or deliver the service?

22. What is your pricing strategy?

D. Competition and Customers

23. Who are your major competitors and what is your competitive advantage?

24. Describe your customers.

25. Describe customers you would like to attract in the future.

26. How large is the market geographically?

27. How large is the market? (number of potential customers)?

28. Why will customers choose your product or service? What benefits do you offer?

29. How is customer loyalty established in your business?

30. What are your service and product warranty policies?

E. Marketing, Promotion, Advertising and Public Relations Plan

31. What is your market position?

32. What is your promotion plan?

33. What is your advertising plan?

34. What is your public relations plan?

35. Who does your bookkeeping?

37. What types of insurance do you carry?

38. What are your estimated sales for next year?

F. Personal and Business Goals

39. State your long term and short term business goals.

40. State your long term and short term personal goals (Use back of page or extra sheet if necessary)

G. Financial Statements –

- **Projections for the next year (monthly) and the following two years (annual), including assumptions.**