

PY 2013 Small Business Program Application

CITY OF COVINGTON, KENTUCKY
TARGETED REDEVELOPMENT AREA

Check box of which category you wish to apply:

- Rent Incentive (Grant)
- Machinery, Equipment, Fixtures and Furniture Costs (Forgivable Loan)
- Professional Services (Grant)

Applicant Name: _____ Application Date: _____

Applicant Mailing Address: _____

Business Name (D/B/A if applicable): _____

New Business: Yes ___ No ___ Existing Covington Business: Yes ___ No ___

Expansion of Business located elsewhere: Yes ___ No ___

Was/is this business previously located at another Covington site: Yes ___ No ___ Dates:

Previous Business Address (if applicable): _____

Square footage of existing location: _____ Square footage of new location:

Type of Business:

_____ Service/Product: _____

Covington Business Address: _____
(Where assistance is requested) _____

Phone: _____ Email: _____

Fed ID#: _____

Time at Location or Length of New Lease: _____ Monthly Rent: _____

Do you have an executed lease agreement: Yes ___ No ___

Landlord Name: _____

Landlord's Mailing Address: _____

Landlords EIN or SS #: _____

Number of Employees at Covington Location: _____

Hours of Operation: _____

Are you receiving grant assistance from any other governmental agencies: Yes ___ No ___

If yes, list any additional grant sources and amounts: _____

CERTIFICATION AND WAIVER OF PRIVACY

I, the undersigned, applicant(s) certify that all information presented in this application, and all of the information furnished in support of the application, is given for the purpose of obtaining a grant or forgivable loan under the City of Covington Small Business Program, and it is true and complete to the best of the applicant(s) knowledge and belief. The applicant(s) further certifies that he/she is aware of the fact that he/she can be penalized by fine and/or imprisonment for making false statements or presenting false information.

I understand that this application is not a guarantee of grant assistance. Should my application be approved, I understand that the City of Covington may at its sole discretion discontinue subsidy payments or reimbursement at any time for cause.

I hereby give my consent to the City of Covington, its agents and contractors to examine any confidential information given herein. I further grant permission, and authorize any bank, employer or other public or private entity or agency to disclose information deemed necessary to complete this application.

I understand that if this application and the information furnished in support of the application are found to be incomplete, it will not be processed.

Applicant/Tenant's Signature: _____ Date: _____

Printed Name: _____

Title: _____

Applicant/Tenant's Signature: _____ Date: _____

Printed Name: _____

Title: _____

****SUBMISSION OF AN APPLICATION IS NOT A GUARNATEE OF FUNDING****

Comment [NG1]: Need to get this entire section reviewed by Rhonda and legal

Comment [KM2]: I'm not sure if this is true but I would guess that "with cause" i.e. the business not complying with the terms that they would forfeit their grant or loan

SUPPORTING DOCUMENTATION CHECKLIST

Application packets must include the following documentation:

- Completed and signed application
- City of Covington occupational licenses and copy of all State and Federal business licenses if required
- Copy of the corporate documents for the applying business entity
- Copy of executed or proposed multi-year commercial lease agreement
- Landlord Tax ID
- Business plan, including executive summary and three-year financial projections of revenues and expenses and market analysis at location within application
- Two (2) years of financials and corporate tax returns (for existing businesses only)
- Two (2) years of tax returns for the owners of a new business.
- Resume(s), qualifications, experience and track records of business owners
- List of jobs to be created and filled including job descriptions, pay range and weekly schedule. For existing businesses, provide a list of all current positions including job descriptions, pay range and weekly schedule.

For Machine, Equipment, Fixtures & Furniture Category ONLY:

- List of items to be purchased & purpose
- Itemized cost of each item

For Professional Services ONLY:

- Copy of proposals (must include detailed scope of services)
- Executed Contract (will be required once approved)