



Borger Economic Development Corporation

Small Business Incentive Program Application

Name of Business: _____

Tax Identification#: _____ Business's Primary NAICS # _____
(or describe business type)

Organization Type: Sole Proprietor Partnership Corporation or LLC

How long in business: _____

Mailing Address: _____

Physical Address: _____

Telephone: _____ Fax: _____

Cell Phone: _____ Email: _____

Primary Project Contact Name: _____

Primary Project Phone: _____

Please describe your primary business:

Current Number of Full-Time Employees: _____

Current Number of Part-Time Employees: _____

Please attach summary of most recent TWC quarterly filing.

What are your business hours?

Monday: _____

Tuesday: _____

Wednesday: _____

Thursday: _____

Friday: _____

Saturday: _____

Sunday: _____

Does the business generate taxable sales? Yes or No

Please identify the type of project(s) for which you are applying for assistance (all that apply):

- _____ Facade improvements
- _____ Structural upgrades
- _____ Interior improvements or expansion
- _____ Technology assistance
- _____ Lease subsidy for locating to Central Business zoning
- _____ Marketing campaign or promotion
- _____ Other (please specify): _____

Anticipated project start: _____

Anticipated project completion: _____

Source of matching funds: _____

Please write a short description of the project(s) you plan to complete with the assistance of the BEDC Small Business Incentive Program:

Please describe your reason for undertaking this/these specific project(s) and how this/these project(s) will help your business expand; such as services offered, impact to business revenue, employment opportunities, or any other outcomes you expect as a result of the project(s) you plan to complete:

Estimated Total Project Costs: \$ _____

*If applicable, please attach at least two (2) bids per project to support estimated cost. **Please also attach current photos** of all physical aspects of the property that will be improved.*

Are you current on all local sales tax and property tax accounts? *(please attach proof if "Yes")*

Yes or No

Is the property currently insured? *(please attach proof if "Yes")*

Yes or No

Name of Owner(s); Partners; Members; Principals; Directors:

List any DBA's or assumed names (personally and business):

I certify that the information contained herein is true and correct.

Printed Name

Signature

Date

Title

This application should be completed and returned with the required documentation before any incentive considerations can be given. The Borger Economic Development Corporation shall require such financial and other information as may be deemed appropriate for evaluating the financial capacity and other factors of the applicant/applicants.

Please submit the completed request to:

Katie Lingor, Executive Director
Borger Economic Development Corporation
1111 Penn Avenue
Borger, TX 79007
Email: klingor@borgeredc.com For more information, please call: (806)521-0027

Attachments:
Small Business Incentive Program Checklist
Authorization Form for Consumer Reports
Reference Sheet

Internal: Date and Time Received

Date: _____

Time: a.m. or p.m.

Staff Signature:



BORGER ECONOMIC DEVELOPMENT CORPORATION SMALL BUSINESS INCENTIVE PROGRAM CHECKLIST

Please complete the following list of forms for further consideration. If you do not have the form or if you have questions about any of the content, please contact Katie Lingor at (806) 521-0027 or klingor@borgeredc.com.

___ ***Small Business Incentive Program Application***

___ ***Authorization Form for Consumer Reports (Form Enclosed)***

- We require the customer to undergo a background and criminal/civil history check
- Borger Economic Development Corporation will obtain a credit report

___ ***Personal/Business Financial Statements for the Last Two (2) Years***

___ ***Prior Two (2) Years Tax Returns Showing Business Income***

___ ***Current Employee Count (Attach Summary of Most Recent TWC Filing)***

___ ***Reference Sheet***

- On the form enclosed, please provide us with three personal, three business, and two banking references

___ ***Proof of Ownership or Property Owner Authorization***

- Documentation showing you either *lease* or *own* the current facility where your business is located.

If you are in a leasing agreement, permission from the owner will be required, prior to execution of any loan or incentive agreements

___ ***Plans and Drawings***

- For renovation or expansion of facility, please include plans, drawings and/or detailed description. You MUST include CURRENT photos of the property in your application, including all areas you plan on improving.

