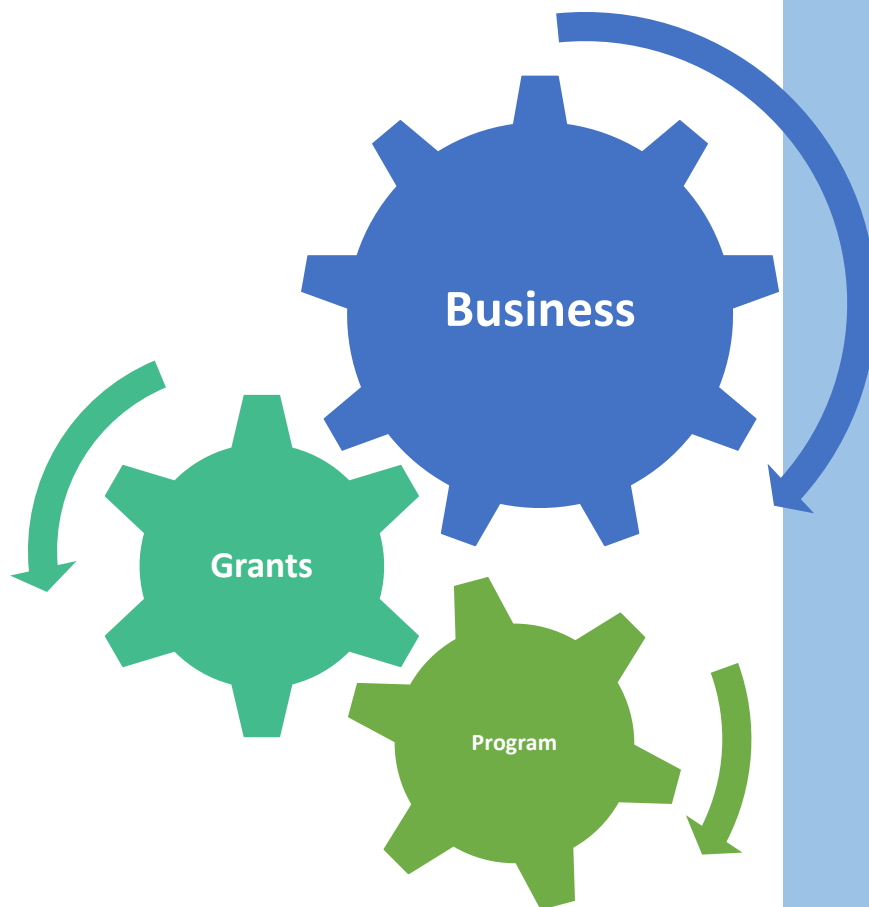


# City of Veneta Business Grants Program & Application Packet



## Introduction

The City of Veneta is proud to offer a Business Grants Program to businesses and nonprofits within Veneta's Urban Growth Boundary. The overall goals of the City's Business Grants Program are to encourage business expansions and startups which create or retain job opportunities in Veneta, and add to a vibrant business climate. Eligible businesses & nonprofits may apply to receive a matching grant from the City in an amount not to exceed \$25,000. The application process is intended to provide the Business Assistance Committee and Veneta City Council with the information necessary to determine which applicants are awarded grants.

## How to Submit a Grant Application

- Applicants may begin the process to submit a grant by contacting staff at the City of Veneta for a preliminary interview. Contact staff in-person at Veneta City Hall, by phone at 541-935-2191, or by email at [businessassistance@ci.veneta.or.us](mailto:businessassistance@ci.veneta.or.us)
- After a preliminary interview, interested persons may begin to complete the application packet which includes the following:
  - Business Plan.
  - Demonstration of Need.
  - Project Description with Cost Estimates.
  - Profit & Loss Statements for the Last Twelve Months (Preferred but **NOT** Required).
  - Personal and Business Bank Statements.
  - Veneta Business License.
  - Matching Grants Program Application Form.
- Grant applications may be submitted in person at Veneta City Hall or **(preferably)** by email at [businessassistance@ci.veneta.or.us](mailto:businessassistance@ci.veneta.or.us).
- Grant applications will not be reviewed by staff, the Business Assistance Committee, or Veneta City Council until the required application fee has been submitted in person at Veneta City Hall. Fee details can be found in this document under the Eligibility, Criteria, & Fees section (Part F. Fees & Charges).
- Upon successful staff review, applicants will be considered by the Business Assistance Committee (BAC). The BAC will review grant applications in detail and make recommendations to Veneta City Council. BAC grant meetings will be closed to the public and details will remain confidential to protect the personal and business information of applicants.

