



## 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 current estimated annual payroll:**

**Property address where improvements will be made:**

**Parcel Number:**

**Other 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, description of the site and usage, etc...)**

**Square Footage:**

**General Intended Use:**

**Total dollar investment:**

**Other 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

## 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	
<b>Total Uses (should match total sources)</b>	\$

*Note: All real estate projects should provide a financial proforma*

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				
<b>Total Sources</b>				

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 Value (Current)	
Building/Site Value (Completed)	

Additional Explanation:

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:	
Brownfield Remediation Costs:	
Historic preservation-related expenses:	
Safety Improvements:	
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