

# INSTRUCTIONS

## 2005-07 Regional and Rural Investment Funds Application

### *Page 1: Sponsor Information and Project Description*

#### **Project Name**

Provide a **Project Name** that includes the company/organization which will undertake the project and a one or two word description of the project (e.g., Local Business Equipment Purchase)

#### **Date and Project Location**

Enter the **Date** on which the form was prepared. *Enter the date in the form (MM/YYYY).*

Enter the City and County where the project is located.

#### **Sponsoring Organization**

**Sponsoring Organization** provides the name of the economic development partner (EDP, Chamber of Commerce, City, County) that is bringing the project forward.

#### **Applicant, Address, City, County, Zip, Phone, FAX, E-Mail, and Contact Person**

Enter the name, address, and contact information of the **Applicant** (business or organization), and a contact person at the organization. *The Applicant should designate one person who will be a single point of contact for coordination of the project.*

#### **A. Project Description**

In the space provided, describe the specific elements of the proposed project. Include information about:

- The company-
  - what it does (manufactures something, provides a service, etc.)
  - how many people presently work for the company
- What this specific project will do (buy equipment, expand working space, etc.)
- What the project outcomes will be (include number of jobs to be created and/or retained)
- What the Regional/Rural Investment Funds requested will be used for (purchasing, training, etc.).

#### **B. Job Creation/Retention**

Provide for each job to be created and/or retained:

- Position type
- Number (working in that position)
- Hourly Wage (of specific position)
- Benefit Package (as a % of wage)
- Dates by which the jobs will be created.

Average County Wage information will be provided by RIB staff

C. **Project Cost**

**First line** list “Total Project Cost”

**Second line** list “BL<sup>3</sup> Funding Requested”

**Next** list for each source of Matching Cash –  
Source

Amount

Yes or No if funds are committed? If No, when will funds be available?

**Finally**, list same information for all In-Kind match.

D. **Readiness to Proceed**

Provide:

Estimated Start Date.

Estimated Completion Date (date on which all jobs will be created).

Documentation of Authority (If funded, this project will be required to provide documentation that the project has authority to proceed, certificate(s) of insurance, commitment of matching funds, and proof of non-profit status, if applicable.) You may provide this information with the application, but it is not necessary to provide this documentation, until project is approved.

***Page 2: E. Other Considerations***

1. **Oregon Economic Development Commission Performance Reports**

A. Size of business. Provide Number of employees.

Annual sales (\$)

B. Minority-owned. Answer yes or no.

C. Woman-owned. Answer yes or no.

2. **Gap funding**

List other funding sources that you have contacted.

3. **Organizational Capabilities**

Provide information on organization’s history and ability to complete this project and create jobs.

4. **Low Income and Disadvantaged Workers**

Present any information on whether this project will have a positive affect on these workers.

5. **Collaborations or Partnerships**

Does this project include any collaboration with other partners, including community colleges, workforce training organizations, local economic development agencies or organizations, etc.

## *Page 3: F. Background Information*

1. **Growth Potential of Industry**

Staff will obtain this information from the Oregon Employment Department. If the applicant has any special information to share on growth potential, please share it here.

2. **Diversification of Local Industry**

Staff will obtain this information from the Oregon Employment Department. If the applicant has any special information to share on how this project will affect local industrial diversification, please share it here.

## *Page 4: Budget Spreadsheet*

**Project Name**

This should be the same name as on the first page.

**Activities**

Fill in appropriate sections in the spreadsheet for each activity undertaken in the project. Show amount of funding from each source providing funding to the project. Include, and designate as such, any In-Kind Match

## *Page 5: Project Cash Flow*

**Project Name**

This should be the same name as on the first page.

**Example**

Following the example given, fill in dates, activity, funding and source for each phase of the project.