- Positive BAC recommendations will be considered by City Council at the next possible Council Meeting. City Council will award grants at their discretion. Sensitive personal and business information from applicants will be kept confidential at this meeting.

## After Being Awarded a Grant

- Successful grant applicants will be required to sign a contract with the City of Veneta that formalizes the terms of the grant award.
- Grant funds will be disbursed as reimbursements. Grant recipients will purchase eligible goods and services and provide proof of purchase to staff at the City of Veneta. Staff will then reimburse the grant recipient for up to 75% or 50% of the costs of goods or services (depending on the grant award and required match).
- Staff will only provide reimbursements for goods and services included in the application. Unexpected or additional costs will not be eligible for reimbursement.

## Eligibility, Criteria, & Fees

Eligible applicants include private for-profit and nonprofit organizations located inside Veneta's Urban Growth Boundary (UGB). Ineligible applicants are entities and organizations other than those described above.

### A. Eligible Projects and Activities

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Generally, the Business Grants Program (BGP) will be available to support the start up or expansion of businesses within Veneta's (UGB). Activities that may be undertaken include, but are not limited to, the following:

- Acquisition of machinery, equipment, furniture, and fixtures.
- Acquisition and assembly of land for commercial, industrial, and related uses. Speculative activities, such as land banking and construction of speculative buildings, are not eligible. Acquisition of abandoned properties with redevelopment potential, though not for speculation.
- Development of real estate, including redevelopment and rehabilitation of historical buildings for industrial or commercial use.
- Other investments, which will accelerate repurposing of land and facilities for job creating activity, such as assistance to firms to locate or expand in such facilities.
- Improvements to commercial or industrial facilities and streets.
- Working capital needs (No more than 25% of the grant award may be used for working capital).

## B. Eligible Costs

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Total project costs must be included in the application. The BGP may not fund any additional, incidental, or unexpected project costs associated with a project that are not explicitly described in the application. Eligible costs include, but are not limited to, the following:

- Land costs, such as engineering, legal, grading, testing, site mapping, related costs associated with acquisition, and preparation of land.
- Building costs, such as real estate, engineering, architectural, legal, permit fees, System Development Charges, and related costs associated with acquisition, construction, and rehabilitation of buildings.
- Machinery and equipment costs, including delivery, installation, engineering, architectural, legal, insurance, and related costs associated with acquisition and installation of machinery and equipment.
- Other costs contributing directly to the value of the project fixed assets, such as sales and use taxes, and interest on interim construction financing.
- Adequate contingency reserves.
- Working and startup capital.

## C. Ineligible Projects and Activities

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These include:

- Projects involving the relocation of any firm from one area in the community to another, unless such move meets the job preservation or creation standards elsewhere described herein.
- Projects for which all funds are judged by the City Council to be otherwise available from private lenders or other public agencies at terms which will permit the accomplishment of the project at a non-prohibitive cost.

## D. Ineligible Costs

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These include:

- Acquisition of equity in private businesses.
- Subsidy of interest payments on existing loans.
- Refinancing or payoff of loans made by other lenders, except if the BAC's approval is given prior to such loan issuance.

## E. Grant Eligibility Criteria

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The standards described below apply to the performance of the BGP as a whole. The selection of a business as a recipient of the BGP will be based on its ability to meet the following standards. Individual grants may vary from the grant portfolio standards in a case where a significant economic or community benefit is available by assisting a particular business. Less than the specified performance on one or all of the standards may be acceptable in such cases.

