



APPLICATION FOR FINANCING ASSISTANCE PROJECT APPLICATION INSTRUCTIONS

1. Fill in all blanks, using "none", "not applicable" or "not available" where the question is not appropriate to the Project, which is the subject of this Application (the "Project"). If you have any questions about the way to respond, please call the Syracuse Economic Development Corporation ("SEDCO" or the "Corporation") at (315) 473-3275.
2. If an estimate is given as the answer to a question, put "(est.)" after the figure or answer, which is estimated.
3. If more space is needed to answer any specific question, attach a separate sheet.
4. When completed, return this application by mail or fax to the Corporation at the address indicated below. A signed application may also be submitted electronically in PDF format to Eric Ennis, SEDCO Executive Director at EEnnis@syr.gov.
5. Please note that Article 6 of the Public Officers Law declares that all records in the possession of the SEDCO (with certain limited exceptions) are open to public inspection and copying. If the Applicant feels that there are elements of the Project which are in the nature of trade secrets which, if disclosed to the public or otherwise widely disseminated, would cause substantial injury to the Applicant's competitive position, this Applicant must identify such elements in writing and request that such elements be kept confidential. In accordance with Article 6 of the Public Officers Law, the SEDCO may also redact personal, private, and/or proprietary information from publicly disseminated documents.
6. A complete application consists of the following items:
 - This completed Application Form
 - Project narrative (including history and description of operations)
 - Resume(s) for all persons owning 20% or greater of the business/property
 - Financial statements for the previous two years
 - Corporate and/or Personal tax returns for the previous two years
 - Current year personal financial statement for all persons owning 20% or greater of the business/property
 - Two year minimum financial projections/operating budget (including funding sources)
 - Budget breakdown of project costs (including soft costs and/or contractor bids)
 - Provide site plans, design plans, and/or maps as necessary
 - Bank financing commitment and/or interest letters
 - Please note additional information may be asked for upon request

Return to:

Eric Ennis, Executive Director
Syracuse Economic Development Corporation
201 East Washington Street, Suite 700
Syracuse, NY 13202
Phone: 315-473-3275
EEnnis@syr.gov

I. APPLICANT DATA

A. Contact Information

Business Name:					("Applicant")
Mailing Address:					
City:		State:		Zip:	
Phone:		Fax:			
Contact Person:					
Email Address:					
Federal Employer Identification Number:					

B. Will the Applicant be the Project Beneficiary? (i.e. Project tenant or owner/operator)

Yes No If No, Who will:

--

C. Principal Stakeholders

List principal owners/officers/directors owning 20% or more in equity holdings with percentage ownership:

Name	% Ownership	Business Address	Phone	Email

D. Corporate Structure: Attach a schematic if Applicant is a subsidiary or otherwise affiliated with another entity.

- Corporation
 - Private Public
- Partnership
 - General Limited
- Other
 - Sole Proprietorship
- Limited Liability Company/Partnership

Date of Incorporation (Year Organization was Founded):

--

If a foreign corporation, is the Applicant authorized to do business in the State of New York?

--

E. Applicant's Counsel:

Name:					
Firm:					
Mailing Address:					
City:		State:		Zip:	
Phone:		Fax:			
Email Address:					

F. Applicant's Accountant:

Name:					
Firm:					
Mailing Address:					
City:		State:		Zip:	
Phone:		Fax:			
Email Address:					

G. Applicant History: If the answer to any of the following is "Yes", please explain below. If necessary, attach additional information.

1. Is the Applicant, its management, or its principal owners now a plaintiff or defendant in any civil or criminal litigation? Yes No
2. Has any person listed in Section 1(c) ever been convicted of a criminal offense (other than a minor traffic violation)? Yes No
3. Has any person listed in Section 1 (C) or any concern with whom such person has been connected ever been in receivership or been adjudicated a bankrupt? Yes No

H. Has the Applicant, or any entity in which the Applicant or any of its members or officers are members or officers received assistance from SEDCO, or any other City of Syracuse entity/agency in the past? If yes, please give year, Project name, description of benefits, and address of Project.

