

Franklin

County TIF District Application for Funding

Greater Franklin Development Council • PO Box 107 • Farmington, ME 04938 • 207-778-5887

Please indicate which program you are applying for funding from.

Date: _____

See Guidance Report

For the Franklin County Revolving Loan Fund, please contact the TIF Administrator at tif@franklincountymaine.gov

Name of applying individual, business, or organization: _____

Please check which type of organization is applying for funds:

Private enterprise

501(c)(3) nonprofit organization

Community organization

Fiscal sponsor: _____

Government entity

Please specify: _____

This project is being pursued by:

Single business or organization

A collaboration including: _____

One-line description of your project:

Dollar amount requested: _____ Total project budget: _____

Unorganized Territory(ies) in which project will occur: _____

Have you applied for applicable licenses and permits for your project (LUPC, DEP, DHHS, etc.)? *Please list:*

Application directions:

- Fill out the application form completely, including this page.
- Do not send any materials under separate cover.
- Email in PDF format your application and narrative materials to tif@franklincountymaine.gov
- Narrative sections typed separately should be in a non-script, non-italic type of no smaller than 11 point.
- Registered nonprofit organizations should include a copy of their IRS determination letter.
- Organizations needing a fiscal sponsor to handle funds should include a letter from that sponsor documenting its identity and willingness to accept Franklin County TIF funds for the project.
- Please see the checklist at the end of this application to be sure you have included all required information and attachments.
- All applications should include a cover letter signed by the leader of the business or organization.

Please provide the following information.

I. Applicant Information

Legal name of organization: _____

Mailing address: _____

Physical address: _____

Telephone: _____ Mobile: _____

Email: _____

Website: _____

Number of years business/agency in existence: _____

Number of paid staff (note FT, PT, and/or Seasonal): _____

Number of volunteers: _____

Federal Tax I.D. or EIN: _____

President or Executive Director: _____

Telephone: _____ Email: _____

Board president (if applicable): _____

Amount requested from Franklin County TIF Funds for this project: _____

Total project budget: _____

A 200-word (maximum) description of your project (you may add a one-page typed description of your project to this application if you wish):

II. Jobs and geographic region

All eligible projects must take place within one or more of the Unorganized Territories of Franklin County. Please indicate the Township(s) where the proposed activities will take place:

Projects that will directly create and/or retain jobs may have a stronger likelihood of a successful grant award through this program. Jobs are measured as full-time equivalent (FTE) based on 2080 hours per year. (Example: *a job that creates two full-time jobs for six months equals one FTE.*)

Number of jobs to be **created** through this project: _____ Jobs **retained**: _____

Types of jobs and number of each:

Job title: _____ No. of jobs: _____ Length of job: _____

Job title: _____ No. of jobs: _____ Length of job: _____

Job title: _____ No. of jobs: _____ Length of job: _____

Job title: _____ No. of jobs: _____ Length of job: _____

Job title: _____ No. of jobs: _____ Length of job: _____

Please include any other information you may have about job creation below, including temporary construction phase employment and projections for the future:

