



**Applying Local/Regional Organization**

Salina Area Chamber of Commerce  
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## Project OPEN Grant/Loan Application Form

### Client Information

1. Name of entrepreneur or small business \_\_\_\_\_
2. If company, list entity type (LLC, sole proprietorship, etc.) \_\_\_\_\_
3. Name of primary contact \_\_\_\_\_
4. Title of primary contact \_\_\_\_\_
5. Mailing address \_\_\_\_\_
6. Phone number \_\_\_\_\_
7. Fax number \_\_\_\_\_
8. Email address \_\_\_\_\_
9. Does the entrepreneur or small business owner have a tax liability in arrears with the Kansas Department of Revenue or the IRS? \_\_\_\_\_ YES \_\_\_\_\_ NO
10. Will the business be located in the same city listed in Question 5? \_\_\_\_\_ YES \_\_\_\_\_ NO
11. If 10 is No, physical address of where business is/will be located  
\_\_\_\_\_

## 12. FUNDING INFORMATION

<b>Non Project OPEN Funds</b>				
	SOURCE	AMOUNT	S*	P**
1	Personal investment			
2	Traditional bank loan			
3	Other resources			
4	SUB TOTAL non-Project OPEN funds (Add lines 1-3)			
<b>Project OPEN Funds Requested</b>				
QUALIFIED MATCH TO E-COMMUNITY LOAN FUNDS				
5	Project OPEN Grant (Max \$5,000)			
6	SDI - District New Business Loan (Max \$5,000)			
7	SDI - District Façade Improvement (Max \$15,000)			
8	Other NetWork KS Partner Funds			
9	TOTAL QUALIFIED MATCH (Add lines 5-7)			
10	E-Community loan (Max \$45,000)			
	(May request \$1.5/\$1 TOTAL QUALIFIED MATCH			
11	TOTAL PROJECT OPEN REQUEST (Add lines 9 & 10)			
12	<b><u>TOTAL FUNDS</u></b> (Add lines 4 and 11)			

\* Secured

\*\* Pending

Date Funds are needed \_\_\_\_\_

\*SDI District New Business Loans are **only** available to new businesses planning to open in/or existing businesses planning to relocate to the District within 12 months of application. This is the only application form required for District New Business Loan Funds.

\*\* SDI District Façade Improvement Funds are **only** available to businesses/property owners in the District. These funds are administered by Salina Downtown, Inc. and must be awarded prior to release of E-Community loan funds. Contact Salina Downtown, Inc. for application details. Phone: 785-825-0535 E-mail [gosalina@salinadowntown.com](mailto:gosalina@salinadowntown.com)  
[www.salinadowntown.com](http://www.salinadowntown.com)

14. Check all eligible use of funds categories you intend to apply under:

- A) Continuing education
- B) Professional services
  - Accountants
  - Architects
  - Legal counsel
  - Marketing professionals
  - Design professionals
  - Other
- C) Brick and mortar improvements: Projects may include but are not limited to:
  - Building expansion
  - Vacant building redevelopment
  - Facade renovation and restoration
  - Purchase of equipment
- D) Marketing Projects:
  - Marketing research
  - Marketing/advertising cost
  - Design
  - Printing
  - Signage
  - Other (explain)
- E) Equipment critical to implementation of the business plan
- F) Additional product lines or major product line expansion as projected in the business plan.
- G) Additional or significantly expanded services as projected in the business plan.

#### **Application Check List**

- Completed application form
- Business plan
- Personal financial statement
- Signed marketing release of information
- Project OPEN assistance plan attached (staff responsibility)
- I verify that I have completed the recommendations of my Project OPEN Assistance Plan)
- I have completed the training series (including: Meeting the 3 M's – Learning the Basics of Money, Marketing & Management, The Right Start – Using a Business Plan and Cash Flow Made Easy)
- I have completed other recommended education (describe)

## MARKETING RELEASE OF INFORMATION

By submitting an application for financial assistance, the client (prospective grant or loan recipient) agrees to the following "Marketing Release of Information" to be used by Project OPEN administered by the Salina Area Chamber of Commerce for the purpose of promoting the successful delivery of services to entrepreneurs and small business owners.

### Marketing Release of Information\*

Upon receiving notification that the Financial Review Board has selected the client to receive financial assistance, the client agrees to provide pertinent information to the Salina Area Chamber of Commerce for the purpose of preparing a news release for distribution to other resource partners and media outlets as determined by the Salina Area Chamber of Commerce;

Information for the news release will be obtained primarily from the Project OPEN application, the Salina Area Chamber of Commerce and grant recipient's web sites and previously published information, and by phone interviews with representatives of both parties;

The Salina Area Chamber of Commerce will make accommodations to withhold all information identified by the client as being sensitive or competitive in nature, particularly when this information is not previously published and therefore not already considered to be in the public domain. All parties named in the release will receive a final copy of the news release prior to distribution in order to verify the accuracy of all information contained therein;

The Salina Area Chamber of Commerce will disseminate a news release and related information to external media outlets only after the grant is approved and closed by the Salina Area Chamber of Commerce;

In addition to disseminating the resulting news release to media outlets, the Salina Area Chamber of Commerce may distribute all or part of the news release and related information to organizations, networks and individuals via e-mail, the Salina Area Chamber of Commerce, and third-party web sites, blogs, social media, instant messaging, chat rooms, message boards, etc...

I have read and agree to the terms described in the "Marketing Release of Information" declaration.

Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date