

Rutland City – Business Incentive and Assistance Program Application - 7/18/17

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 (if an existing business)**
 - 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. Briefly describe how the proposal meets and/or is consistent with one or more of the BIAP Criteria as set forth in the BIAP Policy.

BIAP Criteria:

1. The number of full time employees added.
2. The amount of tangible financial investment being proposed.
3. The wage scale and benefits package associated with the new job creation.
4. The thoroughness of the BIAP application and the applicant's proposal or business plan.
5. The type and amount of incentive assistance requested relative to other sources of funding.
6. Whether the proposal will fill an existing need in the local market.
7. Whether the proposal will positively contribute to the character of the area where the business is or will be located.

13. 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