

Exhibit A

Discretionary Grant Eligibility and Guidelines

Application Deadline: April 1, 2024

Spending and Reporting Deadline: September 30, 2024

Minimum Request: \$2,500

Maximum Request: \$5,000

Policy Statements:

- This Grant Program is a means to preserve and enhance the economic vitality of our West Side community.
- The goal of this program is to improve the physical appearance of West Side businesses and/or non-profit organizations operating child care centers that could use support to upgrade exterior facades, signage, fencing, landscaping, parking areas, etc. Although important, this program is *not* intended to fund internal improvements.
- All application review and award decisions are to be made by the GBEDC Executive Committee.

Eligibility Criteria:

- Grants will only be awarded to owners of properties in eligible locations. Tenants are not eligible.
- For-profit businesses are required to match grants on a 50/50 basis up to \$5,000. Legally organized non-profit organizations do not need to provide matching funds, but may choose to match for preferential review.
- Existing businesses and non-profit organizations operating licensed child care centers that have a physical location on the West Side of the Rock River in the City of Beloit are eligible to apply. Family (home-based) Day Care centers are not eligible.
- Applicants must have a City of Beloit Business Permit if required and not have any delinquencies with the City.
- All grantees shall obtain required permits/approvals prior to beginning construction.
- All applicants must complete and submit a GBEDC Discretionary Grant application. In addition to the required narrative and application attachments, applicants shall include an estimate for the proposed work.

Eligible Expenses:

- Eligible expenses include exterior façade improvements, signage, landscaping, lighting, fencing, equipment, playground improvements, parking lot improvements. Interior projects are not eligible.
- Grant funds may not be used for direct work of individuals (payroll), sectarian religious programs, political purposes, or used primarily outside of the Greater Beloit area.
- This grant is a reimbursement grant, and reimbursement will only be provided at the completion of the project following submittal of a written final report of fund usage and evidence of a contractor invoice provided if applicable. Reimbursement will not be provided to applicants who perform work without the required permits or certificates.

Preferences:

- Preference shall be given to applicants along Fourth Street, Liberty Avenue, and Madison Road.
- Preference shall be given to applicants with no more than twenty (20) employees.
- Preference shall be given to applicants *outside* of the Business Improvement District (BID) in downtown Beloit.

Compliance/Documentation:

- Grant recipients must keep expenditure records and supporting documentation related to how funding was spent and make records available to GBEDC staff or accountants upon request. Recipients shall state, in writing, how the funds were used by September 30, 2024.
- Grant recipients are responsible for any applicable tax withholding and reporting, and shall check with their accountant before accepting and using funds.

**GREATER БЕLOIT ECONOMIC DEVELOPMENT CORPORATION
ECONOMIC DEVELOPMENT
DISCRETIONARY GRANT PROGRAM
APPLICATION**

I. APPLICANT INFORMATION-INFORMATION ABOUT YOU

Name _____
Address _____
City/State/Zip _____
Telephone _____ (work) _____ (cell)
E-mail _____ Website _____

II. BUSINESS INFORMATION-INFORMATION ABOUT YOUR BUSINESS/Organization

Name of Business/Organization _____
Address _____
City/State/Zip _____
Year Business Established _____ Business SIC# _____ EIN# _____
Business/Organization website _____
CEO/Executive Director Name _____
CEO/Executive Director Email/Phone _____

Nature of the Business/Organization (please describe)

Business Structure (check one):

Non-profit _____ Partnership _____ LLC _____
Corporation _____ S-Corp. _____ Other _____

Business organized/incorporated in [state] _____

Number of Employees: _____ Full-time _____ Part-time _____

III. MANAGEMENT INFORMATION

List all owners, officers, directors, and/or partners having 20% or greater ownership interest:

Name _____
Title _____ % Ownership _____
Address _____
City/State/Zip _____
Telephone _____ Age _____ Years' Experience _____
Minority or Female Owner Yes _____ No _____

Name _____
Title _____ % Ownership _____
Address _____
City/State/Zip _____
Telephone _____ Age _____ Years' Experience _____
Minority or Female Owner Yes _____ No _____

Name _____
 Title _____ % Ownership _____
 Address _____
 City/State/Zip _____
 Telephone _____ Age _____ Years' Experience _____
 Minority or Female Owner Yes _____ No _____

Name _____
 Title _____ % Ownership _____
 Address _____
 City/State/Zip _____
 Telephone _____ Age _____ Years' Experience _____
 Minority or Female Owner Yes _____ No _____

List each officer, director, owner, employee or family member who is or has recently (within one year) been a member of the GBEDC.

