

Application for Loan of Type B Sales Tax Funds from the Gonzales Economic Development Corporation

LOAN/GRANT APPLICATION

Please include the following information on letter-sized paper:

I. Cover Page

Your cover should be a one-page summary which includes the following information:

- A. Name of Applicant/Organization
- B. Project Contact, Phone Number, Physical Address, Mailing Address
- C. Project Summary
 - 1. Experience and Background in industry/business
 - 2. Supply any Market Surveys and or Feasibility Studies
 - 3. Provide Proforma Information and or Business Plan and Business Model
 - 4. Is business being located in an area that meets current City property zoning requirements
- D. Project Goals and Objectives
- E. Funding Amount Requested
- F. Projected Beginning Date
- G. Projected Ending Date
- H. Name & Title (of Authorizing Official)
- I. Signature and Date

II. The Application

Your application should include a project description, budget, motivation, addenda and may include attachments to support your request for funds. Please letter all addenda and/or attachments and refer to that letter in the Loan/Grant application, i.e. "see attachment D", or "see addendum G".

- A. Project Description
 - Your project description should include:
 - 1. A project title
 - 2. A time schedule that lists dates of tasks and events associated with the project
 - 3. An estimated beginning date
 - 4. An estimated ending date
 - 5. Amount of funding to be requested of the GEDC and for what use
 - 6. Amount of funding to be provided by you or others
- B. Project Budget
 - Your project budget should include:
 - 1. Personnel – list all personnel, salaries, fringe benefits, and travel expenses that will be charged to the project
 - 2. Supplies, Equipment & Contractual Costs – list all supplies, equipment and contractual purchases
 - 3. Local Contractors & Purchases – specify if local contractors will be used and what materials purchases will be made locally
 - 4. Other funding – Will there be other participating sources of funding on this project? Have you explored other sources of funding or grants? Please list all other sources and amounts of funding and/or any inquiries or applications made for same.
- C. Project Motivation
 - A description of your motivation for the project should include:
 - 1. How the proposed project is consistent with the goals of the Economic Development Corporation Act and subsequent amendments as described on pages 1 through 4.
 - 2. How the project's funds are to be used for economic and/or community development.
 - 3. What is the public benefit of the project? Who benefits and how?

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4. If the project is to be located on private land, the project must have broad and lasting public benefits. Broad and lasting public benefits may be demonstrated by the following and other means:
 - i. providing public access to the project
 - ii. including an easement or other means to protect the project or area for the public benefit, or
 - iii. making the information or research results from the project broadly available to the public
 5. If available, provide a local impact statement for the proposed use of funds.
- D. Project Addenda and/or Attachments
- The following is information that is required of all applicants:
1. Please describe any positive or negative impacts or any aspects of the project or any component which may have an environmental impact. Please include copies of any environmental impact studies on the property.
 2. Please attach a separate document providing a legal description of the property upon which the contemplated improvements will be located as "Exhibit A".
 3. Please attach a city map identifying the location of the project.
 4. Please provide a copy of the State sales tax reporting forms for the most current 12 month period.
 5. Please provide copies of State and Federal Tax Returns, both corporate and personal, for the last three years.
 6. Please provide copies of Bank Statements, both corporate and personal, for the most current 12 month period.
 7. Please provide copies of personal and/or corporate Financial Statements. Corporate Financial Statements are required for all applications, and personal Financial Statements may be required for privately held corporations.
 8. Please provide documentation for establishment of business name and/or Certificate of Incorporation issued by the state of origination.
 9. Please provide a copy of the Public Notice submitted to the Gonzales Inquirer. The Public Notice should be approved by the Director of the GEDC prior to insertion and should not be published prior to presentation of the project to the GEDC Board receiving the proposal.
 10. All proposed construction projects, remodeling projects, or purchases of real property within the City of Gonzales must meet and/or exceed all current city, state and federal regulations and licensing requirements. Satisfactory evidence of compliance must be provided, including standard plans, sketches and surveys as would be required in any type of funding for such projects. Site plans, sketches and drawings are acceptable in early proposal stages. However, all applicants must comply with standard requirements for all construction, remodeling and purchase-related projects. The same standards must be met for projects GEDC may fund outside of the Gonzales City Limits, and any projects outside the city limits must also be pre-approved by Gonzales County Commissioners Court.

III. Business Plan

Please provide the following information:

- A. Executive Summary
 1. Objectives
 2. Mission
- B. Company Summary
 1. Startup Summary
 2. Company Locations and Facilities
- C. Products
 1. Competitive Comparison
 2. Future Products
- D. Market Segmentation
 1. Market Needs
 2. Main Competitors
- E. Strategy and Implementation Summary
 1. Marketing Strategy
 2. Promotion Strategy
 3. Sales Forecast

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- F. Organizational Structure
 - 1. Number of Primary Jobs
 - 2. New Job Creation and or Number of Existing Primary Jobs being Retained
- G. Financial Plan
 - 1. Breakeven Analysis
 - 2. 3-Year Projected Profit and Loss
 - 3. Projected Balance Sheet

IV. Procedure for Submitting Application

Applications may be picked up at Gonzales City Hall or downloaded from the City's website at www.cityofgonzales.org. The Applicant shall deliver **ten (10) copies** of the completed application and supporting documentation to the GEDC staff, in person or by proxy, no less than **10 days before** the regularly scheduled meetings. **Meetings are held on the fourth (4th) Monday of each month at 6:00 p.m. in the City Council chambers.** A short summary of the project may be presented at this meeting, but such summary shall be considered optional.

