



APPLICATION GUIDELINES FOR CLOUD COUNTY SMALL BUSINESS GRANT FUNDS

Funding for the Get in the Cloud Grant Funds is provided by the Meridian Way Wind Farm Grant Fund and disbursed by the Cloud County Commission Board. Administration of the program is provided by CloudCorp. Each year, the Cloud County Board of Commissioners sets aside \$150,000 for the Grant Program.

Application for this funding program is open five times a year upon availability of funds. Specific dates are announced annually. Applications are not accepted outside of the published cycles. Full applications can be emailed, faxed, mailed, or dropped off in person at the CloudCorp office where they will be stamped with the date and time of delivery.

2014- 2015 CRITICAL DATES

Application Deadline

July 1, 2014, 5:00pm
September 1, 2014, 5:00pm
November 3, 2014, 5:00pm
January 5, 2015, 5:00pm
March 2, 2015, 5:00pm

Awards Date

August 1, 2014
October 1, 2014
December 1, 2014
February 2, 2015
April 1, 2015

Applicants must reside in Cloud County Kansas or own a small business physically located in Cloud County, Kansas. Applicants starting a new business must successfully complete the SBDC development courses and obtain a mentor prior to qualifying for grant funds. Existing businesses may not need to take the courses or obtain a mentor if they can demonstrate business soundness.

SBDC Courses are available through the Kansas Small Business Development Center.

Business Development Services include competitive grants and mentoring support. Entrepreneurs who successfully complete the educational component and who own an existing business located in Cloud County or are developing a business concept they intend to locate in Cloud County will be eligible to apply for a one time grant of 50% of start-up costs or \$50,000, whichever is less, to fund eligible expenses as further described below. The decision to award the funds rests solely with the CloudCorp Grant Committee with final approval of the awardee slate by the Cloud County Commissioners. If you are awarded funds, CloudCorp will monitor to assure that the awarded funds are used as you have stated in your grant application. CloudCorp extends further support by providing participants with a network of experienced, successful business mentors they may rely on after the courses end and they continue building their business.

GET IN THE CLOUD GRANT FUNDS

Get in the Cloud Grant Funds provide partial funding for eligible use of funds described below. Successful applicants receive disbursement of funds after submittal of a Grant Report Form and copies of invoices for approved expenses to the CloudCorp Executive Director. This report will then be submitted to the County Clerk's office for payment.

Project Objectives

The grant funds are intended to encourage economic development in Cloud County, while increasing the property value of existing structures or land.

Eligible Use of funds:

Get in the Cloud Grant Funds may be used to assist owner-operated businesses with objectives identified in their business plan relating to construction or repair of permanent structures. Some of those objectives may include:

1. Repair of existing structure. This includes repair or remodeling of the interior or exterior. The funds can be used for permanent fixtures such as HVAC, plumbing fixtures, flooring, lighting, etc. Funds can also be used for site clearance.
2. New Building Construction. The funds can be used for permanent fixtures such as HVAC, plumbing fixtures, flooring, lighting, etc. Funds can also be used for site clearance.

Ineligible Use of Funds:

Businesses with 50 employees or more are **NOT** eligible to apply for these funds. These projects are encouraged to apply directly to CloudCorp for funding consideration.

Grant funds cannot be used for the following: (list includes but not limited to)

1. Working Capital
2. Purchase of existing structure
3. Land purchase
4. Inventory
5. Furniture
6. Payroll/Salary/Benefit Expenses/Taxes
7. Equipment
8. Housing or residential rental properties. Mixed use properties such as a retail building with an attached apartment are allowable.

All projects must adhere to applicable zoning regulations and building codes. Leasehold improvements can only be made with written permission from the property owner. Other funding sources can be used for the above items.

Items to include with your application:

1. Business Plan
2. Personal Financial Statement (See financial soundness grading criteria below)
3. Signed Marketing Release of Information
4. Signed copy of mentoring agreement (for new businesses)
5. Construction or repairs estimates
6. Verification of completion of SBDC Training (for new businesses)
7. Signed copy of permission for leasehold improvements
8. A signed copy of a lease at least 3 years or longer

Establishing a relationship with a business mentor increases the likelihood of an entrepreneur to succeed. To be considered for a Get in the Cloud Grant, an applicant must identify a mentor that will agree to help in the following ways:

1. Look over your business plan and make suggestions.
2. Do a monthly financial review for the first year after doors open.
3. Do a quarterly financial review for the remaining two years after doors open.
4. Be available to answer questions.

A business mentor does not necessarily have to be someone who resides in the county, but it is helpful if they are close enough to meet one on one. It is also advisable to have a mentor that is versed in the type of business you are starting. The CloudCorp executive director will work with applicants to find a mentor who can appropriately assist in their venture.