Name _____ Relationship _____
 Name _____ Relationship _____

IV. DESCRIPTION OF BUSINESS PROJECT

Location of Project: _____

Description and Timeline of Proposed Project (including start and end date): _____

Size of proposed project/expansion _____ sf

Will new facility expand existing business operations? Yes _____ No _____

Projected Employment (within 3 years of project completion):

Management	_____
Professional/Technical	_____
Service/Clerical	_____
Manufacturing	_____
Other	_____
Total Jobs	_____

V. PROJECT COSTS/USES OF FUNDS

Acquisition	\$ _____
Renovation (exterior)	_____
Rehabilitation (interior)	_____

Land Improvements	_____
New Construction	_____
Machinery/Equipment	_____
Architectural/Engineering	_____
Other	_____
Total Project Cost	\$ _____

VI. PROJECT FINANCING/SOURCES OF FUNDS

Personal Funds/Cash Equity	\$ _____
Private Lender #1	\$ _____
Private Lender #2, Funds	\$ _____
Discretionary Grant	\$ _____
Public Revolving Loan Fund #1	\$ _____
Public Revolving Loan Fund # 2	\$ _____
Other Source #1	\$ _____
Other Source # 2	\$ _____
Other Source #3	\$ _____
Total Project Sources	\$ _____

NARRATIVE QUESTIONS

- (1) Describe the opportunity or challenge your organization is currently working on. Share any supporting data or research that might help the GBEDC understand what you plan to accomplish with grant support.
- (2) Describe the plan for technical assistance and automation of the work that would be supported by the grant.
- (3) Does your organization primarily serve low income individuals? This is not a requirement for grant eligibility but is a tracking item for the GBEDC records.
- (4) Please identify the person who will be primarily responsible for the grant funds and related expenditures –

Name _____ Title _____
 Email address/Phone number _____

In addition to the business plan, please provide a copy of the following records with your application:

- Business/Organization Mission Statement
- Form W-9
- State of Wisconsin Department of Financial Institutions (DFI) report showing the organization is in good standing
- Statement describing the work of your business/organization including current project/program areas (2000 characters max)
- Current year operating budget
- Year End Income and Expense Report (most recent fiscal year ending)
- Year End Balance Sheet (most recent fiscal year ending)
- Fiscal Sponsorship Information Sheet (if the organization is not a 501c3 and has a fiscal sponsor)

APPLICATION AGREEMENT/CERTIFICATION STATEMENT

The applicant certifies that all information in this application and all information furnished in support of this application, is given for the purpose of obtaining a grant under the GBEDC’s Discretionary Development Grant Program, and is true and complete to the best of the applicant’s knowledge and belief. The applicant further certifies that the grant proceeds will be used only for the work and materials identified in this application, and that applicant will abide with all provisions and guidelines of the GBEDC Economic Development Discretionary Grant Program.

Due to its tax-exempt organization status, the GBEDC may not participate in political campaigns or attempt to influence legislation. The applicant certifies that it will not, directly or indirectly, use funds received through the GBEDC Discretionary Development Grant Program to participate in any political campaign or to attempt to influence legislation. Actions that violate this certification will result in the obligation to immediately repay the entire grant amount to the GBEDC.

THE APPLICANT

1. Certifies that to the best of its knowledge and belief, the information being submitted to the City is true and correct.
2. Understands that unless it qualifies as a trade secret, all information submitted to the GBEDC is subject to Wisconsin’s Open Records Law.

The applicant requests that the GBEDC treat the following items as TRADE SECRET:

	<u>Yes</u>	<u>No</u>	<u>NA</u>
A. Personal financial statements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Personal or business tax returns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Historical business financial statements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Business financial projections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Plan or study to be funded by the City	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If the above section is left blank then all information is subject to examination.

The applicant authorizes the GBEDC to request and receive information required to verify company and owner financial statements, credit history, and business and property ownership status; and the disclosure of all information submitted in connection with this application, by and between the GBEDC, public entities, and any lender agreeing to participate with applicant’s grant through this program. The applicant agrees to spend all disbursed funds under this Program within six (6) months of disbursement, and shall return all unused funds to GBEDC without delay.

Signature of Applicant

Signature of Applicant

Name (print)

Name (print)

Date

Date