

Funding Period 2017

Directions

Applicants should complete all shaded sections of this application. If a question or section does not apply to a project, please fill in with "n/a" for "not applicable."

Application Date: _____

Project Title: _____

General Information

I. APPLICANT INFORMATION

Name of Applicant: _____

Contact Person and Title: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Email Address: _____ Website: _____

Type of Entity:

Sole-Proprietorship
Corporation/Partnership/Limited
Liability Company

Not-for-Profit Organization
Public/Governmental Agency

501(c)3 entity (check one):

YES NO

If no, list type of entity: _____

Minority Business Enterprise (MBE) or Women Business Enterprise (WBE):

YES NO

II. PROJECT REQUEST

Project Timetable:

Type of Funding Requested: Redevelopment* Programmatic**

** If applying for redevelopment funding, please provide additional information requested in Appendix I*

*** If applying for programmatic funding, please provide additional information requested in Appendix II*

Total Project Budget: _____

Amount of Funding Requested from St. Louis County Port Authority: _____

Identify the amount of funds from other sources: _____

Project Location: _____

In which legislative district(s) is the project located?

County Council District: _____

Missouri House of Representatives District: _____

Missouri Senate District: _____

U.S. House of Representatives District: _____

No. of Jobs to be Created: _____

No. of Jobs to be Retained: _____

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III. EXECUTIVE SUMMARY: *(please limit Executive Summary to one paragraph. The Executive Summary should be a brief description of the proposed project.)*

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IV. PROJECT DETAIL *(please limit each answer to two paragraphs maximum)*

Section A: Introduction and Background

1. Mission Statement:
2. Give a brief organizational history with an emphasis on recent activities (especially those requesting/receiving Port Authority community reinvestment fund support):
3. Provide names and qualifications of the applicant's management or management team:

Section B: Description of Project

1. Describe the need project will address, and the population served by the project:
2. Describe the proposed project in detail, including clearly defined goals and objectives. Is this a new project, or the continuation of an existing program or project?
3. Describe how the proposed project meets the applicant's organizational goals:
4. Identify other organizations with whom the applicant will be working, and describe the roles of each organization:
5. Describe how the proposed project follows the guidelines/recommendations of an approved Comprehensive Plan or other development plan:
6. Describe any "green" or environmentally-sustainable aspects of this project:

Section C: Expected Outcome

1. Define the expected outcomes of the project:

2. Describe the jobs to be created and/or retained, including number of jobs and average wage:

3. Describe how this project will encourage additional investment and development:

4. Explain how applicant will monitor and evaluate progress and success of the project:

Section D: Financial Pro Forma *(please provide as much detail as available)*

1. Identify the following:
 - a. Proposed Project Budget:
 - b. Amount of funding requested from St. Louis County Port Authority:
 - c. Identify the amount of funding from other sources (funding amounts and uses of funds):

2. Describe in detail direct uses of Port Authority funds.

3. Explain the organization's funding plan for sustaining the proposed initiative.

4. Describe any "in-kind" services or goods provided, including all volunteer services and hours donated to the project.

Section E: Utilization of Minority and Women Owned Businesses

The Port Authority Board of Directors encourages the utilization of minority, women-owned, and immigrant-owned businesses in all of its programs. The following disclosure is compiled for information purposes only:

	<u>No. of Firms</u>	<u>\$ Amount</u>
Minority Business Enterprise (MBE)		
Women Business Enterprise (WBE)		
Immigrant-Owned Business		

Section F: Litigation

Is the Applicant currently involved in any litigation which could have a material effect on its financial solvency? (*Check one*)

YES NO

If yes, please provide details:

Section G: IMMIGRANT EMPLOYMENT CERTIFICATION

1. As an authorized representative of the Applicant, I certify that the applicant does NOT employ illegal immigrants and that the applicant has complied with federal law (8 U.S.C. § 1324a) requiring the examination of an appropriate document or documents to verify that an individual is not an unauthorized immigrant.
2. As an authorized representative of the Applicant, I understand that if the applicant is found to have employed an illegal immigrant in Missouri and did not for that employee examine the document(s) required by federal law, that the applicant shall be ineligible for funding provided by the St. Louis County Port Authority.

INITIALS OF AUTHORIZED REPRESENTATIVE: _____

VI. APPLICATION CHECKLIST

All applicants are required to the following documents numbered 1-6 AND either document number 7 OR 8 depending on the project type.

- 1. Completed application
- 2. List of applicant organization's governing board, including affiliations and contact information
- 3. Letter of not-for-profit status (if applicable)
- 4. Immigrant Employment Certification
- 5. Two letters of support from organizations or individuals not participating in the project or who do not stand to gain financially from the project
- 6. Most recent audited financial statements

AND

- 7. Appendix I (for redevelopment projects only)

OR

- 8. Appendix II (for programmatic projects only)

I CERTIFY THAT ALL INFORMATION IN THIS APPLICATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Name of Applicant Organization

Authorized Signature

Date