- **Location:** Projects that have a physical location must be located within Veneta's UGB. The organization/applicant receiving funds must be located within, or relocating to, within Veneta's UGB.
- **Employment Ratio:** One full time equivalent job will be created, retained, or supported for each \$25,000 of BGP grants.
- **Types of Jobs Created/Retained:** Preference will be given to businesses that create or retain permanent jobs involving skills related to manufacturing and industrial production.
- **Activities to be Financed:** The BGP will be available to small, private, for-profit businesses or nonprofit entities for the purpose of startup, expansion, or improvement of existing operations. For the purposes of the BGP, the definition of a small business will be that used by the U.S. Small Business Administration 504 program.
- **Ability to Match:** Grant applicants must demonstrate the ability to meet any required match.
  - Businesses with 5 or fewer full-time equivalent employees are required to match grant funds to cover least 25% of the total cost of a grant funded project. Example: If a project costs \$1000, then grant award may not exceed 75% (\$750) and the applicant must demonstrate the ability to fund 25% (\$250) of the project.
  - Businesses with more than 5 full-time equivalent employees are required to match grant funds to cover at least 50% of the total cost of a grant funded project. Example: If a project costs \$1000, then grant award may not exceed 50% (\$500) and the applicant must demonstrate the ability to fund 50% (\$500) of the project.
- **Demonstration of Need:** Businesses must demonstrate that they are not able to fund a project through traditional means or that funding a project through traditional means would be cost prohibitive.
- **Other Economic Objectives/Benefits:** Other elements which will receive consideration in the selection of grants for the Program are:
  - Linkages with the area's existing economy which would permit a business to absorb displaced or underemployed skilled workers in the area labor force, particularly for the low and moderate income.
  - Companies whose markets appear to indicate the opportunity for significant expansion or production, and employment, over the short term.
  - Significant opportunities for the development and/or expansion of minority or female-owned and operated small business concerns.

## F. Fees and Charges

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- There will be a \$50 application fee charged for applicants that have 5 or less full-time equivalent employees.
- There will be a \$100 application fee charged for applicants that have more than 5 full-time equivalent employees
- Grant applications will not be reviewed by staff, the Business Assistance Committee, or Veneta City Council until the application fee has been delivered to the City of Veneta.
- Grant applicants must submit their application fee in person at Veneta City Hall.
- If an applicant is awarded a grant by the City of Veneta, then the application fee may be applied toward the cost of any required match.

## Administrative Elements

### A. Business Assistance Committee

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The Business Assistance Committee (BAC) reviews all applications in detail and makes recommendations to the City Council to award grants to applicants. The BAC consists of three members, one of which is a City Councilor, and one alternate. The alternate is a voting member during any temporary absences or conflict of interest disqualifications of regular members. BAC appointments are made by the Mayor and approved by the Council for terms of two years. Preference is given to the appointment of a commercial lending and/or accounting professionals.

The Business Assistance Committee reviews Business Grant Program applications on a quarterly basis, elects its own Chairperson, has its own by-laws, and receives legal services “as needed”.

### B. Staff Operation

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The operation of the Business Grants Program (BGP), or parts thereof, may be performed by the staff of the City of Veneta or by any agent or entity with whom an agreement may be entered into for such purposes.

The primary activities of the staff with respect to the Program are as follows:

- Publicize BGP objectives and availability in the Veneta community.
- Screen all applicants, inviting promising candidates to submit detailed applications.
- Ensure the proper execution of documents for successful applicants.
- Monitor ongoing operations of grant recipients.
- Collect proof of purchase from grant recipients and disburse grants funds appropriately.
- Provide regular financial reports for the BGP, including individual account status.



# Business Grants Program Application Form

PO Box 458 \* Veneta, OR 97487 \* 541-935-2191 \* Fax 541-935-1838 \* [www.venetaoregon.gov](http://www.venetaoregon.gov)

