

RESOLUTION NO. 041315-2

A RESOLUTION AMENDING THE BUSINESS INVESTMENT GRANT PROGRAM FOR THE CITY OF ABILENE, KANSAS

WHEREAS, the Economic Development Council is charged with developing policies for the City Commission's review and consideration for the purposes of retaining and expanding existing businesses and seek to increase the number of small firms through entrepreneurship;

WHEREAS, the Economic Development Council has review and recommended approval of various amendments to the Business Investment Grant Program to provide financial assistance to small businesses and entrepreneurs in Abilene; and

WHEREAS, the City of Abilene desires to re-authorize its Abilene Business Investment Grant Program as a means to providing support to local business endeavors and entrepreneurs interested in starting new business enterprises in Abilene.

NOW, THEREFORE BE IT RESOLVED, by the City Commission of the City of Abilene, as follows:

SECTION ONE. Business Investment Grant Program. That the Business Investment Grant Program ("Program") of the City of Abilene, Kansas, is hereby authorized and funded for 2015 as provided herein. The Economic Development Council shall be charged with awarding grants through this Program, provided sufficient funds are available.

SECTION TWO. Appropriation of Funds. That the Program shall be funded with \$54,710 from the General Fund cash balance as allowed by policy, and grant proceeds in the amount of \$11,000 received from the Community Foundation of Dickinson County. Following expenditure of the funds dedicated to this purpose, the Program shall be discontinued until such time as the City Commission may evaluate the Program and decide to appropriate additional fund to the Program.

SECTION THREE. Reporting. That all participants in the Program shall provide an accounting of the use of funds to the City Manager in order for a report to be presented to the City Commission so that funds may be accounted for and to assist the City Commission in determining if the Program should be continued.

SECTION FOUR. Implementation. The City Manager, or designee, shall be authorized to implement the aforementioned program in compliance with the guidelines as attached hereto as **Exhibit A**, and as provided in applicable resolutions, ordinances, and laws.

SECTION FIVE. Effective Date. That the effects of this Resolution shall be in full force after its approval by the City Commission.

PASSED AND APPROVED by the Governing Body of the City of Abilene, Kansas this 13th day of April, 2015.



ATTEST:

Penny Soukup, CMC
Penny Soukup, City Clerk

CITY OF ABILENE, KANSAS

By: Brenda Finn Bowers
Brenda Finn Bowers, Mayor

EXHIBIT A

Business Investment Grant Program

City of Abilene, Kansas

April 13, 2015



ABILENE BUSINESS INVESTMENT GRANTS

City of Abilene, Kansas

Authorized by Resolution No. 041315-2

The City of Abilene would like to invite entrepreneurs, existing businesses, or commercial property owners to submit proposals for consideration in its Abilene Business Investment Grant program. The City has appropriated funds for this program as a way to promote economic growth and investment.

The program is intended to provide some financial assistance to individuals or businesses within the community who wish to invest in a business enterprise. Grants through the program are not intended to fully fund proposals; grant recipients will be required to demonstrate a financial commitment from other parties in order to be considered.

All interested individuals, businesses, and other nonprofits located within the City of Abilene are encouraged to apply.

The City Commission has authorized \$54,710 for Business Investment Grants to be administered in 2015. In addition, the Community Foundation of Dickinson County has provided the City with a grant of \$11,000 for the program. The total amount available for award is \$65,710.

Grants, of up to \$15,000 per applicant, will be competitively awarded to eligible proposals demonstrating a clear business case for investment. Applicants shall demonstrate an investment, beyond the City's grant, equal to or in excess of three times the grant request. For example, if an applicant is requesting \$15,000, the applicant will have to demonstrate an investment above and beyond the grant of at least \$45,000 to qualify for grant funds. Grant applications showing private or leveraged investment greater than this minimum requirement is encouraged.

The Economic Development Council will review proposals each month to determine if grant funds will be awarded. Funding of grants is subject to the availability of funds; once the total allocated funds have been awarded, the program will be closed for the year. Therefore, interested parties are encouraged to submit proposals as soon as possible to be considered for funding.

Program Eligibility

Proposals eligible to receive an Abilene Business Investment Grant must meet the following criteria:

- Grant funds must be invested in a business enterprise located within the corporate limits of the City of Abilene.

