



Application for Financial Assistance

Company Name:

Address:

Primary Company Contact:

Phone:

Email:

Corporate Leadership Team:

Owners/Members/Shareholders/Partners of the business:

In Business Since:

Entity to Receive Financial Assistance:

Officers/Ownership Structure of Corporate Entity to Receive Financial Assistance:

Current Full Time Employees:

Current Part Time Employees:

Estimated number of new jobs to be created in next 1 year:

Estimated number of new jobs to be created in next 2 years:

Estimated number of new jobs to be created in next 3 years:

Average Wage of Jobs to be Created:

Total estimated annual payroll:

Property address where improvements will be made:

Parcel Number:

Other Organizational Items to be included with the application:

1. Reviewed corporate financial statements or corporate tax returns for the two most recent years in addition to most recent month-end company prepared balance sheet and income statement.
2. Corporate organizational documents (operating agreement, bylaws) for business **and** entity receiving incentive.

Details of Project Improvements

Please provide a detailed explanation of your project. Please provide attachments as necessary to fully explain information requested as necessary. At a minimum, the following information must be provided:

General Description of improvements to be made:

Brief history of company:

Project Specifications (lot size, building size/square footage, description of the site and usage, etc...)

General Intended Use of Property:

Total dollar investment:

Estimated project start date (month/year):

Estimated project completion date (month/year):

Other supporting project details:

Project Team: *Please include a listing of your total project team including engineer, architect, attorney, builder, etc...*

Required attachments to accompany the application include:

- Site Plan
- Floor Plan
- Building Renderings
- Complete legal description of the property
- Financial Proforma

DESCRIPTION OF THE PROJECT BUDGET

PROJECT BUDGET	
USE OF FUNDS	COST
Building Cost	
Site Costs	
Construction Costs	
Land Costs	
Architectural/Engineering	
Legal/Accounting	
Development Fee	
Reserves	
Total Uses (should match total sources)	\$

***Note:** All real estate projects should provide a financial proforma. A template can be provided separately for use. The above budget outline is provided for general reference. More specific budget breakouts may be attached.*

SOURCES OF FUNDS				
SOURCE OF FUNDS	AMOUNT	FORM (Loan, Grant, Private, Tax Credits, etc)	COMMITTEMENT STATUS (Loan, Grant, Private, Tax Credits, etc)	CONDITIONS/ADDITIONAL INFORMATION
TIF Rebate				
Bank Loan				
Cash				
State Historic Tax Credits				
Federal Historic Tax Credits				
Refund of Sales & Use Tax				
Other Local Incentives				
Cost of Monetizing Credits				
Funding Gap				
Total Sources				

Other Property Information	
Annual Rent Increase	
Annual Property Cost Increase	
Realization on Monetizing Credits	
Residential Occupancy Rate	
Commercial Occupancy Rate	
Investor Tax Credit Flow Thru	

Property Value/Tax	
Building/Site Assessed Value (Current)	\$
Estimated Building/Site Value (Completed)	\$
Historical Assessed Value: (please list a history of tax assessed value for the prior four years)	

Additional Budget/Cost Notes:

MONTHLY PROPERTY COSTS	
Utilities	
Maintenance	
Management	
Insurance	
Reserves	
Other:	
Other:	

RESIDENTIAL LEASE RATES (if applicable)		
	# of Units	Monthly Rate
1 Bedroom		
2 Bedroom		

COMMERCIAL LEASE RATES (if applicable)	
Square Feet	
Price/Square Feet	

ADDITIONAL CONSIDERATION	
Item	Cost
ADA Improvements (rehab only):	
Brownfield Remediation Costs:	
Historic preservation-related expenses:	
Safety Improvements (non-code required):	
Other:	

Additional Explanation:

Alignment with [City Strategic Plan](#) priorities (check all boxes that apply)

- Lead Planned Growth
- Implement Higher Design Standards
- Become Zero Waste & Energy Independent
- Redevelop the Central Corridor into a Vibrant City Center
- Improve Transportation System, including Comprehensive Trail System