- A. The GEDC shall have a copy of the application available at City Hall available for public inspection.
- B. Submitted applications must be available for public review for a minimum of 60 days, and a Public Hearing must be conducted by GEDC prior to action being taken on the application. **The 60 day "Public Comment" period begins with the date of publication in the local newspaper, after the initial presentation of the project to the GEDC Board.**
- C. Anyone from the community may ask to speak for or against an application at a regularly scheduled GEDC meeting, during the "Public Comment" portion of the agenda, after completing a sign in sheet and presenting it to the Director before Call to Order. Public comments may also be made during the "Public Hearing" held on each project.
- D. The GEDC reserves the right to request additional information from any applicant, other than what is required in this application.
- E. The funding for application may be held during the regularly scheduled monthly GEDC meetings, no sooner than the 61st day following publication of the receipt of an application, and at the discretion of the GEDC directors, following their review.
- F. If the Loan/Grant request is over \$10,000.00, 2 separate readings of a resolution on the Loan/Grant at City Council meetings prior to the final approval may be required by statute.
- G. After approval and amount determination by the GEDC, the final approval of the expenditure of funds is the responsibility of the City Council.
- H. No funds may be disbursed prior to approval of the project by City Council, and the signing of a Performance Agreement.

For further information please contact:

Carolyn Gibson, Economic Development Director
City of Gonzales, Gonzales Economic Development Corporation
820 St. Joseph Street
P.O. Drawer 547
Gonzales, Texas 78629
Phone: 830-672-2815
Fax: 830-672-2813
Cell: 830-263-0140
Email: cgibson@cityofgonzales.org
Website: www.cityofgonzales.org

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I (We), hereinafter referred to as "APPLICANT", on behalf of the identified entity, submit to the Gonzales Economic Development Corporation, hereinafter referred to as "GEDC", this application for consideration of a Loan/Grant under the provisions of the GEDC's Type B Sales Tax funded Loan/Grant program.

As part of this application, APPLICANT represents to GEDC the following:

1. APPLICANT has received a copy of the GEDC Guidelines and Criteria for the GEDC Loan/Grant Program. APPLICANT acknowledges to GEDC that in making this application, APPLICANT understands the terms and provisions thereof, and all questions relating to any needed interpretation thereof have been answered by authorized representatives of GEDC prior to the submission of this application.
2. APPLICANT has secured such legal, accounting, and/or other advice that may be necessary for APPLICANT to determine the desirability of making this application and/or accurately and correctly answering any questions as hereinafter set out. APPLICANT acknowledges that it has completely relied on the advice and counsel of experts and/or appropriate persons retained, employed, or compensated by APPLICANT, and that it has not relied upon, nor is APPLICANT now attempting to rely upon, the advice and counsel of GEDC, its appointed board of directors, employees, agents, and/or elected officials.
3. By signing this document, "Application for Loan/Grant of Type B Sales Tax Funds from the Gonzales Economic Development Corporation" either in an individual capacity, jointly, or in a representative capacity, APPLICANT acknowledges and verifies that all of the facts, information, and allegations as herein set out are true, correct and accurate, and that GEDC may rely thereon as if the same had been signed by APPLICANT or APPLICANT'S agent before a Notary Public or other authorized officer permitted by law to administer oaths and to take acknowledgements. APPLICANT further acknowledges and understands that any materially false or misleading statements of fact may be considered a violation of the criminal laws of the State of Texas.
4. If APPLICANT is a corporate entity, APPLICANT swears and affirms that all applicable franchise taxes, sales tax, or other taxes paid for the privilege of conducting business have been fully paid, and that the APPLICANT is fully authorized to transact business in the State of Texas, and in the state of incorporation if different from the State of Texas. In addition, APPLICANT, whether a corporate entity, partnership, or other legal type of business entity, or an individual, acknowledges and verifies that APPLICANT is current on all current tax obligations, assessments, or other governmental levies and assessments, and that the same have paid when due and payable, and that no delinquencies exist at this time.
5. By signing this document, "Application for Loan/Grant of Type B Sales Tax Funds from the Gonzales Economic Development Corporation" either in an individual capacity, jointly, or in a representative capacity, APPLICANT acknowledges and gives express permission for GEDC, its appointed board of directors, employees, and/or agents to conduct background and credit checks, employment verification, and criminal history on APPLICANT.
6. By signing this document, "Application for Loan/Grant of Type B Sales Tax Funds from the Gonzales Economic Development Corporation" either in an individual capacity, jointly, or in a representative capacity, APPLICANT certifies that the business does not and will not knowingly employ an undocumented worker. If the APPLICANT is convicted of engaging in a pattern or practice of violations of federal law governing the unlawful employment of aliens, APPLICANT will be required to repay the total amount of funds received from the GEDC, at a rate and term, to be specified in the written agreement, within 120 days of receiving notice of the violation.

Name of Applicant	Date
Social Security Number	Birth Date
Drivers License Number	State
Address, City, State and Zip code	
Employer	
Email Address	
Signature	

Name of Co-Applicant	Date
Social Security Number	Birth Date
Drivers License Number	State
Address, City, State and Zip code	
Employer	
Email Address	
Signature	