- Grant recipients shall not be delinquent on any federal, state, or local taxes, including delinquency on any special assessments, and shall provide a signed affidavit as evidence of this requirement.
- Priority will be given to proposals that
 - Leverage additional public or private programs or funds such as programs through the North Central Kansas Small Business Development Center, the Kansas Department of Commerce, USDA Rural Development, US Small Business Administration, and NetWork Kansas. Participation does not require the receipt of funds from these agencies, but participation in educational programs that add value to a business enterprise also qualify;
 - Demonstrate an innovative approach to doing business by leveraging existing community assets such as the downtown wireless network or community partnerships;
 - Improve existing buildings that are eligible to participate in the Abilene Revitalization Program in the Downtown Revitalization District or the North Revitalization District,
 - Increase the amount of property and/or sales taxes the City will receive as a result of the investment; and
 - Demonstrate the creation of new jobs for the business and community.
- Proposals must demonstrate clear and measurable outcomes and provide a reasonable analysis of the projected Return on Investment (ROI) expected from the activities implemented as a result of the grant.
- Applicants awarded funds will be required to provide a report to the City accounting for the use of funds and describing how the grant assisted with the applicant's business.
- If the proposal includes construction-related activities, such activity must begin within 180 days of the Notice of Grant Award. The applicant will be required to obtain all applicable permits prior to commencing work.
- Proposals that have been previously submitted and that are not awarded funds may not resubmit the same proposal without substantive changes to the proposal. The Economic Development Council or staff will not provide feedback or recommendations for rejected proposals.

Pre-Application Conference

Interested parties may attend a pre-application conference to learn more about the program. The conference will be held at the Abilene Public Library on April 28th at 5:30 pm. Applicants will have the opportunity to ask questions about the program, although the City will not answer questions about a specific project or proposal.

Applicants are asked to be as specific as possible in preparing their proposal, and should provide information that assists in making their best business case to the Economic Development Council. All information submitted with an application is subject to public disclosure.

Application Process

The deadline for interested parties to submit an application is June 1st. The Economic Development Council will review applications and consider awards at its July 21st meeting. Applicants are encouraged to attend the June 16th Economic Development Council meeting when proposals will be reviewed and discussed. Applicants should be prepared to answer questions concerning their proposal at this meeting.

Proposals shall include the following information:

1. Proposal Details, to include:
 - a. Clear statement indicating the link to business investment and growth in Abilene;
 - b. Description of business enterprise;
 - c. Description of what the grant is intended to accomplish;
 - d. Demonstration of financial feasibility;
 - e. Identify work phases of proposal, if applicable;
 - f. Detailed cost estimate (breakdown by the types of work and materials); and
 - g. Specific measurable outcomes expected within the next 12 months.

2. Supplemental Information and Materials:
 - a. Photos of existing structures, preliminary sketches or plans, if applicable;
 - b. Historical significance of structures, if applicable;
 - c. Safety concerns/impediments to development, if applicable; and
 - d. Other supporting documentation as may be deemed appropriate by applicant.

3. Please be sure to clearly identify the following information in the application narrative: 1) Individual or firm name; 2) Primary contact name; 3) Contact's phone number, and 4) Contact's email address.

Proposals should be submitted to the City of Abilene as follows:

By mail:

City of Abilene, Kansas
Attn: City Manager - ED Grants
PO Box 519
Abilene, KS 67410

By email:

Proposals may be submitted in a .pdf format to citymgr@abilenecityhall.com. Please include **ED Grants** in the subject line.

Personal delivery:

Applicants may hand-deliver proposals to the Dwight D. Eisenhower Municipal Building located at 419 N. Broadway Street, Abilene, Kansas between 8:00 am and 5:00 pm, Monday through Friday.

The City will not be responsible for failure of delivery or late proposals, so applicants should take whatever steps are deemed appropriate to ensure timely delivery. Proposals received after the submittal deadline for each month will not be considered. Proposals will not be returned to the applicant. The Economic Development Council has the final decision with respect to grant awards. The Council is not required to award any funds appropriated for the Abilene Business Investment Grant program, and may reject any and all proposals.

This program will be administered in compliance with the City's Code of Ethics, as defined by Section 1-309 of the City Code.