___ ***Cost Estimates***

- An itemized cost analysis including materials, permits, rented equipment and related costs. If applicable, please include a minimum of two (2) contractor bids.

___ ***Meet with Leading EDG, LLC. Date and Time Met: _____***

- Borger Economic Development Corporation requires new businesses to meet with Spencer McElhannon of Leading EDG, LLC to review the following (Please bring with you to the meeting):

___ Current Business and Marketing Plan (Updated for Expansions or Marketing Assistance)

___ Financial statement review (Balance Sheet and Profit and Loss - Annual/YTD)

___ Copy of last two years of personal and/or corporate tax returns

___ Three (3) years pro-formas as result of project completion (Can work with Spencer to complete)

Borger Economic Development Corporation

Authorization Form for Consumer Reports

Applicant's Name: _____
Personal Address: _____
City/State/Zip: _____
Business Address: _____
Social Security Number: _____
Date of Birth: _____ Driver's License #/State _____
Tax ID #: _____
DBA(s): _____
Other/Former Names: _____
Date: _____

In connection with application for incentives and/or loans with the Borger Economic Development Corporation, I understand that an agent or employee of the Borger Economic Development Corporation may obtain a consumer report or investigative consumer reports about me, which may contain driving records, court records, criminal records, academic records, professional license records, employment history and credit reports. An authorized person may also interview past employers, employees, or other personal or professional contacts to obtain information about my professional conduct, character, general reputation, personal characteristics, and job performance. Further, I understand that information from various Federal, State, local and other agencies which contain my past activities may be requested.

By signing below, I hereby authorize without reservation, any party or agency contacted by the Borger Economic Development Corporation to furnish the above mentioned information. I further authorize ongoing procurement of the above mentioned reports at any time during the application process. I also agree that a fax or photocopy of this authorization with my signature be accepted with the same authority as the original.

I understand that I may submit a written request within a reasonable period of time to receive information obtained about me in a consumer or investigative report conducted or obtained by the Borger Economic Development Corporation. I will be required to show proper identification and pay any legally permissible fees prior to having those reports released to me.

I hereby authorize and request, without any reservation, any present or former employer, school, police department, financial institution, division of motor vehicles, consumer reporting agencies, or other persons or agencies having knowledge about me to furnish the Borger Economic Development Corporation with any and all background information in their possession regarding me, in order that my application may be evaluated.

Signature: _____ Date: ____/____/____

Borger Economic Development Corporation

Reference Sheet

Personal References:

Name: _____
City: _____
Phone: _____

Address: _____
State/Zip: _____
Email: _____

Name: _____
City: _____
Phone: _____

Address: _____
State/Zip: _____
Email: _____

Name: _____
City: _____
Phone: _____

Address: _____
State/Zip: _____
Email: _____

Business (Vendor or Client) References:

Name: _____
City: _____
Phone: _____

Address: _____
State/Zip: _____
Email: _____

Name: _____
City: _____
Phone: _____

Address: _____
State/Zip: _____
Email: _____

Name: _____
City: _____
Phone: _____

Address: _____
State/Zip: _____
Email: _____

Banking References:

Name: _____
City: _____
Phone: _____

Address: _____
State/Zip: _____
Email: _____

Name: _____
City: _____
Phone: _____

Address: _____
State/Zip: _____
Email: _____

Property Owner Authorization

I, _____, hereby affirm that I am the owner of property located at _____, Borger, Hutchinson County, TX, and give my authorization for _____ to make the improvements outlined and described in the attached Small Business Incentive Program application.

Signature, Property Owner

Date

State of Texas

County of _____

_____, personally appeared before me, and being first duly sworn declared that he/she signed this application in the capacity designated, if any, and further states that he/she has read the above application and the statements therein contained are true.

Notary Public's Signature

(Personalized Seal)