- Yes No

II. BUSINESS / PROJECT INFORMATION

A. Business / Project Location

Address:	<input type="text"/>	Legal Address (if different)	<input type="text"/>
City:	<input type="text"/>		
Zip Code:	<input type="text"/>		
Tax Map Parcel ID(s):	<input type="text"/>		
Current Assessment:	<input type="text"/>	Square Footage /Acerage of Existing Building and/or Site:	<input type="text"/>

B. Type of Project the Applicant is seeking financing for: (Check all that apply):

- New Construction Purchase of Inventory
- Expansion/Addition to current facility Build out of Commercial space
- Manufacturing/Warehouse/Distribution Residential/Mixed Use building renovation
- Purchase of Machinery and Equipment
- Other

C. Description of Project: Please provide a detailed narrative of the proposed Project. This narrative should include, but not be limited to: (i) the scale of the project and how funding will be utilized for the intended request; (ii) additional resources or equity that will be used to fund the project; (iii) the principal products to be produced and/or the principal activities that will occur with the requested funding and (iv) an indication as to why the Applicant is undertaking the Project and a SEDCO loan is requested. Attach copies of any site plans, sketches or maps if they relate to the project scope.

D. Is the Applicant the owner of the property?

Yes No

If not, who is the owner and by what means will the site be acquired? If leasing, when does the lease end?

E. What is the geographic size of business trade area? Please describe:

F. What is the firm's average annual sales or estimated annual sales?

G. Does the business have an existing lender?

Yes No

If Yes, which lender and who is your primary contact there?

III. PROPERTY REDEVELOPMENT: (If Applicable) *if no property development is included, leave section blank

A. Is the Project located in a distressed Census Tract? Yes No

B. Project Design Materials: To properly understand the project proposal for financing, please checkmark any of the following items to include with the application to outline the scope of work:

- | | |
|--------------------------|--------------------------|
| Site Plan | Proposed Signage |
| Architectural Elevations | Accepted Contractor Bids |
| Floor Plans | Property Survey |

C. Is there a General Contractor (GC) for the project work?

Yes No

If Yes, please provide the company name and contact:

D. Has work begun?

Yes No

E. Project Timeline (approximate):

Construction Commencement:	<input type="text"/>	Construction Completion:	<input type="text"/>	Date of Occupancy:	<input type="text"/>
----------------------------	----------------------	--------------------------	----------------------	--------------------	----------------------

F. Are you aware of any required City of Syracuse Permit and/or Zoning approvals prior to work getting underway? Please summarize below:

G. Have you spoken with City Department staff about the project?

Yes No If Yes, please provide contact name(s):

IV. PROJECT COSTS & FINANCING

A. Estimated Project Costs

i. State the costs reasonably necessary for the acquisition, construction, and/or renovation of the Project:

Description of Cost Type	Total Budget Amount
Land and/or Property Acquisition	
Site Work/Demo	
Building Construction & Renovation	
Furniture & Fixtures	
Equipment	
Engineering/Architects Fees	
City Permit / Plan Review Fees	
Financial Charges	
Legal Fees	
Management / Developer Fee	
Other	
Total Investment	

B. Based upon project budget & expenses, the **total SEDCO Loan Request** is:

V. EMPLOYMENT AND PAYROLL INFORMATION

*** Full Time Equivalent (FTE) is defined as one employee working no less than 40 hours per week or two or more employees together working a total of 40 hours per week.**

A. Are there people currently employed at the Project site?

Yes No If yes, provide number of full time equivalent (FTE) jobs at the facility:

B. Complete the following:

Estimate the number of full time equivalent (FTE) jobs to be retained as a result of this Project:	<input style="width: 100%; height: 25px;" type="text"/>
Estimate the number of construction jobs to be created by this Project:	<input style="width: 100%; height: 25px;" type="text"/>
Estimate the average length of construction jobs to be created (months):	<input style="width: 100%; height: 25px;" type="text"/>
Current annual payroll at facility:	<input style="width: 100%; height: 25px;" type="text"/>
Please list, if any, benefits that will be available to either full and/or part time employees:	<input style="width: 100%; height: 25px;" type="text"/>
Average annual benefit paid by the company (\$ or % salary) per FTE job:	<input style="width: 100%; height: 25px;" type="text"/>

VI. REPRESENTATIONS & AFFIRMATIONS BY THE APPLICANT

The Applicant understands and agrees with the Corporation as follows:

A. First Consideration for Employment: Where practicable, the Applicant will first consider persons eligible to participate in WIA programs who shall be referred by the WIA for new employment opportunities created as a result of the Project.

