



## 2020 Burlington Matching Grant Program

### Business Applicants

*"Burlington is home to many dynamic & growing businesses. To support these businesses, the City leadership has established a new matching grant program. The goal of this new program is to support growing companies with their funding needs or to recruit new businesses to Burlington that wish to establish a Burlington location. Thank you for your commitment to Burlington."*  
*Jeannie Hefty, Mayor, City of Burlington*

#### I. Grant Eligibility

A. Business Eligibility. Please check one or more of the following questions:

1. Are you an applicant that is wishing to establish a new operation, expand an existing operation or construct or improve a facility for lease to business(es) located in the City of Burlington, and,
2. Are you an applicant that is current with all financial obligations with Racine County, Burlington, Wisconsin or any other local unit of government, and have no outstanding fines, penalties, taxes or other financial obligations owed to these entities?
3. Will these funds assist with your business expansion as demonstrated through the creation of at least one full-time equivalent job?

If you answer yes to questions one and two, then please proceed with the matching grant application.

#### II. Eligible For-Profit Businesses may apply for a grant up to \$10,000 per business for one or more of the following eligible uses:

- i. Acquisition of land or building;
- ii. Purchase of equipment, furniture or fixtures;
- iii. Completing site preparation and construction or reconstruction of a building or installation of fixed equipment;
- iv. Completing a construction project that include demolition, rehabilitation or renovation of buildings, façade improvements and other such physical improvements;
- v. Completing leasehold improvements where a signed lease is provided;
- vi. Making improvements to a building that incur public utility expenses such as fire suppression, utility assessments;
- vii. Working capital costs;
- viii. Training costs related to job creation or retention;
- ix. Undertaking a mixed-use redevelopment (improvements to residential portion will be considered where safety improvements are needed);  
or
- x. Other costs which represent opportunities to further the goals and objectives of the City of Burlington's Strategic Plan.

## **Grant Application**

1. Company name:
  
2. Employer identification number. (Also, complete attached IRS form W-9)
  
3. Company address:
  
4. Name and title of contact person:
  
5. Contact person telephone number:
  
6. Contact person email:
  
7. Number of permanent employees:
  
8. Annual gross US sales:
  
9. Who referred you to this program?
  
10. Brief description of your business.

11. Brief description of the project

12. Provide itemized consultant costs, including a total and amount being requested from the matching grant program below:

13. Brief description of how your project meets one of the following Burlington Matching Grant objectives:

- i. Creation and retention of permanent jobs particularly those that pay above the median income in Burlington; or
- ii. Leveraging of applicant's private investment with the City of Burlington Matching Grant Program; or
- iii. Perpetuate a positive and proactive business climate which encourages the retention and expansion of existing businesses and helps to attract desirable new businesses; or
- iv. Implements the City of Burlington's redevelopment plans;

- v. To maintain and promote a diverse mix of employment opportunities and to minimize seasonal or cyclical employment fluctuations; or
- vi. Encourages thriving retail areas by providing incentives to businesses to enhance or fill empty storefronts and vacant buildings.

14. Is your business currently impacted by the Foxconn Development? Or do you anticipate an impact in the future, if so, please explain.

**Limited funding is not able to support all activities. Below are examples of ineligible activities and businesses that are not eligible.**

**1. Ineligible Activities**

- a. Burlington's Matching Grant Program cannot fund the following uses:
  - i. Refinancing or consolidation of existing debt;
  - ii. Specialized equipment that is not essential to the business operations;
  - iii. Residential building construction or reconstruction (unless such reconstruction is intended to convert the building or a portion of the building to a business operation);
  - iv. Routine maintenance; and
  - v. Other activities that the RCEDC Loan Advisory Committee may identify during the administration of the program.

**2. Ineligible Businesses**

- a. Burlington's Matching Grant Program cannot fund the following businesses:
  - i. Speculative investment companies;
  - ii. Lending institutions;
  - iii. Gambling operations;
  - iv. Non-public recreation facilities;
  - v. Non-profit organizations (see Non-Profit Application for funding opportunities); and
  - vi. Other businesses not serving the interest of the City of Burlington.

**3. Applicant Responsibility**

- a. Processing Fee – 1.5% of the approved grant amount will be due at the time of the grant approval. For example, a \$5,000 grant would have a \$150 processing fee. Fees are due within 10 days of the approval date to ensure grant funds are reserved.
- b. Timing – a complete grant application must be submitted and approved prior to the expenditure of funds. Completed grant applications should be submitted to RCEDC who will seek approval from the City Administrator and RCEDC Loan Advisory Committee. If approved, will seek final approval from City Council.
- c. No Adverse Findings – The applicant and operating company must not have any derogatory findings on Wisconsin Circuit Court Access or the Wisconsin Department of Financial Institutions.
- d. Grant Limitations – The applicant understands that no more than 50% of the total eligible costs, or \$10,000, whichever is less can be reimbursed. Specifically, if the total eligible costs equal \$10,000, no more than \$5,000 will be reimbursed. If the total eligible costs equal \$40,000, no more than \$10,000 will be reimbursed. Matching grants will be awarded based on first come first serve basis to eligible businesses using grant dollars on eligible activities.
- e. Annual Grant Application Deadline – Complete applications with all required materials must be submitted by November 30, 2020.
- f. Invoices and Payment Record Deadline – Applicants must submit all invoices and payment records within 90-days of grant approval or by January 25, 2021, whichever is sooner, or the remaining grant funds will be forfeited.
- g. Grant Reimbursement – The approved applicant must submit detailed invoice copies and proof of payment (i.e., canceled check, credit card statement, etc.). Additional information may be requested. The applicant is limited to one reimbursement request for the award.
- h. One year after reimbursement – The approved grant recipient must agree to submit a memorandum on company letterhead that identifies the results of this matching grant program that align with one or more of the Burlington Matching Grant objectives found in Section III, L of this application.

Signature	Name and Title	Date
-----------	----------------	------