

THE CITY OF FRANKLIN, INDIANA

ECONOMIC DEVELOPMENT FEE GRANT APPLICATION PACKET



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Economic Development Fee Grants

The City of Franklin Economic Development Commission (EDC) requests that companies which apply for tax abatement agree to a voluntary economic development fee. An economic development fee is a voluntary fee defined by Indiana Code 6-1.1-12.1-14. When a company receives a tax abatement, a certain percentage of their taxes are waived for each year of the abatement. The economic development fee is imposed on the amount of taxes that are waived. For example, if the amount of taxes waived is \$1,000 and the company has agreed to a 2% economic development fee, they will pay \$20 into the economic development fee fund, and their tax savings will be \$980. These fees are collected from companies on a yearly basis. The percentage of abatement declines each year as taxes are phased in. Therefore, the largest amount collected will be in the first year of the abatement. Johnson County collects these fees as special assessments on tax bills and the amount changes each year.

The Economic Development Commission requests proposals from organizations on an annual basis, in order to disburse the funds adequately. The Economic Development Commission is required to award the fees collected under this section of the Indiana code to one or more public or nonprofit entities established to promote economic development within the corporate limits of the city served by the designating body.

Applicants must be exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code, or be a government entity. If an organization has not been recognized as tax exempt, it may be considered for a grant if it has a fiscal agent relationship with a 501(c)(3) nonprofit organization.

Grant Proposal Guidelines

- **Grant applications are due Friday, April 29th, 2016 by 4:00pm.**
- **You are required to submit nine color copies of your entire Grant Proposal. If all copies are not received by the above stated deadline your application will not be considered for funding.**
- **Applicants must be available to present their application to the Economic Development Commission at their meeting on Tuesday, May 10th, 2016 at 8:00am, if requested.**
- **The project must be completed within 12 months of the grant award.**
- **Required Elements of the Proposal Packets (Your grant application must be submitted in the order listed below):**
 - ☐ Typed Application Form (In your packet you do not need to include the Grant Proposal Guidelines pages of the application packet)
 - **All sections of the grant form must be completed for the application to be considered for funding**
 - ☐ Narrative proposal in the form of a letter signed by the organization's board president/chair (up to two pages, single spaced)

- ☐ Attachments:
 - List of current staff members (both paid and volunteer)
 - List of current board members (names, addresses, titles/offices)
 - IRS determination letter
 - Other relevant supporting materials, including appropriate letters of support from partner institutions
 - The organization's overall budget showing income and expenses
 - Most recent annual report or financial statements
 - Letters of agreement from collaborating organizations (if applicable)
- **Required Elements of the Narrative:**
 - ☐ An introductory description of the project being proposed and its intended impact
 - ☐ Amount of funding requested and percentage of the project that will be paid for by the Economic Development Commission
 - ☐ Specific objectives the project is designed to accomplish
 - ☐ Estimation of number of people to be involved or impacted by the project
 - ☐ Organization's capability to undertake proposed project, including:
 - Staff responsibilities within the proposed project (including all collaborating organizations, if applicable)
 - How will the project be evaluated?
 - How will the project be sustained after the grant is used if the project is ongoing?
 - ☐ In your opinion what would a successful outcome to this project be?
 - ☐ Relationship of proposed project to other relevant services in the community. **If the project is a collaborative one, please describe the contributions of all parties.**
 - How will it build upon strengths in the community?
 - What is the need for this project in the community?
 - ☐ Your timetable for the proposed project and for the funding request
 - ☐ Your plan to communicate and promote the project to the Franklin Economic Development Commission and the community
 - ☐ How will all organizations involved make the Franklin Economic Development Commission's partnership in this project known to the public?

A representative of the Franklin Economic Development Commission may contact you to arrange a conference to discuss your request. This conference may take the form of a telephone call, meeting, and/or site visit.

Areas of Interest:

- Franklin EDC is interested in funding projects that will positively impact economic development in the City of Franklin, particularly in the following areas: business development & support, workforce development, arts & culture, community services, historic preservation, tourism, and agriculture.

- Each year the Franklin Economic Development Commission receives more requests than it can support, compelling the Commission to make judgments based on relative need and potential impact on our community. Because of limited resources, the EDC generally favors projects that:
 - ✓ Provide innovative responses to recognized community economic development needs which do not unnecessarily duplicate other efforts.
 - ✓ Address a community economic development need of some significance not covered by the regular budget for which funding is needed.
 - ✓ Increase capacity of the organization to fulfill their mission of economic development in the City of Franklin.
 - ✓ Add to the overall economic development climate of the community.

