

County Business Incentives for Growth (CBIG) Guidelines

Purpose:

This program is developed to support the need of businesses within Sedgwick County to address the following areas:

1. Training and/or Certification;
2. Infrastructure needs;
3. Capital improvements; and,
4. Equipment.

Eligibility Requirements/Responsibilities (Applicant must read and initial beside each point):

- ___ 1. Applying business must be located and managed within Sedgwick County and applicant must be the owner or leaseholder of a commercial/operation business. If applicant is a lessee, they must submit the Property Owner Consent form (Page 5).
- ___ 2. Applications must be approved prior to the beginning of a project. Exceptions will be considered on a case-by-case basis; however, under no circumstances will funds be approved for replenishment of funds already spent.
- ___ 3. Applicant must complete and submit the attached application along with documentation of related projected costs as applicable. Multiple comparable bids/quotes are highly recommended.
- ___ 4. The applicant must submit evidence that the property taxes are current and proof of ownership or lease.
- ___ 5. Documentation must show proof of need and how the funding will improve the associated business. Include a prioritized list of requested equipment and/or associated costs.
- ___ 6. The percentage of monetary contribution by the applying business will be taken into consideration during the rating process.
- ___ 7. Applying Business understands that they will be entering into a multi-year agreement with the County regarding the ownership of equipment and/or a possible repayment plan on the personal property contingent upon the funding awarded (Page 7).
- ___ 8. Equipment and/or property is to remain operational within the County and may not be sold within the agreement time period without due compensation to the County.
- ___ 9. All projects must abide by all Federal, State, and Municipal codes, permits, and/or regulations.
- ___ 10. Any changes to the submitted plans must be provided in written form and approved by the Review Committee. Deviation from the approved plan may disqualify the applicant from future funding and will result in the applicant/business being responsible for the remaining cost of the project.
- ___ 11. It will be the responsibility of the recipient to manage the funding for the project and ensure the maintenance of such equipment/property. No additional funding will be considered for cost overages, repairs, and/or replacements during the term of the agreement.
- ___ 12. The applicant will acquire the contractor, if applicable.
- ___ 13. If the project is not completed within one (1) year from the date of first payment, the applicant must file an extension request or lose the right to further funding (see recapture provision, Page 7).
- ___ 14. Upon completion of the project, a completion report will need to be filed before final funding will be disbursed (Page 8).

Limits of the Program:

1. No licensed vehicles nor livestock will be considered under this program.
2. A Review Committee will review all submissions for inclusion of all required information and documentation of need before making their recommendation to the County for funding through a competitive, ratings-based scale (Page 6).
3. Not all applications are guaranteed funding.
4. All project funding is dependent upon money being available and may vary annually.
5. If approved, the funding will be allocated as per the payment schedule (Page 7).
6. The County Commissioners will notify successful applicants in written form regarding funding awarded and the schedule of payments approved; however, no funding will be disbursed until agreements have been signed between both parties.
7. Additional grant consideration for previous recipients will be considered on a case-by-case basis.

Date: _____

Application for Business Incentive Funding

Submit applications to: Sedgwick County Clerk, 315 Cedar Street, Julesburg, CO 80737
by the last Monday of each month as long as funds are available.

Applicant Information:

___ Building Owner ___ Tenant

Company _____

Address _____

Contact Person _____

Email _____

Phone _____

Building Owner Information (If different from applicant):

Contact Person _____

Address _____

Email _____

Phone _____

Please submit the following information with this application which will be ranked and recommended for dismissal/approval and funding allotment.

Points will be awarded on completeness of requested information, support given for project request regarding how this will benefit both the business and the community's economic improvement.

Thoroughness is highly encouraged.

Required:

___ 1. Total project cost _____

___ 2. Amount of request _____

Business Contribution to Project: \$ _____ (monetary only, not in-kind)

___ 3. A written summary of the proposed work (Page 4).

___ 4. Cost estimates for request as applicable (Multiple quotes highly encouraged):

a. From contractor for capital projects;

b. A prioritized list of equipment needs and associated costs; or

c. Certification/training costs for reimbursement consideration.

___ 5. Property Owner Consent Form, if applicable (Page 5).

___ 6. Business Plan (1 yr., 3 yr., 5 yr. financial plans)

___ 7. Proof of current property tax payment.

___ 8. Statement of how this proposal will benefit Sedgwick County's economy (Page 4).

(Include how this will benefit local sales tax, employee hiring/retention, keep business within our County, incentivize local trade, promote growth of applying business, improve community engagement, etc.)

___ 9. Additional Financial Options: Business loan applications to other institutions and/or financial options explored for support.

