

**Applying Local/Regional Organization**

Salina Area Chamber of Commerce

Larry Powell, Director Business Retention & Expansion

PO Box 586, Salina, KS 67402-0586

Phone 785-827-9301 FAX 785-827-9758

Email: open@salinakansas.org

Project OPEN Grant/Loan Application Form

Client Information

1. Name of entrepreneur or small business
2. If company, list entity type (LLC, sole proprietorship, etc.)
3. Name of Primary Contact
4. Title of Primary Contact
5. Mailing Address
6. Phone Number
7. Fax Number
8. Email Address
9. Does the entrepreneur or small business owner have a tax liability in arrears with the Kansas Department of Revenue or the IRS? YES NO
10. Will the business be located in the same city listed in Question 5? YES NO
11. If 10 is No, physical address of where business is/will be located
12. How does your business plan to accomplish at least one of the following two objectives, per the Salina Economic Development Strategic Plan, adopted by the City of Salina and the Salina Area Chamber of Commerce? (Limit narrative to one page maximum)

1.) Increase the ability of the firm to attract customers that are currently not in the Salina market. This will increase the amount of trade and commerce occurring in Salina via new business activity.

2.) Increase the ability of the firm to retain customers that are currently leaving the Salina market to purchase the product or service. This will increase the amount of trade and commerce occurring in Salina via better retention of business activity that should occur in Salina but doesn’t.

12. NARRATIVE LIMITED TO THIS PAGE:

1. **FUNDING INFORMATION**

|  |  |
| --- | --- |
|   | **Non Project Open Funds** |
|   | SOURCE | AMOUNT | S\* | P\*\* |
| 1 | Personal Investment |   |   |   |
| 2 | Traditional Bank Loan |   |   |   |
| 3 | Other Resources |   |   |   |
| 4 | SUB TOTAL Non Project Open Funds (Add lines 1-3) |   |   |   |
|   |
|   | **Project Open Funds Requested** |
|   | QUALIFIED MATCH TO E-COMMUNITY LOAN FUNDS |
| 5 | Project Open Grant (Max $2,500) |   |   |   |
| 6 | Lee District New Business Loan (Max $5,000) |   |   |   |
| 7 | Lee District Façade Improvement (Max $15,000) |   |   |   |
| 8 | Other NetWork KS Partner Funds |   |   |   |
| 9 | TOTAL QUALIFIED MATCH (Add lines 5-7) |   |   |   |   |   |   |
|   |
| 10 | E-Community Loan (Max $45,000) |   |  |  |
|   | (May request $1.5/$1 TOTAL QUALIFIED MATCH |  |  |
| 11 | TOTAL PROJECT OPEN REQUEST(Add lines 9 & 10) |   |   |   |   |  |  |
| 12 | **TOTAL FUNDS** (Add lines 4 and 11) |   |  |  |
|  | \* Secured |  |  |  |  |  |
|  | \*\* Pending |  |  |  |  |  |

14. Date Funds are needed

 \* Salina Downtown New Business Loans are **only** available tonew businesses planning to open in/or

 existing businesses planning to relocate to the Lee District within 12 months of application. This is

 the only application form required for Lee District New Business Loan Funds.

\*\* Salina Downtown Façade Improvement Funds are **only** available to businesses/property owners in the BID District. These funds are administered by Salina Downtown, Inc. and must be awarded prior to release of E-Community loan funds. Contact Salina Downtown, Inc. for application details.

 Phone: 785-825-0535 E-mail gosalina@salinadowntown.com [www.salinadowntown.com](http://www.salinadowntown.com)

15. Check all eligible use of funds categories you intend to apply under:

\_\_\_A) Continuing Education

 \_\_\_B) Professional Services

 \_\_\_Accountants

 \_\_\_Architects

 \_\_\_Legal Counsel

 \_\_\_Marketing Professionals

 \_\_\_Design Professionals

 \_\_\_Other

 \_\_\_C) Brick and Mortar Improvements: Projects may include but are not limited to:

 \_\_\_ Building expansion

 \_\_\_Vacant building redevelopment

 \_\_\_Facade renovation and restoration

 \_\_\_Purchase of Equipment

 \_\_\_D) Marketing Projects:

 \_\_\_Marketing Research

 \_\_\_Marketing/Advertising Cost

 \_\_\_Design

 \_\_\_Printing

 \_\_\_Signage

 \_\_\_Other (explain)

 \_\_\_E) Equipment critical to implementation of the business plan

 \_\_\_F) Additional product lines or major product line expansion as projected in the business plan.

 \_\_\_G) Additional or significantly expanded services as projected in the business plan.

**Project Open Business Development Grant Funds**

**Application Check List**

\_\_\_\_\_\_\_\_\_Completed application form

\_\_\_\_\_\_\_\_\_Business Plan

\_\_\_\_\_\_\_\_\_Personal Financial Statement

\_\_\_\_\_\_\_\_\_Signed Marketing Release of Information

\_\_\_\_\_\_\_\_\_Verification of completion of Project Open Entrepreneur Training

\_\_\_\_\_\_\_\_\_I have completed the KSBDC series (including: Meeting the 3 Ms – Learning the Basics of Money, Marketing & Management, The Right Start – Using a Business Plan and Cash Flow Made Easy)

**MARKETING RELEASE OF INFORMATION**

By submitting an application for financial assistance, the Client (prospective grant or loan recipient) agrees to the following Marketing Release of Information\* to be used by Project Open administered by the Salina Area Chamber of Commerce for the purpose of promoting the successful delivery of services to entrepreneurs and small business owners.

Marketing Release of Information\*

Upon receiving notification that the Financial Advisory Committee has selected the Client to receive financial assistance, the Client agrees to provide pertinent information to the Salina Area Chamber of Commerce for the purpose of preparing a news release for distribution to other Resource Partners and media outlets as determined by the Salina Area Chamber of Commerce;

Information for the news release will be obtained primarily from the Project Open application, the Salina Area Chamber of Commerce and grant recipient’s Web sites and previously published information, and by phone interviews with representatives of both parties;

The Salina Area Chamber of Commerce will make accommodations to withhold all information identified by the Client as being sensitive or competitive in nature, particularly when this information is not previously published and therefore not already considered to be in the public domain. All parties named in the release will receive a final copy of the news release prior to distribution in order to verify the accuracy of all information contained therein;

The Salina Area Chamber of Commerce will disseminate a news release and related information to external media outlets only after the grant is approved and closed by the Salina Area Chamber of Commerce;

In addition to disseminating the resulting news release to media outlets, the Salina Area Chamber of Commerce may distribute all or part of the news release and related information to organizations, networks and individuals via Email, the Salina Area Chamber of Commerce, and third-party Web sites, blogs, instant messaging, chat rooms, message boards, et...

I have read and agree to the terms described in the Marketing Release of Information Declaration.

Yes\_\_\_\_\_\_ No\_\_\_\_\_\_

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Signature Date