



**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

Match Funding				
	SOURCE	AMOUNT	S*	P**
1	Personal investment			
2	Traditional bank loan (40% of project total for E-Community, 20% of project total for GROWKS)			
3	Other resources (grants, fundraising, friends/family gift, etc)			
4	SUB TOTAL Match (bank loan only for E-Community)			
10	E-Community Loan (Max \$45,000)			
	(May request \$1.5/\$1 TOTAL BANK MATCH)			
11	GROW KS Loan (Max \$100,000)			
	(May request \$1.5/\$1 for Rural Distressed or \$2/\$1 for Minority or Woman-Owned TOTAL QUALIFIED MATCH)			
12	<b><u>PROJECT TOTAL FUNDS</u></b>			

\* Secured

\*\* Pending

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

## **Application Check List**

- Completed Project OPEN application including signed marketing release of information
- Business plan
- Start-up or expansion budget
- Financial projections (3 years)
- Balance sheet and annual P&L if existing business (up to 3 years)
- Personal financial statement
- Completion of the training series from Kansas State University-Salina (Basics of Marketing, Management & Strategy and Financial Basics & Tools)
- Letter of approval from bank for match loan (loan must be in business' name and include total and terms)
- Documentation of personal or other investment (if applicable)

## 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