



ECONOMIC DEVELOPMENT FUNDING ADDENDUM

This application addendum is to be completed by applicants seeking economic development funding from Riley County for Conditional Economic Development Reimbursements or Infrastructure Development and should accompany the Economic Incentives Application Cover Sheet. The County Commission has outlined the application process and funding criteria in order to analyze and consider requests for funds.

1. The applicant must be initiating or expanding a business or project in the Riley County area.
2. The applicant is expected to furnish a Business/Project Plan. Depending on the size of the applicant, this Plan may range from a simple to a very complex document. Technical Assistance is available from the following sources:
 - Manhattan Area Chamber of Commerce Economic Development Department
 - Mid-America Commercialization Corporation
 - Small Business Development Center
 - Others of Applicant's choice

Each of the above listed Business Plan Technical Consultants has agreed to provide the following basic services without fee:

- Provide a format of a typical Business Plan
- Review what details are normally included in a Business Plan
- Make suggestions as to where to seek specific assistance on matters of financial projections, marketing analysis and strategy, manufacturing cost estimates, industry considerations, etc.
- Make suggestions for the Plan's Summary statement.

Note: The Business Plan Technical Consultant is not expected to research or write the Business/Project Plan, which is the responsibility of the applicant. Any other services (technical or otherwise) provided by the Business Plan Technical Consultant will be negotiated separately by the Consultant and the Applicant.

3. The applicant is expected to complete this Application Form.

Both your Business/Project Plan and completed Application Form are subject to the provisions of the **Kansas Open Records Act**. Thus, this information will be available for public scrutiny.

Information about application procedures and analysis criteria is attached.

If you need any other information, please feel free to contact any one of the persons listed below:

Riley County Clerk, Riley County	(785) 537-6301
Director of Planning and Development, Riley County	(785) 565-6401
Manhattan Chamber of Commerce:	
President	(785) 776-8829
Economic Development Director	(785) 776-8829

The completed application form must be submitted to:

Riley County Clerk
Riley County
110 Courthouse Plaza
Manhattan, Kansas 66502

Best wishes for a successful future in your business/project!

SECTION I: Funding Requested and Finance

1. Please indicate the requested funding from Economic Development Funds (COUNTY) over a ten-year period in the following format.

	Land	Buildings	Infrastructure	Abatements	Loans	Grants	Other	Total
Year 1	\$	\$	\$	\$	\$	\$	\$	\$
Year 2	\$	\$	\$	\$	\$	\$	\$	\$
Year 3	\$	\$	\$	\$	\$	\$	\$	\$
Year 4	\$	\$	\$	\$	\$	\$	\$	\$
Year 5	\$	\$	\$	\$	\$	\$	\$	\$
Year 6	\$	\$	\$	\$	\$	\$	\$	\$
Year 7	\$	\$	\$	\$	\$	\$	\$	\$
Year 8	\$	\$	\$	\$	\$	\$	\$	\$
Year 9	\$	\$	\$	\$	\$	\$	\$	\$
Year 10	\$	\$	\$	\$	\$	\$	\$	\$
Total:	\$	\$	\$	\$	\$	\$	\$	\$

2. Financial Section

- a. Attach most recent Balance Sheet and Income Statement.
- b. Attach copies of the Company's federal and state income tax returns from the past two years.
- c. Attach 3-year Pro Forma Financial Statement (including monthly projections for first year).
- d. Attach most recent Personal Financial Statements for owners, along with copies of their federal and state tax returns for the past two years. (Please disregard if publicly traded.)
- e. Attach statement of owner's substantial interests in other entities.
- f. Are all income and payroll taxes current? _____
- g. Is the company currently receiving public money in any form? _____
 Have all obligations been met? _____
 If yes, explain. _____

3. Auditor/Accountant

- a. Period covered by last audit? _____
- b. Auditor/Accountant Information
 Name: _____
 Address: _____
 Phone Number: (____) - ____ - _____
- c. Partner in charge of account? _____
- d. Was the opinion favorable? _____ Please explain. _____

4. Credit

a. Bank information

Name: _____

Address: _____

Phone Number: (____) - ____ - _____

b. Name of officer most familiar with account: _____

c. Average checking balance: _____

d. Loan(s): type and outstanding balances _____

e. If Company maintains other accounts, please attach necessary statements.

f. Other Financing

Name: _____

Address: _____

Phone Number: (____) - ____ - _____

Type of Financing: _____

Amount: _____

g. Suppliers: list 3 current major suppliers

1) Name: _____

Contact Name: _____

Address: _____

Phone Number: (____) - ____ - _____

2) Name: _____

Contact Name: _____

Address: _____

Phone Number: (____) - ____ - _____

3) Name: _____

Contact Name: _____

Address: _____

Phone Number: (____) - ____ - _____

h. Customers: list 3 current major customers

1) Name: _____

Contact Name: _____

Address: _____

Phone Number: (____) - ____ - _____

2) Name: _____

Contact Name: _____

Address: _____

Phone Number: (____) - ____ - _____

3) Name: _____

Contact Name: _____

Address: _____

Phone Number: (____) - ____ - _____

Section II: Company Information

1. Legal Name: _____
Address: _____

2. Form of Organization (If publicly traded, please proceed to Legal information below)
 - a. If Proprietorship, name of owners: _____

 - b. If Partnership, name of all general partners and percentage of ownership: _____

 - c. If Incorporated:
 - i. State where Incorporated: _____
 - ii. Date of Incorporation: _____
 - iii. Type of Corporation (C, S, Non-Profit): _____
 - iv. How many common shares are authorized? _____
Outstanding? _____
 - v. How many shares are under stock options? _____
 - vi. How many stock warrants are outstanding? _____
 - vii. Are there other rights to convert or acquire stock? _____
Provide Details. _____

 - viii. Attach a complete capitalization history of the Company including:
list of shareholders, number of shares each stockholder owns, date
issued, price paid per share, etc.
3. Legal (Attach copies of the Articles of Incorporation and By-Laws)
 - a. Name of Company's Attorney: _____
Firm: _____
Contact Name: _____
Address: _____

 - Phone Number: (____) - ____ - _____
 - b. List all subsidiaries or affiliates and details of ownership for:
 - (a) company _____
_____;
 - (b) principals _____

 - c. Has the Company or any of its Directors/Officers been involved in or is the
Company presently involved in any type of litigation? _____
If so, please attach an explanation.

Is there any present threat of litigation? _____
d. Has the Company or any principal ever filed for bankruptcy? _____
If yes, please explain. _____

4. List Insurance Policy/Policies in effect covering key personnel. _____

Section III: Contracts

1. List any significant contracts into which the Company has entered and which may affect plans in Riley County. _____

2. Has the Company licensed its technology to others, or is there any lien or claim on the Company's technology? _____

3. Is the company obligated to pay any royalties or is it obligated to future cash or inkind payments to any third party for technology or any other matter? _____

4. Is there a labor union? _____
If so, describe the contract with the union. _____

Section V: Benefits and Community Fit

1. Please provide a summary of the benefits offered to employees by the company, including health insurance. Also, please summarize what percentage of benefits are paid by the employer. _____

2. Does the company have a profit sharing plan? _____ A pension plan? _____
If so, please describe. _____

3. If the company is an existing company in the area, please estimate the following information, otherwise, please proceed with the next question. County staff may assist with the estimates if necessary.

Please indicate what percentage of your projected workforce will reside in the following locations.

- _____ % live in Riley County
- _____ % live in Pottawattomie County
- _____ % Other

What percentage of your total workforce do you anticipate living within the corporate limits of the City of Manhattan? _____%

4. What bi-products or waste products will be produced at the proposed location, and does your company comply with all applicable environmental regulations? _____

5. Please provide a history of the company's community involvement and philanthropy and/or state your future plans in this regard. _____

6. Please explain your company's job training program. _____

7. Please describe the advancement paths for positions within the company and the company's philosophy about upward mobility for employees. _____

8. Describe the overall added benefits your company will bring to Riley County and the Surrounding area in terms of personnel, skills, labor force, etc. _____

NOTE: A Business/Project Plan MUST accompany this application addendum along with other required attachments.