

**RESOLUTION NO. 031014-4**

**A RESOLUTION ESTABLISHING A 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 a business grant program to provide financial assistance to small businesses and entrepreneurs in Abilene; and

**WHEREAS**, the City of Abilene desires to establish 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 1. Business Investment Grant Program.** That the Business Investment Grant Program ("Program") of the City of Abilene, Kansas, is hereby established and funded as provided herein. The Economic Development Council shall be charged with awarding grants through this Program, provided sufficient funds are available.


**Section 2. Appropriation of Funds.** That the Program shall be funded with \$50,000 from the General Fund cash balance as allowed by policy. 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 3. 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 4. 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 5. 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 10<sup>th</sup> day of March, 2014.



ATTEST:  
Penny Soukup, CMC  
Penny Soukup, City Clerk

The seal of the City of Abilene, Kansas, is circular with a double border. The outer border contains the text "THE CITY OF ABILENE" at the top and "STATE OF KANSAS" at the bottom. The inner border contains the text "ATTEST:". In the center of the seal is a stylized figure holding a scale of justice.

**CITY OF ABILENE, KANSAS**

By: John F. Ray  
John F. Ray, Mayor

**EXHIBIT A**

**Business Investment Grant Program**

**City of Abilene, Kansas**

**March 10, 2014**

## ABILENE BUSINESS INVESTMENT GRANTS

### City of Abilene, Kansas

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 \$50,000 for Business Investment Grants to be administered in 2014. Grants will be awarded to eligible proposals on a case-by-case basis with potential awards ranging up to \$15,000. Grants will only fund up to 20% of a proposal; the applicant must demonstrate investment beyond the City's grant equal to at least 80% of the proposal's budget.

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 demonstrate an innovative approach to doing business; demonstrate clear and measurable outcomes; leverage additional public or private funds; and provide a plan for long-term sustainability of the business enterprise receiving funds.
- Priority will also be given to proposals that make building enhancements that are eligible to participate in the Abilene Revitalization Program's Downtown Revitalization District and the North Revitalization District.
- Proposals must 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.
- Grants may not be used to fund the on-going operations of a business.
- Product/service research, fundraising, and marketing campaigns are not eligible for funding.
- 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.

## **Application Process**

Applications will be received until October 1 or until funds have been fully awarded, whichever occurs first. Applications will be reviewed on a case-by-case basis by the Economic Development Council. Proposals shall be submitted for consideration according to the schedule on Page 3. Applicants may attend the Council meetings when their proposal is reviewed and discussed. Applicants should be prepared to answer questions about their proposal.

The Economic Development Council will review applications each month and determine if grants will be awarded and for what amount. Grant recipients will be notified of a grant award, or a decision to not award a grant, within seven business days following the Council's review. Grants will not be awarded in November or December.

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. Include description of business enterprise
  - c. Include description of what the grant is intended to accomplish
  - d. Demonstrate financial feasibility
  - e. Identify work phases of proposal, if applicable
  - f. Include detailed cost estimate (breakdown by the types of work and materials)
  - g. Include 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
  - 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](mailto: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 be considered for the next month unless funds are not available. 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.

**Application Submittal Deadlines**

<b>For Consideration in:</b>	<b>Submit Proposal by:</b>	<b>EDC will review:</b>	<b>Award Notification by:</b>
April	March 26	April 15	April 27
May	April 30	May 20	May 29
June	May 28	June 17	June 26
July	June 25	July 15	July 24
August	July 30	August 19	August 26
September	August 27	September 16	September 25
October	October 1	October 21	October 30