

**KANSAS MAIN STREET
INCENTIVES WITHOUT WALLS
PROGRAM**
State of Kansas
FY2017 Application



Administered and Funded Locally by:
Leavenworth Main Street Program, Inc. ®
Haley Shaw, Executive Director
416 Cherokee
Leavenworth, KS 66048
913-682-3924
director@leavenworthmainstreet.com

In Agreement with:
Kansas Department of Commerce
Business & Community Development Division
1000 S.W. Jackson St., Suite 100
Topeka, KS 66612-1354
Phone: (785) 296-3485
Fax: (785) 296-3776
TTY: 711 (Hearing Impaired)
KansasCommerce.com



Incentives Without Walls **FY2017 APPLICATION**

Round I Round II Open Round Revolving

1. Main Street Organization

Organization Name: _____
Main Street Manager: _____
FEIN: _____
Address: _____
City: _____ County: _____ Zip: _____
Telephone: _____ Fax: _____

2. Applicant Information

Business Name: _____
Name: _____
Title: _____
Address: _____
City: _____
State: _____ Zip: _____
Social Security #: _____

Project Information

Name of Project: _____
Address of Project: _____

3. Type of Project (check one)

- Major Project (\$1,500-\$20,000 see guidelines for specific information)
 Small Project Loan (\$500-\$2,000 see guidelines for specific information)

4. Amount Requested

Amount of funds requested by local Main Street program for this project. \$ _____

This money will be distributed locally as a: (check one)

- Direct grant to the business – must meet criteria for a grant
 No-interest loan

What is the ratio of the grant to private investment? _____

If a loan, list the date for final repayment and the interest rate (term may not exceed seven years).

Current IWW Revolving Loan Fund balance \$ _____

5. **Project Narrative**

Use the space below to describe the entire scope of the project and justify how it meets at least one of the two categories for eligibility. Be sure to address these areas:

Project description: Provide an overall description of the project. What is the scope?

Magnitude of the need: Present your case for funding. What is the need for this project to be completed?

The project proposed impacts (solves) the problem: What impact will this project have not only on this building/business, but on your district?

The project proposed has long-term impact on the downtown district: How will it improve your district's economic health and vitality? Will it provide a viable business base?

Has potential to have long-term impact on the tax base: How will this project impact your tax base?

Relationship to and consistency with current downtown plan: Relate this project and its potential impact to your downtown plan.

Job creation or retention: Will this project create new jobs or retain current? If so, how and how

many. Do not include jobs created by construction or renovation work.

Creates or retains viable business: Will the project result in a maintainable business in your downtown district?

6. Budget

Include the proposed line item expenses for the project showing the amount of investment and the amount of IWW funds applied to the specific expenses. Budget should be broken down to include each expense by line item. (Be sure to include local program administrative cost if applicable.)

Expense	Private Funds	IWW Funds	Total Per Expense
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
TOTAL AMOUNT OF FUNDS	\$	\$	\$

7. Project Schedule

Outline the proposed time schedule for the project (be specific). Keep in mind that the project must begin within 90 days (30 days for an open round project) after funds are awarded, and it must be completed within one calendar year of the award.

8. Resolution

This resolution of support must be approved by the Main Street Board of Directors and signed by the Board Chair.

A Resolution Endorsing the Application for FY2013 IWW Funds

WHEREAS, the _____ has been created to work to revitalize
(Name of Local Program)
the downtown business district; and

WHEREAS, the Board of Directors of _____ agree to specifically
(Name of Local Program)
utilize FY2013 IWW funds in the manner outlined in this application and consistent with the program
guidelines.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF

_____ **MAIN STREET PROGRAM**, that we do hereby support the formal
request for FY2013 IWW funds.

Passed and approved this _____ day of _____, 2012/2013

SIGNED:

ATTEST:

Main Street Board Chair

Main Street Board Secretary

Date

Date

9. Attachments/Checklist

The following attachments must be included with this application:

- Architectural drawings showing proposed changes (if part of this project involves design)
- Current photograph of project site (if part of this project involves design)
- Footprint map of designated district with location of application project highlighted
- Business plan (if this project will assist an existing or new business)
- Market analysis or strategic plan (if this project is part of an overall plan for downtown revitalization).
- Letter of support from the mayor or city manager of your community. This letter must demonstrate an awareness of the project on behalf of the city and represents the support of city government.
- Photocopies of bids/estimates used to determine budget
- Original application and attachments plus one complete photocopy.