Scope of Funding:

The EDC will generally **not** consider grants for the following:

- Annual campaigns or special fundraising events
- Endowments
- Existing obligations or deficit funding
- Equipment, unless an integral part of an eligible project, or clearly improves the agency's ability to deliver services
- Individuals
- Routine or on-going operating support
- Political campaigns and/or activities
- Religious purposes
- Tours and trips for individuals or groups
- Projects and services that are typically the funding responsibility of a federal, state, or local government
- Public school services required by state law
- Repeat funding of projects supported through prior grants
- Athletic leagues or teams

The Franklin Economic Development Commission typically strives to support projects that have a long-term impact, as opposed to one-time events or conferences. However, the Franklin Economic Development Commission may consider such funding if proposals demonstrate how a conference or special event will enhance the ongoing work of organizations addressing City of Franklin issues that correspond to Franklin Economic Development Commission priorities and/or the event will provide significant public benefit to city economic development.

Evaluation Criteria:

Particular consideration is given to the following in determining the merits and priority of an application:

- The existing Mission Statement of the organization applying contains reference to economic development in the City of Franklin. (50 pts.)
- The capacity of the organization, its staff, and governing body to achieve expected results and evidence of a realistic work plan and evaluation methods (10 pts.)
- Projects that are likely to attract additional funds, resources, and community support (10 pts.)

- New and innovative projects that have not been previously funded by the EDC (10 pts.)
- Plans with a sound and realistic financial planning (10 pts.)
- Projects that clearly demonstrate they have been planned in light of overall community needs and available resources (10 pts.)
- Projects that attract and utilize volunteer resources and support (10 pts.)
- The financial stability of the organization as demonstrated by the organization's annual operating budget (10 pts.)
- **Special Consideration will be given for the following:**
 - Documented need for the project (10 pts.)
 - Collaboration by two or more organizations (20 pts.)
 - Projects that positively impact economic development in one or more of the following areas: business development and support (5 pts.), workforce development (5 pts.), arts & culture (5 pts.), community services (5 pts.), historic preservation (5 pts.), tourism (5 pts.), agriculture (5 pts.), increase capacity of the organization to fulfill their mission of economic development in the City of Franklin (5 pts.). It is the responsibility of the applicant to state which areas their proposal will impact. It is up to each individual commission member to determine how to award points in these categories.

City of Franklin Economic Development Commission **does not discriminate on the basis of race, religion, sex, or national origin; we expect grant applicants to hold similar standards.** Upon submission, a grant application and accompanying materials become property of Franklin EDC and will be used as deemed appropriate by the Franklin Economic Development Commission. They may be reviewed with community planning agencies and other individuals and organizations as we assess the Project and its potential significance.

What happens to your proposal after it is submitted?

The proposal is reviewed by staff for completeness and its fit to general guidelines. If more information is needed, you may be contacted for a phone conference or a site visit. Sometimes in order to understand a proposal in the context of the service field, staff may consult with outside experts, providers, or funders. The proposal is then forwarded to Franklin Economic Development Commission members for their independent review and scoring. Each member evaluates all proposals against Franklin Economic Development Commission criteria, and then the commission convenes to make funding recommendations to the City Council. The commission may ask for additional information or research from staff and may choose to conduct personal site visits. Applicants will be contacted prior to the May 10th, 2016 Economic Development Commission Meeting. The EDC reserves the right to invite only the top scoring applicants to present their application at their commission meeting, based on the amount of funding available and number of applications received. Commission recommendations may be to approve (all or partial amount requested), to defer (usually to obtain more information or evaluate outstanding issues or concerns), or deny. The commission also recommends any conditions attached to the grant. The commission carries the grant recommendations to the City Council for final approval. Grant decisions will be communicated by phone or in writing to all applicants. If funded, the grantee may be asked to sign and return a Grant Agreement in which the applicant acknowledges and agrees to grant terms, payment schedule, and communication and evaluation requirements.

Tips for Applicants...

