

# Application

## Business Assistance Program for Job Creation

City of Portland

**Provide completed application with attachments, preferably electronically, but will accept it in hard copy, to Nelle Hanig at [nrh@portlandmaine.gov](mailto:nrh@portlandmaine.gov) or City Hall, 389 Congress Street, Room 308, Portland, ME 04101. Nelle can also be reached at 207-756-8019.**

Date: \_\_\_\_\_

### 1. APPLICANT INFORMATION

Applicant Name (Business Owner): \_\_\_\_\_

Legal Business Name: \_\_\_\_\_

d/b/a (if different from legal name): \_\_\_\_\_

Business Address (must be in City of Portland): \_\_\_\_\_

Mailing Address (if different from above): \_\_\_\_\_

Phone Numbers > Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

### 2. BUSINESS INFORMATION

a. Business description (including type of business, product(s)/services(s) sold, years in operation, and number of current employees): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. Number of new jobs that will be created within 9 months of grant award: \_\_\_\_\_

c. Description of each full-time job (33+ hours/week) that will be created, including:

a. Job Title(s): \_\_\_\_\_

b. Anticipated salary or hourly rate for job(s): \_\_\_\_\_

c. Number of work hours required per week for job(s): \_\_\_\_\_

NOTE: The hourly rate of each job must exceed Portland's minimum wage of \$11.11 per hour (as of July 1, 2019).

d. Will job training be provided, that is, will a new marketable skill be taught for the particular job(s) being created? No \_\_\_\_\_ Yes \_\_\_\_\_ (If yes, answer Q.2e.)

e. Briefly describe the training for each new job to be created and the potential for job advancement:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3A. PROJECT FINANCING**

**Grant Amount Requested:** \$ \_\_\_\_\_ (Must be matched at least dollar-for-dollar with equity or equity + loan.)

Applicant Equity: \$ \_\_\_\_\_ (Must be at least 50% of grant amount requested if seeking a loan.)

Loan, if needed: \$ \_\_\_\_\_ (**Complete Question 3B.**)

Total Cost of Project: \$ \_\_\_\_\_

**3B. LOAN INFORMATION – If loan is required, check all that apply in Question 3B; otherwise skip to Question 3C.**

- a. \_\_\_\_\_ Loan has not yet been sought.
- b. \_\_\_\_\_ Loan application pending with \_\_\_\_\_ (name of lending agency).
- c. \_\_\_\_\_ Loan approved by \_\_\_\_\_ (name of lending agency).
- d. \_\_\_\_\_ Loan request turned down by \_\_\_\_\_ (name of lending agency).
- e. \_\_\_\_\_ Loan will be requested from the City of Portland's Revolving Loan Program.

**3C. NEED FOR GRANT – Please explain why you need the grant funds and for what expenses it will be used.**

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**If applicant is an existing business, provide all materials listed in 4A with completed application. If applicant is a new or start-up business, skip to 4B and provide all materials listed with completed application.**

**4A. EXISTING BUSINESS**

**Please provide all of the following information as an attachment:**

- Project scope and detailed explanation of how and when it will result in creating the number of jobs noted in Question 2b;
- Updated business plan or history of company, resume of business owner(s) and list of any benefits you provide to your employees (e.g., health coverage, vacation time, sick leave);
- Personal financial statement;
- Historical financials (3 years of tax returns and/or financial statements);
- Projected cash budgets for 2 years with requested grant proceeds included;
- Available market data demonstrating the project's economic feasibility;
- Lease Agreement, if applicable.

**4B. NEW (START-UP) BUSINESS**

**Please provide all of the following information as an attachment:**

- Project scope and detailed explanation of how and when it will result in creating the number of jobs noted in Question 2b;
- Business plan;
- Will you provide benefits to your employees such as health coverage, vacation time, or sick leave). If not, please explain why not.
- Projected cash budget, projected balance sheet, and projected profit & loss statement for 2 years, with requested grant proceeds included;
- Personal financial statement;
- Personal tax returns (2 years);
- Available market data demonstrating the project's economic feasibility;
- Lease Agreement, if applicable.

**5. LEASED SPACE – If applicant business leases space, answer Questions 5a, 5b, and 5c (if applicable), otherwise skip to Question 6:**

- a. How much time remains in the Lease? \_\_\_\_\_
- b. Is there an option to renew? No \_\_\_\_\_ Yes \_\_\_\_\_ Length of Option \_\_\_\_\_

**If applicant's project involves construction of any kind, please answer Question 5c and have property owner sign 5d. Note that for construction, the labor rates must reflect federally approved Davis/Bacon wage rates.**

c. Property Owner Information:

Full Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

d. Property Owner Acknowledgement:

I am the owner of the property in which the business that is noted in this project application is located, and my address and phone number is noted correctly in this document. The Applicant holds a presently valid Lease of all or a portion of the property. I have been informed of the Applicant's intention to perform the improvements described in this application, and I hereby authorize the Applicant, who is my tenant, to apply for the grant described herein, and also to make the proposed improvements at the property.

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Date

**6. INFORMATION ON REPORTING AND TRACKING REQUIREMENTS**

Jobs

New jobs must be created within nine (9) months of signing a grant agreement and maintained for one (1) year from date of hire. Grant recipients will be required to provide a base payroll prior to making the new hire(s). Once the new job(s) is created, it will be tracked for a year with quarterly payrolls required to be provided to the City. If the jobs are not maintained for that period of time the grant recipient may be required to repay the City a portion of the grant amount.

Property

The Applicant acknowledges and understands that the City will, as part of the grant agreement, have an interest in the property improved or equipment purchased with the grant funds, directly or indirectly, for up to five (5) years. If such property improvements or equipment are transferred, or otherwise disposed of within the five (5) year period from the date the improvements are completed or equipment is purchased, respectively, the City may demand partial repayment (on a pro rate basis) of the grant funds in the course of said transaction.

**(Signature page follows.)**

**Signature of Applicant**

Signature of applicant indicates that all the above information provided is true and accurate, and understands the program’s reporting and tracking requirements.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date