

# PCED SPECIAL REQUEST PROGRAM

**Form PCED-SRP: Special Request Program for the Financial Assistance of Community Based Projects.**

1) Applicant(s) Name(s): \_\_\_\_\_

2) Applicant(s) Title(s): \_\_\_\_\_

3) Business/Organization Name: \_\_\_\_\_

4) Business/Org. Entity Type: \_\_\_\_\_

5) EIN Number: \_\_\_\_\_

6) Business Address: \_\_\_\_\_  
 (Street)  
 \_\_\_\_\_  
 (City) (State) (Zip Code)

8) Phone Number: \_\_\_\_\_

10) Email Address: \_\_\_\_\_

I, hereby make application to Phillips County Economic Development, for assistance in the amount of \$ \_\_\_\_\_ to be used for \_\_\_\_\_ in the city of \_\_\_\_\_, Kansas. I have attached hereto the proposed details and a cost estimate for the project. I understand that the terms of the funding, if approved, are as follows:

1. If your organization fits any of these criteria, your request for assistance will be denied:
- The organization or applicant is delinquent with any personal or business property taxes, within or outside of the county.
  - Your request is for expenses that have already been paid for, or ordered.
  - Your request supports an entity that appears to practice unethical or immoral activity, both real and perceived.
  - Your request supports an entity that practices discrimination of any type or kind.
  - You are requesting more than 50% of the cost to complete the total project.
  - The organization or applicant has asked for financial assistance for the same project, through a different PCED program.
  - Your request is on behalf a City, County, State or Federal Government office. (\* verify with the PCED office as certain exclusions may apply)
  - Your request is for a project of general maintenance for the organization or applicant.
  - Your request would directly fund: scholarships, professorships, internships, awards, prizes, competitions, student aid, special collection acquisition, annual campaigns, performances, political support, and current debt reduction.

The PCED board reserves the right to deny a request to ANY organization with or without cause.

2. Any SRP commitment authorized must be fully utilized within one year following the date of authorization. Any funds authorized, but not used within a year time period, MUST be returned to the PCED; unless, special arrangements with the PCED board is made PRIOR to the time period terminating.

3. The PCED must receive a follow up written report from the organization upon completion of the project or upon total depletion of the committed funding.
4. If any changes occur during the course of the funded project that MAY affect the funds use and/or purpose, these changes MUST be approved by the PCED board prior to being implemented.
5. Grants are made on a first come-first serve basis from the Special Request fund of \$40,000 set aside annually for this program by the Phillips County Economic Development Board.
6. The PCED board will only consider one application per business or organization within 12 months.
7. The funded project shall commence within 60 days following approval of this application.
8. The project, in its entirety, shall be completed no later than \_\_\_\_\_
9. Distribution of the loan funds shall be made upon approval of the loan application. Check for payment thereof shall be made payable by the County to the applicant.
10. Attached to this application should be:
  - A Letter of Request – Written to the PCED Board of Directors
  - Verification of Funding – Any funding received, or committed, must be verified with sufficient evidence; either a Letter of Commitment from the source of the fund, a copy of the check received or an official banking document showing the transfer of funds. The organization should also show evidence of their own financial commitment to the project.
  - An Outline of the Project – At a minimum, this should include: The total cost of the project, The amount being requested by the PCED, how the PCED funds will be used in the project if granted, key personnel involved with the project and contact information for them, justification for the need of the project for the organization, the timeframe for project completion, how the project will benefit or develop the community, and if any new jobs will be created as a result of this project.
  - Bids for Equipment or Items Required for the Project – Multiple bids are preferred for the same item. If you cannot acquire a bid, you may substitute a general estimate, although this is not recommended. If you are awarded a grant and the equipment or service is lower than your submitted estimate, the surplus funds will be escrowed and must be paid back to the PCED.
  - Organization Information – A brief history about the organization and a full list of the board members.
  - Further Documentation to Explain Your Request – If your application could be explained more clearly with further evidence, please include it with your request. Examples may be: appraisals for land, property or equipment, purchase agreements for land, property or a business, an outline of sweat equity for the project etc.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Applicant (Print Name)

\_\_\_\_\_  
Applicant (Signature)

\*\*\*\*\*

Application received and filed in PCED Office on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Caleb Breon, PCED Director

\*\*\*\*\*

Application submitted to the PCED Board of Directors on this \_\_\_\_\_ day of \_\_\_\_\_,  
\_\_\_\_\_.

Action by the Board of Directors:

Approved  Disapproved  on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
PCED Chairman (Print Name)

\_\_\_\_\_  
PCED Chairman (Signature)

\*\*\*\*\*