Optional supporting inclusions, if applicable:

___ 1. Design plan

___ 2. Photographs clearly showing existing conditions

July 2024

Written Summary of Proposed Work:

Please be as specific as possible (Attach additional explanation if needed).

[illegible]

Written Statement of how this proposed project/training will benefit Sedgwick County:

This image shows a single page of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

Property Owner Consent Form

I _____ (Property Owner), certify that I own the Property located at _____ (Property) in _____ (town), Sedgwick County, Colorado and that I have reviewed the application by _____ (Applicant) for participation in the Sedgwick County Incentive Project. I understand the proposal includes the following changes and/or enhancements to my building:

I fully support this application and further certify that the Applicant holds a valid lease for _____ years, expiring on _____.

I understand that there will be an agreement with the County on said property for a period of _____ years from ____/____/____ to ____/____/____. If the business located at this property terminates during this time period, a repayment price will need to be negotiated with the applying tenant and/or property owner to Sedgwick County.

Signature of Property Owner

Date

Printed Name of Property Owner

Mailing address: _____

Contact Number: _____ (Cell) _____ (other)

Application No. _____

____ Review Committee recommends Denial of Request
 ____ Review Committee recommends Partial Funding of Request
 ____ Review Committee recommends Full Funding of Request

Commissioners' vote: _____ Denied Request Date _____
 _____ Approved Request Date _____

____ Funding Approved: \$ _____
 ____ Term of agreement on personal property/equipment: _____ years from ____/____/____ to ____/____/____

Payment Schedule (Upon signing of this grant agreement by all parties):

____ Initial 50% payment. (\$ _____) SC Commissioner _____ Payment Date _____
 ____ Evidence received of project completion: _____
 ____ Commissioner approval and release of final payment. Date _____
 ____ Final 50% payment. (\$ _____) SC Commissioner _____ Payment Date _____

Certification/Training Payment:

Reimbursement of certification/training costs will be made upon proof of successful course completion.

Recapture Provisions

For Equipment Purchases:

An applying business that closes or relocates outside of Sedgwick County during the duration of the agreement, will be required to:

- (1) Negotiate with the County for the purchase of equipment obtained through this program; or,
- (2) Return the equipment owned by the County in good condition less normal wear and tear.

For Capital Construction Projects:

An applying business that closes or relocates outside of Sedgwick County or the building is sold during the duration of the agreement, will be required to:

- (1) Negotiate a repayment of all or a portion of the awarded funds (Normal consideration would be 100% return of funds within the first year with a 20% reduction per year thereafter.)

I have read and understand the limits and provisions of accepting funding through this program.

 Applicant's Signature Date

____ Signed Property Owner form attached, if different

 Commissioner's Signature Date

County Business Incentive for Growth Grant Completion Report

This agreement is between Sedgwick County and _____,
as a grant recipient, and lists the guidelines as requested for the completion of the grant:

A. Recipient Information:

- a. Name of the Business: _____
- b. Contact Person: _____
- c. Business Owner, if applicable: _____
- d. Mailing Address: _____
- e. Email Address: _____
- f. Phone: _____

B. Grant Information:

- a. Grant Application No. _____
- b. Amount of Grant: \$ _____
- c. Brief Summary of Project Funded:

- d. Were there any factors that contributed to or impeded your project's success?

- e. Future plans this funding will support:

- f. Provide documentation of project completion (i.e., final invoicing, proof of successful completion).

- g. If applicable, please provide copies of any press releases, media stories, or other materials regarding this particular project funding.

- C. Add any comments or suggestions relative to this program that you would like the committee to consider.**

Contact Person:

Date:

(Return this form and any attachments to:
Sedgwick County Clerk, 315 Cedar Street, Julesburg, CO 80737)

For questions and more information about CBIG please contact:

Howard McCormick, Chairman of Board of County Commissioners

Email: hmmccormick@icloud.com

Phone: 970-474-3346

Office: 315 Cedar (courthouse) in Julesburg

Kim Orth, Executive Director of the Stretesky Foundation

Email: admin@streteskyfoundation.com

Phone: 970-474-3466

Office: 306 Cedar Street in Julesburg (Hours: M-F 8:30-11:30, Wednesday/Friday 12:30 -4:30)

Tammy Schneider, Executive Secretary of the Marquardt Foundation

Email: tammy@marquardtoundation.com

Phone: 970-520-7014

Office: 102 W 6th Street #102 in Julesburg (Hours: Tuesdays & Thursdays 9 to 4)

Anna Scott, Executive Director of the Campbell Foundation

Email: ernestcampbellfoundation@gmail.com

Phone: 970-474-3488