Initial

B. City Human Right Law: The Applicant agrees to endeavor to comply with the provisions of Article XI, Division 2 of the City Code, entitled "The Omnibus Human Rights Law," which prohibits discrimination in employment based upon age, race, sex, creed, color, religion, national origin, sexual orientation, disability or marital status. The Applicant hereby agrees to adhere to this policy or equal opportunity employment in the requirement, hiring, training, promotion, and termination of employees.

Initial

C. City of Syracuse and MWBE Preference: The applicant understands and agrees that it is the preference of the Agency that the applicant provide, and use its best efforts to provide, opportunities for the purchase of equipment, goods and services from: (i) business enterprises located in the city of Syracuse; (ii) certified minority and/or women-owned business enterprises; and (iii) business enterprises that employ residents in the city of Syracuse. Consideration will be given by the Agency to the Project Applicant's efforts to comply, and compliance, with this objective at any time an extension of benefits awarded, or involvement by the Corporation with the Project, is requested by the Project Applicant.

Initial

D. Absence of Conflicts of Interest: The Applicant has received from the Corporation a list of the members, officers and employees of the Corporation. No member, officer or employee of the Corporation has an interest, whether direct or indirect in any transaction contemplated by this Application, except as hereinafter described in Appendix A.

Initial

E. False or Misleading Information: The Applicant understands and agrees that the submission of knowingly false or knowingly misleading information in this Application may lead to the immediate termination of any financial assistance and the reimbursement of an amount equal to all or part of any tax exemptions claimed by reason of Corporation involvement in the Project.

Initial

G. SEDCO's's Policies: The Applicant is familiar with all of SEDCO' s policies posted on its website (http://www.syr.gov.net/SEDCO_home) and agrees to comply with all applicable policies.

Initial

H. Disclosure: The Applicant has read paragraph 5 of the instructions contained on the cover of this Application and understands that the Applicant must identify in writing to SEDCO any information it deems proprietary and seeks to have redacted.

Initial

I. Reliance: THE APPLICANT ACKNOWLEDGES THAT ALL ESTIMATES OF PROJECTED FINANCIAL IMPACTS, VALUE OF FINANCIAL ASSISTANCE REQUESTED, AND OTHER INFORMATION CONTAINED IN THE APPLICATION WILL BE RELIED UPON BY SEDCO AND ANY CHANGES IN SUCH INFORMATION MUST BE MADE IN WRITING AND MAY IMPACT THE PROVISION OF FINANCIAL ASSISTANCE TO THE PROJECT.

Initial

I have read the foregoing and agree to comply with all the terms and conditions contained therein as well as the policies of the Syracuse Economic Development Corporation.

Name of Applicant / Company

Signature of Officer or Authorized Representative

Name & Title of Officer or Authorized Representative

Date

APPENDIX A
Conflict of Interest Statement

Agency Board Members

1. Honora Spillane
2. Richard Driscoll
3. Hon. Michael Greene
4. David Bottar
5. David Mankiewicz
6. Michael Quigley
7. Sheena Solomon
8. Steve Gross
9. Benjamin Bunting
10. Nick Petragrani

Agency Officers/Staff

1. Eric Ennis, City of Syracuse NBD

Agency Legal Counsel & Auditor

1. John Black, City of Syracuse Law Department
2. John Vavonese, City of Syracuse NBD
3. Grossman St. Amour, PLLC.

The Applicant has received from the Corporation a list of members, officers and staff of the Corporation. To the best of my knowledge, no member, officer or employee of the Corporation has an interest, whether direct or indirect, in any transaction contemplated by this Application, except as hereinafter described

Signature:

Authorized Representative:

Title:

Date: