

City of Fullerton
LB 840 Application for Cost Share Grant

The following is an application for a grant or cost share, using LB 840 funds, for business development, improvement of facilities or expansion. The maximum amount requested will be a 50% cost share up to \$4000.00. All applicants must meet the criteria as outlined in the LB 840 plan. Please complete the application and return it to Fullerton City Hall.

Application Number: _____

Name of Business: _____

Federal ID#: _____ Phone#: _____

Address: _____

City State Zip

Business Classification:

- | | |
|-------------------------------------------------|-----------------------------------------------------|
| <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Warehouse and Distribution |
| <input type="checkbox"/> Service | <input type="checkbox"/> Agriculture Support/Sales |
| <input type="checkbox"/> Administrative Mgmt HQ | <input type="checkbox"/> Other: _____ |

Business Organization:

- | | |
|-----------------------------------------|---------------------------------------|
| <input type="checkbox"/> Proprietorship | <input type="checkbox"/> Corporation |
| <input type="checkbox"/> Partnership | <input type="checkbox"/> Other: _____ |

Does the Company have a Parent or Subsidiaries? Yes No

If Yes, Please Identify: _____

Address: _____

City State Zip

Business Type:

- | | | |
|---------------------------------------------------|---------------------------------|------------------------------------|
| <input type="checkbox"/> Start-up (0-3 years old) | <input type="checkbox"/> Buyout | <input type="checkbox"/> Existing* |
|---------------------------------------------------|---------------------------------|------------------------------------|

*If existing, years in business: _____

Property Location:

Within the City Limits Outside the City, but within Zoning Jurisdiction Other*

*If Other, Please identify the location: _____

Project Description:

Project Information:

<u>*Uses of Funds</u>	<u>Project Cost</u>	<u>LB 840 Funds Requested</u>
Land Acquisition	_____	_____
Building Purchase/Renovation	_____	_____
New Facility Construction	_____	_____
Purchase Equipment	_____	_____
Property Improvements	_____	_____
Total	_____	_____

** Funds cannot be requested for items such as inventory, training/education, marketing and advertisement (except business frontage signs) or for services such as cell phone bills, utility bills, employee health insurance or retirement benefits, payroll, etc... An applicant may apply for a LB 840 loan in some of these cases.*

Please attach the following information as it applies:

- 1) Description of the equipment/machinery/vehicle being purchased
- 2) Estimates of work to be accomplished
- 3) Invoices/receipts of work completed or product purchased
- 4) Legal description/deed of the land being acquired
- 5) Any other documents related to the funds request

Signature:

I hereby certify that everything stated in the application and on any of the attachments is correct as it relates to the project.

Applicants Name (Printed)

Applicants Signature

Date

Official Signature

Program Administrator

Date

Official Signature

Approved or Disapproved

Review Committee

Date

APPLICATION PROCESS

1. A qualifying business shall first apply to the City for assistance. The application shall contain the information required by this Program and any additional information that may be requested by the Program Administrator and/or the Application Review Committee.
2. Upon receipt of an application, the Program Administrator shall make a preliminary determination as to whether (1) the applicant is eligible, (2) the proposed activities are eligible, (3) the applicant is not involved in litigation that may significantly impact its capacity, and (4) the application includes all information and supporting documents required for review by the Review Committee.
3. Once the Program Administrator makes a determination that the application appears to be proper and complete, the application shall be referred to the Application Review Committee. The Application Review Committee shall review the application including any financial information furnished and direct the Program Administrator to obtain any additional information needed from the applicant.
4. After the Application Review Committee has completed its review, and following any additional inquiry conducted by the Program Administrator, the Committee shall make a recommendation that (1) the application be approved, (2) the application be denied, or (3) the Committee is not able to make a recommendation due to lack of information or for any other reason cited by the Committee.
5. Approval or denial will be based on whether the applicant is able to show (1) eligibility for funding, (2) economic feasibility of the project or plan, and (3) that the type and level of assistance will not unduly enrich the business or be unreasonable in relation to the public benefit to be achieved from the funding. If the recommendation is to deny the application or the Committee is unable to make a recommendation, specific reasons shall be cited.
6. All recommendations of the Application Review Committee for approval of an application shall be submitted to the City Council for consideration of funding. The City Council shall approve the application, deny the application, or refer the matter back to the Committee for further consideration.
7. There shall be no limit on the number of times that a Qualifying Business may apply for assistance. Applications shall be received until all funds anticipated for the Program have been committed. The decision as to whether or not an application is approved and in what order applications are considered is at the sole discretion of the City.
8. Once approved, the Program Administrator shall take the necessary actions to execute the agreements made.
9. All applications for the Grant Program will be anonymous except to the Program Administrator and the Application Review Committee.

BUSINESS GRANT APPLICATION RULES

1. The grant will be a 50% cost share for the total amount of the project or purchase up to \$4000.00.
2. Each grant will be considered forgivable four (4) years after it was awarded. If the business closes or the item(s) purchased with the funds are sold before the four year time frame, a portion of the grant must repaid. An amortization schedule (*See Page 3*) will be created based

- on the amount and the time frame of four years.
3. A business may apply as many times as they wish. But if a business is awarded a grant they will not be eligible for another grant till 12 months after receiving payment.
 4. Businesses that have NOT previously received a grant will take priority over those that have received one in the past.
 5. For New/Start-up businesses, a business plan may be requested with the application.
 6. A description of the project/purchase must be submitted with the application stating why these purchases are necessary.
 7. A business may apply for a project that has been completed. No project can be applied for six months after it has been completed (*Due to the COVID pandemic, projects completed between March through November of 2020 will be accepted*). A business is defined by its unique tax identification number. A single individual may own several businesses and may apply for each that has a separate tax identification number.
 8. If an applicant applies for a grant before the project or purchase has been completed, an estimate or invoice from the seller or contractor must be submitted with the application. Payment of the grant will be issued when the final invoice/bill of sale and receipt is presented to the City Clerk.
 9. The Program Administrator and/or a member of the Application Review Committee has the authority to verify and/or inspect the purchase or project upon completion.
 10. The grant may be used for projects such as:
 - 1) Business frontage improvement.
 - 2) Repairs or renovation of an existing building.
 - 3) Purchase of land for expansion of an existing business.
 - 4) Purchase of equipment necessary for the operation of the business.
 - 5) Construction of a new facility.
 11. The grant may NOT be used for the following items:
 - 1) Purchase of inventory.
 - 2) Payroll.
 - 3) Benefits such as health insurance, retirement, investments, etc...
 - 4) Marketing or Advertisement (except new business signage).
 - 5) Education or Training.
 - 6) Single family residential property.
 12. Applications may be placed on hold if the funds are not currently available to fulfill the applicants request.
 13. This program may be amended or discontinued by the Fullerton City Council.

I, the undersigned applicant, have reviewed the LB 840 Grant Application Rules and Process and understand the conditions and my obligations:

Applicant Signature: _____ Date: _____

AMORTIZATION SCHEDULE

<u>Year After Grant (Payment) Received</u>	<u>Percent Returned</u>	<u>Amount Returned (If Maximum)</u>
First Year	100%	\$4,000.00
Second Year	75%	\$3,000.00
Third Year	50%	\$2,000.00
Fourth Year	25%	\$1,000.00
Fifth Year	0%	\$0.00