*Business Grants Program application information and accompanying financial records submitted to the City of Veneta will be kept in confidence to the extent permitted by law, and while the City believes that the records will not be subject to disclosure, it is possible that disclosure might be required for some documents.*

| APPLICANT   |                              |  |  |                              |                                |
|---|------------------------------|--|--|------------------------------|--------------------------------|
| Full Legal Name of Applicant(s) and/or Company/Organization:  |                              |  |  | Telephone Numbers:           |                                |
|   |                              |  |  | Business:                    |                                |
|   |                              |  |  | Personal:                    |                                |
|   |                              |  |  | Fax:                         |                                |
| Primary Contact:  |                              |  |  |                              |                                |
| Street Address:   |                              |  |  |                              |                                |
| City:   |                              | State:                                   |  | Zip:                         |                                |
| Proposed Business Address (If different from above):  |                              |  |  |                              |                                |
| City:   |                              | State:                                   |  | Zip:                         |                                |
| Nature of Business:   |                              |  |  | Date Established:            | Date Under Current Management: |
|   |                              |  |  |                              |                                |
| Number of Full Time Equivalent Employees  | <input type="checkbox"/> 0-5 | <input type="checkbox"/> More Than 5     |  |                              |                                |
| COMPANY OWNERSHIP   |                              |  |  |                              |                                |
| (List below all owners, principals and officers; attach schedule of additional names, if necessary) Show 100% of Ownership  |                              |  |  |                              |                                |
| Name  |                              | Title                                    |  | % of Ownership               |                                |
|   |                              |  |  | %                            |                                |
|   |                              |  |  | %                            |                                |
|   |                              |  |  | %                            |                                |
| Total: 100%   |                              |  |  |                              |                                |
| AFFILIATES  |                              |  |  |                              |                                |
| (List all business concerns in which the Applicant Company/individuals listed in the ownership section above have any ownership. Attach current financial statement and tax return.)  |                              |  |  |                              |                                |
| Company Name  |                              | Owner (Applicant Company or Individuals) |  | % of Ownership               |                                |
|   |                              |  |  | %                            |                                |
|   |                              |  |  |                              |                                |
| OTHER INFORMATION   |                              |  |  |                              |                                |
| Has the applicant, any of its principals, or any other business in which the principals were principals filed bankruptcy or defaulted on any debts within the past 10 years?  |                              |  |  | <input type="checkbox"/> Yes | <input type="checkbox"/> No    |
| Is applicant or any of its principals a party to any claim or lawsuit? Is any principal or applicant (i) currently under indictment, or on parole or probation; (ii) ever been charged with or arrested for any criminal offense, other than a minor motor vehicle violation; or (iii) ever been convicted of any criminal offense? |                              |  |  | <input type="checkbox"/> Yes | <input type="checkbox"/> No    |

|   |  |                              |                             |
|---|--|------------------------------|-----------------------------|
| Does the applicant owe any taxes for years prior to the current year?   |  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <b>AGREEMENT</b>  |  |                              |                             |
| <ul style="list-style-type: none"> <li>• By signing below, you certify that all the information you have given in this application is true and complete. You authorize us to verify all your statements with any source, obtain credit and employment history (including your spouse's, if you live in a community-property state), provide any necessary documents to obtain your credit and employment history, and exchange information with others about your credit and account experience with us. You agree to provide additional information that we may require to process this application, including but not limited to, true and complete federal income tax returns, employment verification and income verification.</li> <li>• You also agree to reimburse the City for its expenses incurred in connection with any credit commitment. These expenses include, without limitation, the City's appraisal, environmental services and legal costs, which are payable even though the extension of credit may not be consummated.</li> <li>• You also represent that if you currently have any indebtedness or other obligations owing to the City, you have no defenses to or setoffs against such indebtedness or obligations. You also represent that you have no claims against the City for any matter regardless of whether or not they are related to this application.</li> <li>• You acknowledge that you are applying for a matching grant from the City of Veneta.</li> <li>• <b>You agree to pay the non-refundable application fee upon submitting your application.</b></li> </ul> |  |                              |                             |
|   |  |                              |                             |
| Authorized Signature  |  | Authorized Signature         |                             |
|   |  |                              |                             |
| Print Name  |  | Print Name                   |                             |
|   |  |                              |                             |
| Title   |  | Title                        |                             |
|   |  |                              |                             |
| Date  |  | Date                         |                             |

**Return with payment to:**

City of Veneta  
88148 8<sup>th</sup> Street/PO Box 458  
Veneta, OR 97487

Phone: 541-935-2191  
Fax: 541-935-1838

Please make any checks out to City of Veneta. Include the reason for the check (BAP Application Fee) and the name of your business in the memo.



