Expansion Solutions Fund Application

Instructions: Please review and complete the application to demonstrate the project's eligibility and the amount requested from the Expansion Solutions Fund.

Fund Eligibility: The items listed below are examples of items that may be eligible for funding:

- Design fees (Architecture, Engineering)
- Permitting fees (Federal, State, County, City)
- Infrastructure (Water, Sewer, Stormwater, Pavement)
- Dry utilities (Electrical, Fiber, Telephone)
- Site improvements (ADA, Fencing, Pavement)
- New construction
- Interior finish-out
- Power/Transformer materials
- Equipment purchases

Fund Ineligibility: The items listed below are examples of items **not** considered for funding:

- Routine maintenance
- Operating costs
- Cosmetic upgrades to building exteriors (signage, façade treatments, paint, etc.)

Application Evaluation: All eligible applications are reviewed and decided upon by the Cheyenne LEADS Board of Directors within **thirty (30) days** of receiving a complete application.

Evaluation Process:

1. All eligible applications are submitted and reviewed by Cheyenne LEADS Staff.
2. Cheyenne LEADS Staff will hold a pre-application meeting with the applicant.
3. Cheyenne LEADS Staff will tour the business/facility with the applicant.
4. Cheyenne LEADS Board of Directors reviews and makes a decision on the application.

Award of Funds: If a company is awarded funds, the following shall apply:

1. Required to become a Cheyenne LEADS member.
2. Respond to the Cheyenne LEADS Business Retention Survey (BRE) for Five Years.
3. Company matches the contribution at 2:1 ratio (Cheyenne LEADS: Company).
4. No company shall receive an award exceeding $100,000.
5. No more than one award per company every 24 months.
6. Maximum three awards shall be granted to one company.
7. The applicant shall enter into a contract with Cheyenne LEADS containing terms and conditions of the funding award.

Request for Funds

Applicant Information (Section A)

Name of applicant: _____

- Phone number: _____
- Email address: _____
- Mailing address: _____

Business Information (Section B)

Legal business name: _____
Doing business as (DBA): _____
Ownership structure: _____
Physical address: _____

☐Own the property
☐Lease the property

Website address: _____
How many years in Cheyenne/Laramie County: _____
Employee count: _____
Number of full-time employees: _____
Number of part-time employees: _____
Employee average salary/wage: _____
List the different positions, position types and salary/wage range within your company:

Position Title	**Position Type**	**Salary/Wage Range**

Required Information (Section C)

Brief description of the project:

_____

_____

_____

Total cost of the project ($): _____

Amount of funding being requested from Cheyenne LEADS ($): _____

Amount of other funding sources (ex: private equity, cash, lenders, etc.) ($): _____

Please explain how this overall project will affect your company. Please describe how funding will be utilized for the project:

_____

_____

_____

_____

_____

_____

Construction Timeline (If applicable)

- Estimated start (Month and Year): _____
- Estimated completion (Month and Year): _____

Please answer the questions pertaining to your project in-order to demonstrate how the project will benefit the community:

- Investment and Productivity:
  - Estimated Increase in revenue: _____
  - Estimated Increase in unit production: _____
- Jobs Created:
  - # of Full-time: _____
  - # of Part-time: _____
- Jobs Retained:
  - # of Full-time: _____
  - # of Part-time: _____
- Describe the type of job positions (Title) and their pay range:

  _____

  _____

Additional Submission Requirements (Section D)

☐Provide company financials to a 3rd party Certified Public Accountant (CPA).

Applicant Signature

I _____, the applicant, on this _____ day of _____, 20____, affirm that the information provided in this application is true and correct to the best of my knowledge. I further acknowledge that any false or misleading information is identified during Cheyenne LEADS' review of the application, may result in the disqualification of this application.

_____

Signature

Application Status

☐Approved

- Cheyenne LEADS Signature: _____
- Date: _____

☐Denied

- Date: _____
- Reasons for Denial:
  _____
  _____