



(OFFICIAL USE ONLY: Received By: \_\_\_\_\_ Date: \_\_\_\_\_ Time \_\_\_\_\_)

## SMALL BUSINESS INCENTIVE REQUEST APPLICATION

**Instructions:** All information MUST be filled out completely for the request to be processed.

**NOTE: INCOMPLETE APPLICATIONS WILL NOT BE REVIEWED AND WILL BE DISCARDED.**

Legal Name of Company \_\_\_\_\_

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

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

City / State / ZIP \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_

Federal ID # \_\_\_\_\_ Type (LLC, Corporation, etc) \_\_\_\_\_

Amount of Request (**NOTE 5,000 CAP ON REQUESTS**) \$ \_\_\_\_\_

Private Investment \$ \_\_\_\_\_

Receipts of investment and/or financial documentation showing amount of investment attached

Yes  No (if no, application will not be processed.)

Total Project Cost \$ \_\_\_\_\_

Vendor Quotes for Project attached  Yes  No (if no, application will not be processed.)

Have you previously requested a Business Incentive from the City within the last two years?

Yes  No If yes, was it approved?  Yes  No If yes, date of approval \_\_\_\_\_

Narrative of the Project (please provide as much information as possible including fliers, brochures, etc.)

List of specific benefits to the taxpayers/citizens

**NOTE: SUBMITTAL OF APPLICATION DOES NOT GUARANTEE FUNDING. NOTHING IS FINAL UNTIL OFFICIAL WRITTEN APPROVAL HAS BEEN ISSUED.**

Project Budget Attached Yes No (if no, application will not be processed.)

Company's three year financial projection attached Yes No (if no, application will not be processed.)

Company's last three tax returns attached, if applicable Yes No

Business Plan attached Yes No (if no, application will not be processed.)

The date funds are needed \_\_\_\_\_

Estimated number of jobs created \_\_\_\_\_ Estimated annual wage per job \_\_\_\_\_

Type of jobs created (i.e. manufacturing, sales, administration, etc)

What other steps are being taken to provide the necessary revenue?

I certify that the information given is true and complete to the best of my knowledge, and that I have read and understand the Business Incentive Policies and Procedures provided with the application.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINTED NAME

DATE: \_\_\_\_\_

\_\_\_\_\_  
TITLE

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DENIED  APPROVED AMOUNT APPROVED: \_\_\_\_\_

DATE: \_\_\_\_\_

Economic Development Director: \_\_\_\_\_

Board of Public Works: \_\_\_\_\_