



## Business Development Committee APPLICATION FORM

**Deadline for applications is Friday before Business Development Committee Meeting  
Please review the attached guidelines.**

Business Title: \_\_\_\_\_

Target Industry: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

Contact Person and Daytime Telephone Number: \_\_\_\_\_

Required Information: (Please attach. See Attached Information Sheet for Complete Details.)

1. **Detailed proposal of no more than 2 pages**, including specific amount and purpose of the request, a concise description of the project, total funds or resources required for the project, other funding sources, need for the business, business goals. Must include business Plan in addition to 2 pages. See Application Guidelines on page 2.
2. Detailed line-item budget for the business of no more than one page in length that includes anticipated income and expenditures. Please indicate how business will support economic development of increased employment. Business budget for the program year that assistance is requested.
3. A list of the members of Board of Directors or other governing board of your Business and a brief explanation of how they are selected.
4. A copy of your Employer Tax Number if applicable or your IRS tax identification number.

Request Amount: \_\_\_\_\_

Total Project Cost: \_\_\_\_\_

\_\_\_\_\_  
Signature of Project Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Director or Chief Executive Officer of Requesting Business

## **INFORMATION AND APPLICATION PACKAGE**

### **Business Development Committee Program**

The City of Hickory Business Development Committee is pleased to offer the businesses of Hickory opportunities for growth and development. The goal of this initiative is to develop stronger businesses by creating suitable business environments, and expanding economic opportunities, and promoting employment creation.

#### **Eligibility**

1. Applicants may include businesses of up to 250 employees. The applicant must provide sufficient information on the purpose and activities of the organization and the proposed project or program.
2. Businesses presenting ideas and apply capabilities for of the City of Hickory.
3. Each proposal will be considered when presented in the form of a business plan with supporting documentation.
4. The Business Development Committee will not consider applications for programs or projects for political purposes or which promote a particular religious point of view.

#### **Priority**

1. Priority will be given to businesses or projects that are closely aligned with City Council priorities for increased economic activity that will directly or indirectly increase employment opportunity in Hickory area.
2. Applicants are encouraged to be creative in developing projects that address economic activity that creates jobs.
3. Projects that position Hickory to become a major technology hub for southeastern US.

#### **Application Guidelines**

- Application Form: The required application form is attached and should serve as the cover document for the proposal and supporting materials.

#### **Proposal:**

1. In addition to the application form, a business plan with supporting documentation must be submitted giving a detailed description of the business, project, or proposed use.
2. The proposal should be on the requesting business's letterhead and should be signed by the authorized official of the requesting business or entity.
3. The first paragraph of the proposal should contain a sentence stating the specific purpose.
4. The business plan should contain a minimum of: a concise description of the business; total funds required for the business; all funding sources; need for the project; objectives or goals with City Council's top priorities for increased economic activity and increased employment; description of the requesting business/organization, including a report on the previous accomplishments of the business, jobs created, goals achieved, funding sources, etc.

## **Budget**

1. Budget: Submit a line-item budget for the business or project that details anticipated income and expenditures.
2. Submit a budget for the business as a whole, with all relevant details included.
3. Board of Directors: A list of the members of the requesting business's board of directors, with a brief explanation of how members are elected.
4. Tax- Status: Submit a copy of the organizations federal tax certification from the Internal Revenue Service (IRS). Governmental agencies should provide the IRS tax identification number.

## **Additional Guidelines**

The staff liaison will send a complete grant review packet to all members of the Business Development after the stated submission deadline.

At the Business Development Committee, the requesting applicant representative shall present the project/proposal to the Business Development Committee discussion and vote. Recommendations, as determined by a majority vote, shall be forwarded to City Council for consideration and possible action.

## **Criteria**

1. The proposal must accomplish at least one of the goals of the City Council's top priorities.
2. The committee's focus is to assess ideas and apply capabilities (resources) to determine the level of success.
3. The committee will consider businesses/projects that support economic development for increased employment.

## **Allocation of resources and Business/Project Verification**

The Business Development Committee will review and comment upon the application to the Hickory City Council for consideration and possible action. The Business Development Committee reserves the right to recommend full or partial consideration/action, or recommend against consideration/action, in their sole discretion. A full report on the use of the funds and effectiveness of the program is required of recipient groups.

## **Additional Information**

Additional information is available from the Planning & Community Development, c/o Todd Hefner, Economic/Community Development Manager, P.O. Box 398, Hickory, NC 28603 (828) 323-7414 thefner@ci.hickory.nc.us

---

## **Deadline for Receipt of Completed Applications**

Friday before Business Development Committee Meeting

## **Applications shall be submitted to:**

City of Hickory  
Economic and Community Development  
P.O. Box 398  
Hickory, NC 28603

or

thefner@ci.hickory.nc.us