Application Date:

Type of Application: [ ]  Building Renovation | [ ]  Entrepreneurial Seed Funding | [ ]  Existing Business

|  |
| --- |
| **Applicant Contact Information**  |
| Contact Person      | Contact Telephone      | Contact Email      |
| **Company Information** |
| Company Name      | Date Established      | EIN      |
| Address       |
| Status of Business[ ] Existing [ ] New [ ] Purchase of Existing | Form of Ownership[ ] Sole Prop./DBA [ ] Partnership[ ] LLC/Corporation | Ownership Status[ ] Minority owned [ ] Woman owned [ ] Veteran owned |
| Type of Business[ ] Food & Beverage Est/Provider [ ] Retail [ ] Hospitality [ ] Entertainment/Rec [ ] Wholesale [ ] Business Services [ ] Consumer Services [ ] Personal Care Services [ ] Consulting [ ] Manufacturing [ ] Construction [ ] Transportation [ ] Other       |
| Primary Product or Service      | Number of Current Employees:Full Time      Part Time       Seasonal       | Number of Jobs to be Created:Full Time      Part Time      Seasonal       |
| **Principals/Owners** |
| Name & Title | Home Address | % Ownership |
|       |       |      % |
|       |       |      % |
|       |       |      % |
| **Project Information** |
| Project Location (if different from company address):       |
| Detailed Project Description (describe use of funds and anticipated outcomes):       |
| Project Timeline (how long will the project take to complete?):       |
| Does the applicant own the property where the project will occur? [ ] Yes [ ] NoIf no, will there be renovations made to the property? [ ] Yes [ ] NoIf there will be renovations, has the property owner been notified and given approval? [ ] Yes [ ] No  |
| Project Quality of Life Impacts (choose all that apply and describe below): [ ] Result in the reuse of vacant space [ ] Include measures to improve energy efficiency [ ] Positively Impact youth [ ] Include measures to improve accessibility (ADA) Describe:       |
| If use of funds includes **COVID Response**, describe the impact of COVID on the business, the need for funding, and how the funding will impact the sustainability and resiliency of the business or property:      |

**Project Budget: Sources & Uses**

*Minimum match as a percent of total project cost: Building renovation=25%; Entrepreneurial Seed Funding=20%; Existing Business=30%.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Use of Funds** | **Bank** | **Owner** | **DRI Grant** | **SBAP Loan** | **Total\*** |
| Building/Land Acquisition | $      | $      |  | $      | $      |
| New Construction | $      | $      |  |  | $      |
| Renovation/Leasehold Improvement | $      | $      | $      |  | $      |
| Soft Costs | $      | $      | $      | $      | $      |
| Signage | $      | $      | $      | $      | $      |
| Machinery & Permanent Equip. | $      | $      | $      | $      | $      |
| Inventory | $      | $      |  | $      | $      |
| Working Capital\* | $      | $      |  | $      | $      |
| PPE | $      | $      | $      | $      | $      |
| Other COVID-related | $      | $      | $      | $      | $      |
| Other (describe below) | $      | $      | $      | $      | $      |
| **Total** | $      | $      | $      | $      | $      |

Describe any expenses included under “Other”:

*\*Working capital expenses for entrepreneurs and existing businesses: Rent, utilities, inventory, commercial and property insurance, licensing fees, capitalized website development costs (new or substantially upgraded website)*

**Project Financing**

DRI Grant Funds will be provided on a reimbursement basis. How will these costs be covered prior to reimbursement: [ ]  Bank Loan/LOC [ ]  Cash/Equity [ ]  Auburn SBAP [ ]  Other

Are the above source(s) secured/currently available? [ ]  Yes [ ]  No

**Additional Documentation**

Please provide the following based on your type of application:

|  |  |  |
| --- | --- | --- |
| Building Renovation | Entrepreneur Seed Funding | Existing Business |
| [ ]  Attached application supplement[ ]  Existing floor plans[ ]  Renovation plans, including preliminary drawings and proposed floor plans (if available) [ ]  Resumes or CVs for all project team members[ ]  5-year operating pro forma (assuming receipt of DRI grant) | [ ]  Business Plan[ ]  Resumes or CVs for all owners[ ]  P&L and Balance Sheet for business to date (if applicable)[ ]  2 years of projected financials (P&Ls, balance sheets, cash flow statements) | [ ]  Business Plan[ ]  Resumes or CVs for all owners[ ]  P&L and Balance Sheet for  [ ]  2018 [ ]  2019 [ ]  2020 thru October[ ]  Projected P&L and Balance Sheet for 2021 and 2022 |

**Acknowledgement**

The applicant understands and agrees that the submission of knowingly false or misleading information in this application may lead to the immediate termination of this application or any resulting financial assistances, as well as potential recapture of any benefit received.

I have read the overview of the Auburn DRI Small Project Grant Fund and agree to comply with all terms and conditions contained therein, as well as the policies of the Cayuga Economic Development Agency and City of Auburn Small Business Assistance Program Committee.

Signature of Authorized Business Representative

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

Name Title

Project Location:

Year Building was originally constructed:

Does the building have historic significance: [ ]  Yes [ ]  No [ ]  Don’t know

 If yes, describe:

**Current Building Condition**

|  |  |  |
| --- | --- | --- |
| Number of Stories       | Total Square Footage       | Percent Vacant       |

Current Number of Units:

Occupied: Market-Rate Residential       | Affordable Residential       | Commercial

Vacant: Market-Rate Residential       | Affordable Residential       | Commercial

Describe the current condition of the building:

**Status of Project**

Will the project require a site plan review by the City? [ ]  Yes [ ]  No [ ]  Don’t know

If yes, what is the status of your site plan application? [ ] Not submitted [ ] Submitted [ ] Approved

Have you applied for a building permit? [ ]  Yes [ ]  No

Have you completed any of the following environmental reviews/tests (check all that apply and attached details of each that has been completed):

[ ]  Phase I ESA

[ ]  Lead-based paint testing on residential units or elsewhere?

[ ]  Radon testing

[ ]  Asbestos evaluation

**Project Outcomes**

Number of Construction Jobs to be Created:

Total Number of Units Available:

Market-Rate Residential       | Affordable Residential       | Commercial

Will the project (check all that apply):

[ ]  Restore, preserve, save, or enhance a historic property

[ ] Create or support affordable housing units

**Renovation Team & Prior Experience**

Do you have renovation experience? [ ]  Yes [ ]  No

Are you working with any partners with renovation experience? [ ]  Yes [ ]  No

Describe the project team and their experience with building renovation projects: