

Rutland City – Business Incentive and Assistance Program Application

1. **Date of Application:**
2. **Owner/Contact Person:**
 - A) **Mailing address**
 - B) **Email**
 - C) **Phone**
3. **Business Overview:**
 - A) **Name of Business**
 - B) **Type of Business**
 - C) **Current number of employees**
 - D) **Proposed number of new jobs to be created in City**
4. **Property Address:**
5. **Present Use(s) of property:**
6. **Project Overview:**
 - A) **Summary of proposed project (use separate sheet if necessary)**
 - B) **Summary of proposed improvements to real property and estimated financial investment (use separate sheet if necessary)**
 - C) **Summary of proposed improvements to equipment and machinery and estimated financial investment (use separate sheet if necessary)**
 - D) **Estimated Total Financial Investment in Project and Funding Sources (use separate sheet if necessary)**
7. **Schedule:**
 - A) **Date project to commence**
 - B) **Estimated completion date**

8. Permits required & received:

A) State

B) City

9. Briefly describe why the Business Incentive and Assistance Program is being sought for this project:

10. Rank, by level of importance, the potential assistance the City could provide your business (1 = most important, 2 = somewhat important, 3 = least important).

A) Financial assistance for real estate acquisition. _____

B) Financial assistance for capital improvements. _____

C) Financial assistance for equipment and machinery. _____

D) Financial assistance for required infrastructure improvements at your site. _____

E) Workforce training support. _____

F) Temporary workspace. _____

G) Relocation assistance. _____

11. Briefly describe the specific assistance package the applicant is requesting through the BIAP:

12. Provide details on the projected number of new jobs created in City, position titles, pay scales, and timeframe for hiring:

Jobs Creation Template

# of new positions created	Title	Pay Rate(annual/hourly)	Benefits Offered	Estimated Hire Date

Hypothetical Example

# of new positions created	Title	Pay Rate(annual/hourly)	Benefits Offered	Estimated Hire Date
2	Manager	\$60,000/Annual	Yes	12/1/20XX
3	Technician	\$45,000/Annual	Yes	2/1/20XX
5	Machine operator	\$20/hour	No	12/15/20XX