Applicants requiring assistance with completion of any part of this application or the recommended inclusions should contact one or more of the following local resources:

CloudCorp
Ashley McMillan, Executive Director
Phone: (785) 243-2010
Fax: (785) 243-8710
606 Washington St.
Concordia, KS 66901
Ashley.mcmillan@cloudcorp.net

North Central Kansas Small Business
Development Center
Linda R. Sutton, MBA, Business Consultant
Phone: (785) 243-9913
Fax: (785) 243-2014
606 Washington St.
Concordia, KS 66901
Linda.sutton@ncksbdc.com

Completed applications will be reviewed and scored by the CloudCorp Advisory Committee.

Get in the Cloud Management Guidelines

1. CloudCorp Grant Advisory Board

Nels Noel- Concordia Business Owner
 Terry Koch- Clyde Business Owner
 John Herbin- Jamestown Business Owner
 Loren Swenson- Rural Concordia Business Owner
 Kathy Imhoff- Concordia Business Owner
 Shelly Farha- Cloud County Community College
 Phil Sudduth- Concordia Business Owner

2. The Grant Advisory Board will meet 5 times a year or as needed at the CloudCorp office. The Advisory Board is tasked with making decisions with regard to application approval and subsequent funding. The board will review applications deemed complete by the local managing agency (CloudCorp), and a follow-up interview will be scheduled with the applicant(s) receiving preliminary approval. The Grant Advisory Board will rate the application using the following rubric which places emphasis on established criteria as indicated. Please use the table below to guide your decisions when preparing the application.

Criteria	Strength (1 low-5 high)	Weight (% of Total)	Weighted Score
Financial Soundness		20	
Owner/operator experience		15	
Business Plan		15	
Potential Economic Impact:			
A. Business on Community		10	
B. Get in the Cloud Grant Funding on business		10	
Owner/3rd party funding		15	
Future Prospects for growth		10	
Quality of life impact		5	

TOTAL

100%

Tabulating Scores

Each criterion is scored on a scale of 1 (low) to 5 (high). The scores of each Advisory Board member are added together and multiplied by the weighted percentage of each criterion. The resulting number is the Total Weighted Score for the Applicant. The higher the Total Weighted Score, the more likely the applicant will receive Get in the Cloud Grant Funds.

Criteria Definitions

The Grant Advisory Board will use the following definitions to evaluate applications for Grant Funds:

Financial Soundness 20 points

The business plan must include a financial plan based on sound financial principals. For existing businesses, the financial plan must include a three year history of the following:

- 3 years of income tax returns
- Cash flow
- Actual profit loss statements
- Year end balance sheet and book value financial statement

For Start Up and New Businesses (less than one year in operation), the plan must include projected:

- Book value Financial Statement
- Startup costs
- Operating expenses
- Capital budget
- Three year cash flow
- Three year income/expense statement
- Three year balance sheet

Owner Operator Experience 15 points

The management team's business experience that directly or indirectly relates to their business.

Business Plan 15 points

The business plan should precisely define its business, identifies its goals, and serves as the firm's resume. The business plan should include:

- Venture/Project Description
- Management and Organization Plan
- Marketing Plan
- Financial Plan

Potential Economic Impact

A. Business on Community 10 points

The economic impact of this business startup or expansion on the community in which it is located.

B. Get in the Cloud Grant funding on Business 10 points

The economic impact of grant funding on the startup or expansion of this business.

Owners/3rd party funding 15 points

The business plan must indicate all anticipated or secured funding sources. These may include:

- Owner Investment
- Traditional Commercial Loan
- Other Private Investment
- Credit Card Financing
- Other

Future Prospects for Growth 10 points

The future prospects for short and long term growth of the business

Quality of Life Impact**5 points**

The business' impact on the quality of life of the community in which the business is located.

Applications approved for funding by the advisory board will be forwarded to the CloudCorp Board of Directors and presented to the Cloud County Board of Commissioners for final recommendation approval. CloudCorp will then notify the applicant of approval, collect any additional information required, and forward the application with a check request for processing.

Those applicants who are denied funding will be provided a list of considerations that can be addressed to improve the prospects for approval. Revised applications may be re-submitted no sooner than 90 days after initial application.

CloudCorp will provide administrative support to the Get in the Cloud Small Business Grants.