- *Read through the Grant Application Packet before you begin.*
 - **Please type on the form provided**, handwritten applications will be sent back to be typed.
 - Be **specific** about what you are asking us to fund and your project's goals. Strive for **brevity and clarity**. We have to read multiple proposals, so we appreciate your conciseness.
 - **You are required to make nine color copies of your entire grant proposal, if these are not received by deadline your application will not be considered for funding.**
 - Do not use jargon, acronyms or technical words even though your proposal may be of a technical nature; this detracts from our broader understanding of the project.
 - Please use the checklist provided above to ensure you submit a complete proposal. Proposals that do not contain all of the information requested will not be considered for funding.
 - With limited funds and the volume of requests, the Franklin Economic Development Commission cannot fund all requests. Please research other funding sources. Your request may be only partially funded.
 - Please call Krista Linke at (317) 736-3631 if you have questions or need assistance.
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Grant Proposal Application

(Please type)

- This application with all attachments must be received by **4:00 pm** on or before **April 29th, 2016.**
- You are required to make **9 color copies** of the entire grant packet for your application to be considered complete.
- **Incomplete applications will be considered ineligible.**

Date Submitting Grant Application (mm/dd/yyyy):			
ORGANIZATION INFORMATION			
Organization Name:			
Federal ID Number:			
Organization is:	<input type="checkbox"/> Non-Profit	<input type="checkbox"/> Government	
Address:			
City:		State:	Zip:
Contact Person:			
Title:		Email:	
Phone Number:		Fax Number:	
Organization Mission (Limited to 300 words)			

PROJECT INFORMATION		
Project Name:		
Start & End Date (mm/dd/yyyy):		
Project is (please select only one):		
<input type="checkbox"/> New	<input type="checkbox"/> Existing	
Project Theme (please select only one):		
<input type="checkbox"/> Agriculture	<input type="checkbox"/> Arts & Culture	<input type="checkbox"/> Civic & Community Development
<input type="checkbox"/> Historic Preservation	<input type="checkbox"/> Tourism	<input type="checkbox"/> Business Support
<input type="checkbox"/> Workforce Development	<input type="checkbox"/> Increased Organizational Capacity	
Estimated number of people in the <u>City of Franklin</u> to be impacted by this specific project over the next 12 months:		
Summary of the proposed project (Limited to 700 words)		

How do you plan to specifically measure the success of this project?

FINANCIAL INFORMATION

Amount requested from the Franklin EDC:

\$

Estimated total cost of the project:

\$

Percentage of the project to be funded by the Franklin EDC:

A complete budget for this particular project showing income and expenses:

Other Funding Sources

Funding Source

Total Request from Source

**Amount Contributed from
Source/Status**

Total Other Funding Sources:

Future Funding: What are the plans for future funding of this project (If Applicable)? Summarize a specific plan for project sustainability (Limited to 700 words).

Could you complete this project if the Franklin Economic Development Commission could not award 100% of the request?

☐ **Yes**

☐ **No**

If not, please explain:

Organization's Fiscal Year (ex. month / year): From _____ to _____

Does your organization have an annual outside audit? ☐ **Yes** ☐ **No**

If no, please explain:

How do you plan to recognize the Franklin Economic Development Commission if you are awarded funding?

Grant Application Certification

Grant Applicant hereby certifies that it does not discriminate on the basis of race, national origin, religion, gender, gender preference, age, or disability (“non-discrimination factors”) in its policies, practices, services, or standards for participation in its projects; except to the extent any such project lawfully provides services to a limited segment of the population based on such non-discrimination factors. It is expressly understood and agreed that the Franklin Economic Development Commission is not a joint participant in, nor provider of, any of the Grant Applicant’s projects or services. The Franklin Economic Development Commission’s role in the Grant Applicant’s services is limited solely to making grants and assuring that grants are administered in accordance with the terms of the approved application. The Grant Applicant represents and warrants that it will use all granted funds in accordance with applicable laws. Grant Applicant agrees to indemnify, and hold the City of Franklin and Franklin Economic Development Commission blameless in any liability imposed based on any conduct or omission occurring in connection with a project or service of Grant Applicant for which the Franklin Economic Development Commission has provided a grant.

Print Name:	Print Name:
Signature:	Signature:
Title:	Title:
Date:	Date:

Important Note: Please be sure your proposal contains all the information outlined in the application guidelines, including but not limited to the following attachments:

- ☐ List of current staff members (both paid and volunteer)
- ☐ List of current board members (names, addresses, titles/offices)
- ☐ IRS determination letter (if not already on file at the Franklin Economic Development Commission)
- ☐ Other relevant supporting materials, including appropriate letters of support from partner institutions
- ☐ The organization’s overall budget showing income and expenses
- ☐ Most recent annual report or financial statements
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