



PROJECT APPLICATION INSTRUCTIONS

Thank you for bringing your project to the County of Orleans Industrial Development Agency (COIDA). We look forward to working with you on bringing your project to a successful conclusion. In order to accomplish this mission, we ask that you complete and return the *Project Application*.

This information is needed to help COIDA evaluate your project for possible financial assistance. Information presented here should accurately state the company's current situation and its best estimates of project impacts.

Please note that COIDA staff may ask for additional information or for clarification of the responses provided in this questionnaire, including financial projections if needed.

COMPANY CONTACT INFORMATION:

Provide basic Company contact information.

PROJECT CONTACT INFORMATION:

Project contact information for the Company and their support staff.

COMPANY INFORMATION:

Provide basic Company information.

PROJECT INFORMATION:

Use this section to describe the physical location for the project. Provide the building / site sizes along with a brief physical description and project schedule information.

REQUESTED INCENTIVES:

Please indicate which incentives your Company is interested in including a statement of the company's need for funding.

PROJECT COST INFORMATION:

Provide project specific budget information.

PROJECT FUNDING INFORMATION:

Provide where the funding for the Project will come from

EMPLOYMENT INFORMATION:

Provide data on employment including current and projected employment and benefit data.

AFFIRMATION:

Please review the 8 affirmations, sign and date the Application where indicated.

Note: A Company Official must sign the application



Definitions

A **Full-time Permanent Employee** is a full-time, permanent, private sector employee on the grantee's payroll who works at the project location for a minimum of 35 hours per week for not less than 4 consecutive weeks and who is entitled to receive the usual and customary fringe benefits extended by the grantee to other employees of comparable rank and duties; or 2 part-time, permanent, private sector employees who work at the project location for a combined minimum of 35 hours per week for not less than 4 consecutive weeks and who are entitled to receive the usual and customary fringe benefits extended by the grantee to other employees of comparable rank and duties.

Retained Full-time Jobs are defined as those at risk of being lost or moved out of state should the Project not proceed. In the above section, please report only those retained jobs that are truly at risk and the time period over which these jobs would be lost without COIDA assistance.

Project Costs may involve the construction, renovation or improvement of real property, acquisition of machinery and equipment, employee training, upgrading of operations, and other activities. Please refer to the list of eligible project expenses shown below for more detail.

- New construction, renovation, or leasehold improvements.
- Acquisition or capital lease of land, buildings, machinery and equipment.
- Infrastructure; including basic systems and facilities on public or privately-owned property, including drainage systems, sewer systems, access roads, sidewalks, docks, parking, wharves, water supply systems, and site clearance, preparation, improvements and demolition.
- Other costs, including certain working capital uses.
- Employee training costs.
- Soft costs related to the above; including legal expenses, appraisal costs, brokerage commissions, interest costs, survey expenses, design, architectural and engineering fees and expenses, and relocation expenses.