III. Financial Information

Fiscal year start and end dates: From _____ to _____

Revenues and Expenses for Enterprises Currently in Business

Revenue

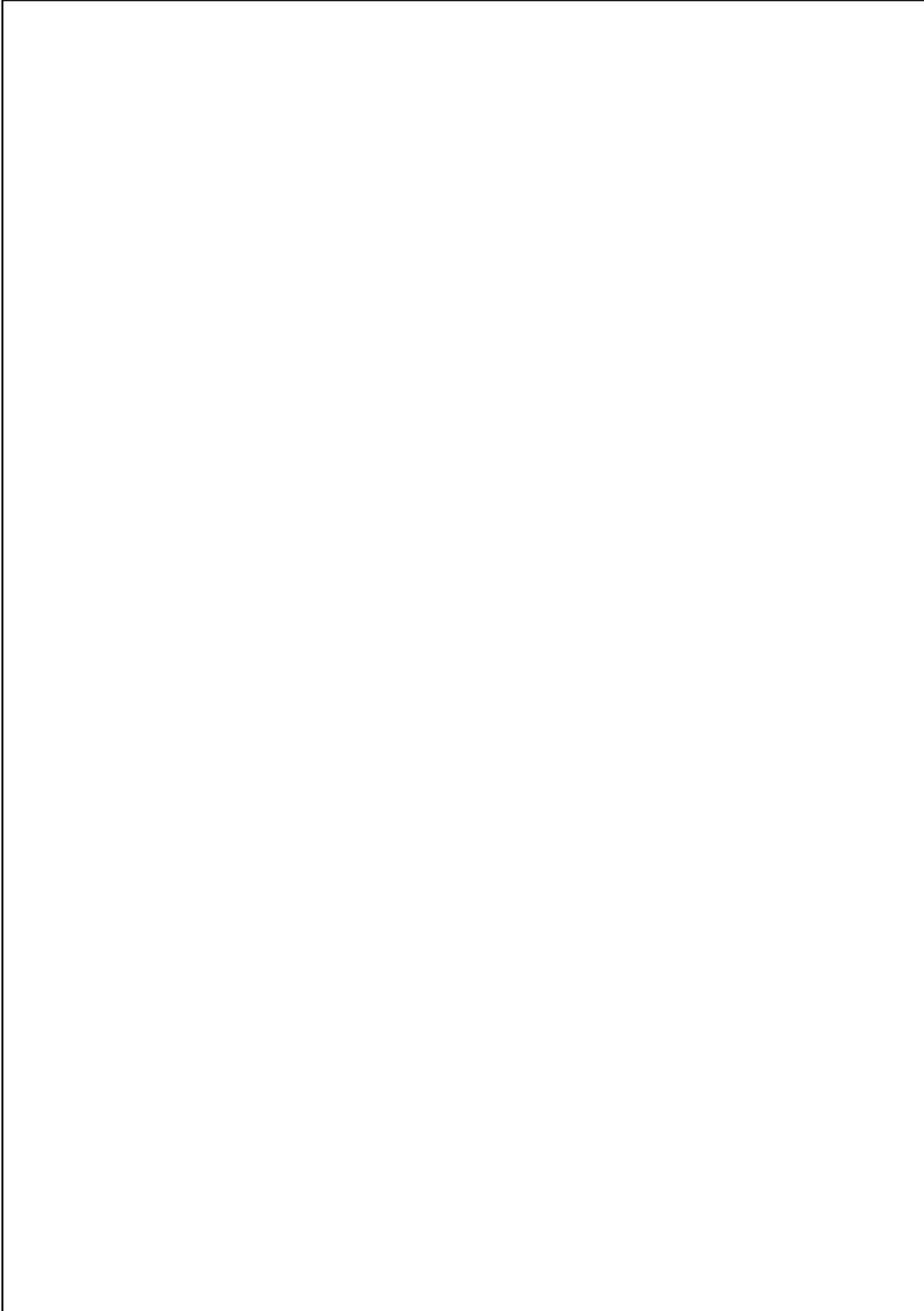
Income from sale of goods & services	\$
Grants and donations:	
Individuals & businesses	\$
Foundations	\$
Government funding	\$
Personal funds	\$
Interest income	\$
Other (please list):	\$
TOTAL REVENUE	\$

Expenses

Administration	\$
Labor	\$
Supplies	\$
Equipment	\$
Fundraising costs	\$
Other (please specify):	\$
TOTAL EXPENSES	\$

NET (REVENUE - EXPENSES) \$ _____

If any shortfalls occurred, please explain how they were financed:



Assets and Liabilities for Last Fiscal Year

From: _____ to: _____

Assets		Liabilities	
Cash	\$	Accounts payable	\$
Property & equipment	\$	Long-term liabilities	\$
Accounts receivable	\$		
Investments	\$		
Other (please list):	\$		
Total assets:	\$	Total liabilities:	\$

Restricted Assets or Revenue (explain):

IV. Project budget

Please attach a budget for your proposed or ongoing project, including startup costs, operating costs, estimated payroll, equipment and supplies, and so on.

Also include anticipated sources of revenue for the project, including donations, earned income, and fees for services.

For the County Grant-Matching Program, please demonstrate and document at least 50 percent of the total project secured as cash contribution. (For more information, please see Appendix A.)

V. Sustainability plan

Franklin County UT TIF funding is intended to provide the initial boost often required to help an initiative to become self-sufficient. What are your strategies for sustainability?

VI. Barriers to Success

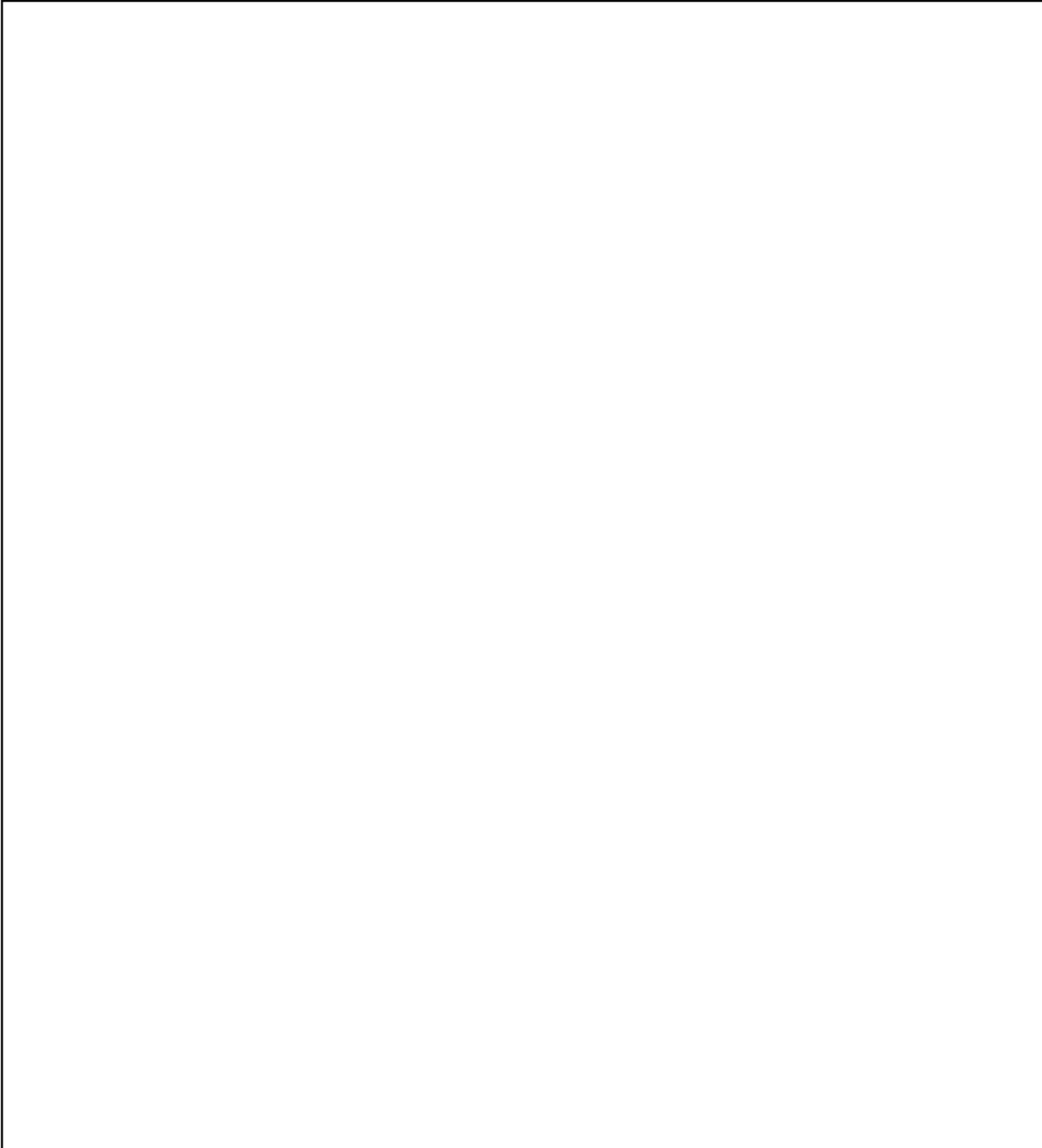
Please indicate the greatest impediments to success of your proposed project and plans to address them.

A large, empty rectangular box with a thin black border, intended for the respondent to write their answers regarding barriers to success and plans to address them.

VII. Project narrative

You may use the spaces below each major section, or you may include a separate page. Please do not exceed one typed page (minimum 11-point type) for each section.

History of your company or organization (founding date, mission, region and population served, top products or services, etc.):

A large, empty rectangular box with a thin black border, intended for the user to write the history of their company or organization. The box occupies most of the lower half of the page.

Overview of the project for which you seek funding (1. overall goal; 2. how this project will strengthen your organization; 3. up to three measurable outcomes that will help achieve your goal; 4. specific activities required to complete the project):

Who will be served by this project?

Township/region: _____

Age range of those served: _____

Approximate number: _____

Plan for evaluating the success of this project:

VIII. Signatures - Must be original, not photocopied.

Signature of president, chief executive officer, or board president (nonprofits) _____
Date

Print name _____
Title

Fiscal sponsor (if applicable):

Signature of officer of fiscal sponsor organization _____
Date

Print name _____
Title

Application checklist

Please be sure you have included or completed the following items before submitting your application:

- Complete contact information
- For nonprofits, a copy of your IRS determination letter
- All sections completed on this form or, if typed on separate sheet, so noted in the correct areas on the form ("*Please see attachment A,*" etc.) and appropriately titled on the separate sheet
- A project budget as noted in section IV
- A cover letter from the leader of your organization
- If you have a fiscal sponsor, a letter from that sponsor as indicated under "Directions" on the first page of this application.
- Any brochures or other promotional material you would like to include (optional)
- Up to three letters of support (optional)
- Original signatures on application
- Remove and retain Appendix of this application before submittal

Appendix A: Guidelines and Considerations for Franklin County TIF District Funding Applications

Note: *The following appendix is for informational purpose. You do not need to return the appendix with your application.*

-For questions and/or assistance preparing an application, contact the Administrator via email tif@franklincountymaine.gov.

The Franklin County UT TIF Program has specific limitations regarding who may apply and what projects and costs are eligible for funding assistance. It is important to understand these guidelines prior to submitting an application. See below for details.

Public Program:

The Commissioners of Franklin County are entrusted by its citizens to be responsible stewards of the UT TIF program funds. Accountability and transparency are held in the highest regard. *As such:*

- Applicants must be willing to make public all matters and materials provided as part of a UT TIF grant or loan request. Information relating to project design and implementation including perhaps competitive advantages, personal and business financial and tax data, is all subject to public review.
- The county will, under special and limited circumstances, take appropriate steps to protect personal and/or proprietary information relating to UT TIF funded projects.

Eligibility to Apply:

Key considerations for TIF grant award determinations include:

Project Location

- The proposed activity must take place within the Unorganized Territories of Franklin County

Opportunity for economic impact

- Projects intended to create and/or retain jobs in the region and more specifically in the UT, are more likely to receive support through this program.

Level of matching funds secured by applicant

- Grant requests can range between \$5,000 and \$50,000.
- The County will give priority to those applicants who provide at least half (50 percent) of any cash match required by the grantor (sometimes referred to as a 1:1 match).
- Projects proposing collaboration with additional partners and shared risk may also be viewed more favorably.

Sustainability

- TIF grant funds are not intended to be utilized as a long-term subsidy. Applicants need to show a plan and trends towards becoming self-supporting.

Categories (defined by Amendment #3)

1. Scenic Byway (Improvements, Planning and Updates)
2. Tourism Branding and Marketing
3. Nature Based Tourism Plan
4. Unorganized Territories Employment and Training
5. Recreational Trail Improvements

Special considerations for large scale investment and/or job creation:

In keeping with the original intent of this program, project proposals which offer substantial capital investment and/or the strong potential for significant job creation within the Unorganized Territories may be eligible for additional support through this program. These exceptional cases may be considered from time to time on an individual basis, but potential applicants must contact the TIF Administrator to discuss prior to submitting an application. Awards and funding levels will be at the sole discretion of the County Commissioners.

Grantee Obligations:

Successful applicants are not required to accept grant funds awarded to them. The county allows applicants up to six months from time of notice of award to accept that award. If the award is not accepted within that timeframe, the application and award notice will be considered void. Those who do choose to accept a grant award will be required to first agree to specific terms outlined in a grant contract with the county. Each grant contract is unique to the project funded, but several requirements are inclusive to all grant contracts. Please consider the follow:

GRANT PERIOD.

The grant period for all TIF grants will be no less than one year from the time of receipt of an award.

REPORTING.

All grantees will be required to maintain regular communication with the county. Grantees are typically required to submit progress reports and verification of expenditures at half way through (6 months) the grant period. The TIF Administrator will work closely with grantees to ensure this occurs.

VERIFICATION OF EMPLOYMENT.

Grantees will be required to provide evidence of the creation and/or retention of any jobs proposed in the grant application materials. This should include details about the type of job, the frequency and duration (part-time, full-time, long term, temporary, seasonal) and wage levels or compensation package.

DEFAULT AND REPAYMENT.

Grantees who do not meet the requirements outlined in the grant contract will be required to repay all or a portion of the funds awarded to them. Each case will be considered on an individual basis, however: Upon the sale, transfer, or dissolution of a grant project prior to the end date of the grant period, the grantee will be held liable for up to the full amount of their initial award amount.

Final determination for distribution of any funds through the Franklin County Unorganized Territories Grant and Loan Program will be at the discretion of the County Commissioners.