Applying Local/Regional Organization

CloudCorp
Ashley McMillan, Executive Director
606 Washington St, Concordia, KS 66901
Phone 785-243-2010 FAX 785-243-8710
Email: Ashley.mcmillan@cloudcorp.net

Get in the Cloud Application Form for Applicants Owning the Property

Client Information

1. Name of entrepreneur or small business _____
2. If company, list entity type (LLC, sole proprietorship, etc.) _____
3. Name of Primary Contact _____
4. Title of Primary Contact _____
5. Mailing Address _____
6. Phone Number _____
7. Fax Number _____
8. Email Address _____
9. Does the entrepreneur or small business owner have a tax liability in arrears with the Kansas Department of Revenue or the IRS? YES NO
10. Will the business be located in the same city listed in Question 5? YES NO
11. If 10 is No, physical address of where business is/will be located _____

12. Are there any outstanding judgments against the business or any of the principals involved?
That would also include any members or officers of a Limited Liability Company and officers,
directors, and major stockholders of a corporation. ____YES ____NO
13. Any prior bankruptcies (applicable to all those mentioned in question 12) ____YES ____NO

14. FUNDING INFORMATION

Project Expenses/Startup Costs		
		AMOUNT
1	Total Cost of Project (From Business Plan)	
2	Total Cost of Allowable Grant Expenditures (new construction, renovation, repairs. Full list can be found on page " of Guidelines)	
	Non Get in the Cloud Grant Funds	
	Source	AMOUNT
3	Personal Investment	
4	Traditional Bank Loan	
5	Other Resources	
6	SUB TOTAL Non Get in the Cloud Grant Funds	
	Get in the Cloud Grant Funds Requested	AMOUNT
7	Get in the Cloud Grant (50% of project costs reflected in line 1. Total grant amount requested cannot exceed amount in line 2)	
	TOTAL FUNDS (Add lines 6 & 7)	

15. Date Funds are needed _____

16. Check all eligible use of funds categories you intend to apply under:

___A) Brick and Mortar Improvements to existing buildings: Projects may include but are not limited to:

- ___ Building expansion
- ___ Interior or exterior renovation and restoration
- ___ Permanent Fixtures such as HVAC, plumbing fixtures, flooring lighting, etc.
- ___ Site Clearance
- ___ Signage

___B) New Building Construction

Get in the Cloud Development Grant Funds Application Check List

_____ Completed application form

_____ Business Plan

_____ Personal Financial Statement (inclusive of all elements in grading criteria suggested in Guidelines document)

_____ Signed Marketing Release of Information

_____ Signed copy of mentoring agreement (for new businesses)

_____ Construction or repairs estimates

_____ Verification of completion of SBDC Training (for new businesses)

_____ I have completed the KSBDC series (including: Meeting the 3 Ms – Learning the Basics of Money, Marketing & Management, The Right Start – Using a Business Plan and Cash Flow Made Easy) *Requirement for new businesses*

By signing below, you also agree to enable the committee to run a credit report on you, the individual, or the principals of the entity.

Signature of Applicant

Date

**Please note that in most cases, the Get in the Cloud grant will need to be considered income and reported on your business income statement. Please discuss this item with your tax professional before applying for grant funds.*

MARKETING RELEASE OF INFORMATION

By submitting an application for financial assistance, the Client (prospective grant recipient) agrees to the following Marketing Release of Information* to be used by the Get in the Cloud Grant Program administered by CloudCorp for the purpose of promoting the successful delivery of services to entrepreneurs and small business owners.

Marketing Release of Information*

Upon receiving notification that the Financial Advisory Committee has selected the Client to receive financial assistance, the Client agrees to provide pertinent information to CloudCorp for the purpose of preparing a news release for distribution to other Resource Partners and media outlets as determined by CloudCorp;

Information for the news release will be obtained primarily from the Get in the Cloud application, the CloudCorp and grant recipient's Web sites and previously published information, and by phone interviews with representatives of both parties;

CloudCorp will make accommodations to withhold all information identified by the Client as being sensitive or competitive in nature, particularly when this information is not previously published and therefore not already considered to be in the public domain. All parties named in the release will receive a final copy of the news release prior to distribution in order to verify the accuracy of all information contained therein;

CloudCorp will disseminate a news release and related information to external media outlets only after the grant is approved and closed by CloudCorp;

In addition to disseminating the resulting news release to media outlets CloudCorp may distribute all or part of the news release and related information to organizations, networks and individuals via Email, CloudCorp, and third-party Web sites, blogs, instant messaging, chat rooms, message boards, et...

I have read and agree to the terms described in the Marketing Release of Information Declaration.

Yes_____ No_____

Signature

Date

MENTORING AGREEMENT

I _____ agree to act as a mentor to _____
Name of Mentor Name of Entrepreneur

by helping them with the following activities:

1. Looking over their business plan and making suggestions.
2. Monthly financial review for the first year after doors open.
3. Quarterly financial review for the remaining two years after doors open.
4. Available to answer questions.

Signature of Mentor

Date

Signature of Entrepreneur

Date