Bird City Century II Development Foundation

E-Community Program Description & Application

The Bird City E-Community Program, created through a Kansas Center for Entrepreneurship tax credit program, is a program to encourage entrepreneurial activity in the Bird City community.

Qualifying entrepreneurial projects including start-up businesses, existing business purchase or existing business expansion, may apply for funding up to $45,000. Two types of funding will be offered from the fund: grants and low interest loans. Grants shall be reserved for those projects determined to have the greatest weighted cumulative score (see scoring criteria on page 7) and will primarily be reserved for projects that demonstrate a high likelihood of success. Loans with a very low interest rate are the more common funding mechanism.

This application should be completed in full. The following list of items should be considered for inclusion with the application; noting that additional consideration will be given to applicants that provide the maximum information.

Items to include with your application:

- A complete business plan, including sales and employment projections;
- Financial reports and/or a bank financial application;
- Resumes and references for the principals of the business.

NOTE: All recipients of the Bird City E-Community Program must attend a Business Start-up Session through the Kansas Small Business Development Center.

NOTE: All recipients of the Bird City E-Community Program are encouraged to live in Bird City and the business must be based in Bird City. If the business operation should ever move out of Bird City, any outstanding loan balance must be paid back immediately.

Applicants requiring assistance with completion of any part of this application should contact:

Bird City Century II Development Foundation
Catherine Domsch, Executive Director
107 West Bressler
PO Box 593
Bird City, KS 67731
TEL: 785-734-2556
FAX: 785-734-2536
EMAIL: cathy@birdcity.com

Completed applications will be reviewed and scored by the Financial Advisory Board, and a formal interview will be scheduled with the applicant. In the formal interview, advisory board members will ask specific questions that pertain to the following criteria:

- Explanation of the applicant's need for funding and how the funds will be used;
- Projected sales or sales growth, jobs retained or added, increased tax revenue, and/or community benefits;
- Funds provided by the entrepreneur (down payment) and any third party funding (banks, etc.);
- Local support for the project through (i.e. letters of support)

Bird City E-Community Application

1. **Applying Network Kansas Partner Organization**

   1. Network Kansas Partner Organization __Bird City Century II Development Foundation__
   2. Name of Primary Contact __Catherine Domsch__
   3. Title of Primary Contact __Executive Director__
   4. Mailing Address __107 West Bressler, PO Box 593, Bird City, KS 67731__
   5. Phone Number __785-734-2556__
   6. Fax Number __785-734-2536__
   7. Email Address ___cathy@birdcity.com___

2. **Client Information**

   8. Name _____
   9. Name of Business, including entity type (LLC, sole proprietorship, etc.) _____
      _____
   10. Mailing Address (and business physical address, if different) _____
      _____
   11. Phone Number _____
   12. Fax Number _____
   13. Email Address _____
   14. Describe the business, its owners and key employees (specifically discuss management in terms of skill set, knowledge, leadership and experience) _____
      _____
   15. Does the entrepreneur or small business owner have a tax liability in arrears with the Kansas Department of Revenue or the IRS? _____

3. **Requested Funding Information**

   16. How much funding are you requesting from the E-Community for this project? _____
   17. Date the funding is needed _____
   18. Are the funds for a business startup, the expansion of an existing business, or the purchase of an existing business? _____
      _____
      _____
   19. Please list the amount of funding being provided by the entrepreneur or small business (owner cash contribution). _____
      _____
      _____

20. List any additional funding being provided, and amounts (bank loans, other investors, family, etc.). _____

_____

_____

21. Please describe the project in detail and provide a breakdown of how the funds are expected to be utilized for this project (i.e. purchase building, equipment, land acquisition, inventory purchase, working capital, construction, etc.). _____

_____

_____

22. Provide projected sales, sales growth and any projected job creation or retention (both full and part-time) from this project (detailed information should be made available in the business plan)._____

_____

_____

23. What will be the benefit to the community from this project? _____

_____

_____

24. Explain specifically how the funds will be used by the client. _____

_____

_____

Bird City E-Community Management Guidelines

- Bird City E-Community Fund applicants are required to submit an official application. In addition, applicants must submit a complete business plan with three year financial and job projections. If applicant is purchasing an existing business the previous three year financial statements must be submitted along with all of the above. Upon approval of the submitted application, business plan and other documents, a formal interview will be scheduled with the applicant and the advisory board. In the formal interview process, advisory board members will ask specific questions that pertain to the following criteria.

  a. Explanation of the applicants need for funding and what it will be used for.
  b. Projected sales and sales growth and any projected employment growth.
  c. Additional local and third party funding.
  d. Local support for the project through cooperation of organizations and community leaders.
  e. Community benefits of the project.
  f. Involvement of Network Kansas partners in the project.
  g. Description of how the funds will be utilized to add resources, enable the business to add jobs, increase tax revenue and/or improve the quality of life to Bird City.

  Based on applicant's answers to each criteria question, advisory board members, will submit an overall score on a 1 to 10 scale with 10 being the highest and 1 the lowest based on the applications ability to successfully meet criteria. The average total score will be calculated then the amount and terms of the Bird City E-Community Fund Loan or Grant will be awarded. Average scores and comments will be documented for each criteria question.

- The Bird City Century II Development Foundation Executive Director will provide administrative support to the Bird City E-Community Fund Financial Advisory Board and provide Network Kansas a list of approved businesses and loan or grant amounts, the application and scoring system used for approval and initial information about the business. These duties will be part of the day to day responsibilities of the Bird City Century II Development Foundation Office. All businesses that receive loans or grants will be input into the Network Kansas Business Tracker software database for semi-annual follow-up by a Network Kansas Counselor.

- The Bird City E-Community Fund Advisory Board meets as needed.

Bird City E-Community Fund Scoring Sheet

Bird City E-Community Fund applicants are required to submit an official application. In addition, applicants must submit a complete business plan with three year financials and job projections. If applicant is purchasing an existing business the previous three year financial statements must be submitted along with all of the above. Upon approval of the submitted application, business plan and other documents a formal interview will be scheduled with the applicant and the advisory board. In the formal interview process, advisory board members will ask specific questions that pertain to the following criteria.

a. Explanation of the applicants need for funding and what it will be used for.
    1 2 3 4 5 6 7 8 9 10
    Comment(s):

b. Projected sales and sales growth and any projected employment growth.
    1 2 3 4 5 6 7 8 9 10
    Comment(s):

c. Additional local and third party funding.
    1 2 3 4 5 6 7 8 9 10
    Comment(s):

d. Local support for the project through cooperation of organizations and community leaders.
    1 2 3 4 5 6 7 8 9 10
    Comment(s):

e. Community benefits of the project.
    1 2 3 4 5 6 7 8 9 10
    Comment(s):

f. Involvement of Network Kansas partners in the project.
    1 2 3 4 5 6 7 8 9 10
    Comment(s):

g. Description of how the funds will be utilized to add resources, enable the business to add jobs, increase tax revenue and/or improve the quality of life to Bird City.
    1 2 3 4 5 6 7 8 9 10
    Comment(s):

Based on applicant's answers to each criteria question, advisory board members, will submit an overall score on a 1 to 10 scale with 10 being the highest and 1 the lowest based on the applications ability to successfully meet criteria. The average total score will be calculated then the amount and terms of the Bird City E-Community Fund Loan or Grant will be awarded. Average scores and comments will be documented for each criteria question.