



APPLICATION FOR FUNDING

STARTUP KANSAS A NETWORK KANSAS FUNDING PROGRAM

Instructions:

- ★ Respond to questions by clicking inside the shaded box and begin typing. Sentences will automatically carry over to the next line; there is no need to hit the “return” key between lines. After completing a question, hit the “tab” key to move to the next line.
- ★ Upon completion, please take a moment to verify the accuracy of your responses and that each question has been responded to thoroughly. Save the application under “business name_Startup Kansas_month-year” and email the completed application in **WORD** format to info@startupkansas.com. You will receive a response indicating your application was received.
- ★ For questions or if you did not receive a response to your application, please contact Imogene Harris at **(785) 296-0383**.

Applying Partner:

- 1) Name of NetWork Kansas Partner: _____
- 2) Primary contact name and title: _____ Telephone: _____ Fax Number: _____ Email Address: _____

Business Demographics:

- 3) Small Business Name: _____
If company, list entity type (LLC, Sole Proprietorship, C-Corporation, S-Corporation etc.): _____
- 4) Business Primary Contact Name and Title: _____ Telephone: _____ Fax Number: _____ Email Address: _____
- 5) Complete Mailing Address of Business:
Street Address/P.O. Box: _____ City and County: _____ Zip Code: _____ Company website if available: _____

Will the business be listed in the same city as the mailing address listed above? _____ If not, where will the business be located? _____
- 6) In what month and year was the business established? _____
- 7) What is the population of the city the business will be located in? _____ If the population is less than 50,000 please skip to question #9.

- 8) *Skip this question if the business is located in a rural area (50,000 or less in population).*
Businesses located in an urban area are eligible to apply for StartUp Kansas funding if their business or project benefits an underserved population demonstrated in **any** of the criteria listed below.

Please respond with details to the items below that apply to the business seeking funding. Businesses are eligible to apply if they meet **any** of the criteria listed.

- **Location:** The business is located in an urban area with significant levels of distress by income. Distressed is defined by the US Census Bureau as an area where 20% or more of the population is living below the poverty level. Please describe the area the business is located in and why it is seen as distressed: _____
 - **Underserved Populations:** Business owner and/or employees are from disadvantaged populations based on race/ethnicity, gender, and veteran's status. This includes businesses with Women Business Enterprise (WBE), Minority Business Enterprise (MBE) and Disadvantaged Business Enterprise (DBE) certifications provided by the Department of Commerce.
Please explain how the business owner and/or employees meets this criteria: _____
 - **Low Income Employees:** Business currently employs or will employ low income workers. Please provide details about how the business meets this criteria. Include in the description, the number of low income workers and percentage of the staff that is low income: _____
 - **Products/Services:** Business supports disadvantaged and/or under-served populations with its services/products. Please describe how the product or service provided by the business meets this criteria: _____
 - **Mission:** The mission of either the applying partner or the business seeking funding is to serve disadvantaged and/or under-served populations. Please describe how the mission of the business meets this criteria: _____
- 9) Please answer the following questions regarding the primary owner(s): Gender: _____ Minority _____
Veteran Status: _____ Disabled _____
If the primary owner(s) is a minority, please indicate their race or ethnicity: _____
- 10) What type of work was the owner involved in prior to starting a business: _____
- 11) Are the funds for a business startup, expansion, purchase of an existing business, or retention of a current business? _____
Provide relevant details (length of time in business, business name, or entity changes, etc.) Details: _____
- 12) If the business currently exists, please provide last year end revenue: _____ Profit/Loss: _____
- 13) If the business currently exists, please provide the current FT employees (headcount including owner(s)): _____
and the Current PT employees (headcount): _____
- Please list FT employees to be added as a result of the funds (headcount including owner(s)): _____, and if applicable, please list PT employees to be added as a result of the funds employees (headcount): _____
- 14) Provide projected sales and sales growth from this project: _____

Project Funding:

- 15) *The StartUp Kansas loan terms will equal that of the matching terms, unless the partner's and/or financial institution's (bank's) interest rate is less than 5%. StartUp Kansas' floor rate is 5%. If the matching loan is provided by a Main Street organization and has a 0% interest, the StartUp Kansas loan can match at 0%.*
- i. Amount of funding requested from StartUp Kansas (maximum 150% of public capital and/or financial institution match, and up to \$45,000): _____.
 - ii. Date StartUp Kansas funding is needed (if the answer requires additional explanation, please provide it here): _____
 - iii. Please detail the amount of funding provided by the NetWork Kansas Partner and/or financial institution as match (minimum of 40% match on all applicable funds): _____
 - iv. Please explain the terms of the loan agreement between the Partner and/or financial institution, and the client (principal amount, loan or grant, length of loan, rate, etc.): _____

For the following questions, please list any other sources of funds involved in this current project (not historical funding). Please do NOT include the amounts listed in Question 15, and do NOT duplicate information.

- 16) Has the business sought traditional means of banking on this project? _____ If so, were they approved or denied? _____
- If approved, please provide the amount of the loan(s) and the name of the financial institution(s). _____
 Please provide the amount of downpayment required to get the bank loan: _____
 If bank loan was denied, please explain why. _____
 Amount of owner investment other than down payment on the bank loan (i.e. equipment/real estate purchase, repairs, upgrades, etc): _____
- Other private capital loaned (private investors not including the business owner or bank loans already listed), and please state the source: _____
- Other private capital invested (private investors who have invested money in return for equity/ownership in the company): _____
- If funds are for the purchase of an existing business, please list seller carry-back amount, if any: _____
- Other public capital loaned or granted, please explain (including Certified Development Companies, Regional Foundations, USDA, city/county microloan or revolving loan funds): _____
- 17) If the business is located in a designated E-Community, has an application been submitted to the E-Community (for a list of all designated E-Communities, see appendix A of this application)? _____
- If no, please explain why the application has not been submitted to the E-Community: _____
- If yes, has the proposal been approved by the financial review committee? _____
- What are the terms of the loan? _____
- Note: If the business is to be awarded funds from both StartUp Kansas and E-Community, please ensure an adequate match is supplied for both funding programs. StartUp Kansas and E-Community require a minimum of 40% in public and/or private (bank) funding for each program.*
- 18) If the applying Partner listed in question #1 is not administering the loan, please list the name and contact information for the Partner that is administering the loan:
 Primary contact _____ Phone Number _____ Email Address _____
- 19) Will the Administering Organization withhold an administrative fee for each repayment? _____ If yes, how much per payment? _____

Collateral and Priority of Repayment for Loans:

- 20) *A shared collateral position, if the Partner is providing match, is preferred but is not required. However, a shared position may be scored higher than an inferior position during the application review process. The priority of payment is also a factor that will be taken into account during the review process.*
- i. Please describe the priority of collateral position for all funding partners (banks, Partners, etc) and the collateral position of the applying partner in the case of default. _____
 - ii. Please provide the collateral position NetWork Kansas will have in the case of default. _____
 - iii. If the Client does not make a full payment, then the protocol is to split the payment according to the match percentage provided by the Partner and the Center, less any administrative fees. Does the Partner agree to these terms? _____ If no, please explain: _____
 - iv. Please summarize the protocol used if a loan payment is 30 days past due: _____
 - v. Please summarize the protocol for handling a loan that has gone into default: _____

Additional Business Information:

- 21) Describe the type of business, its owners, and key employees (regarding employees: specifically discuss management in terms of skill set/knowledge, leadership and experience): _____
- 22) Please describe the project in detail and provide a breakdown of how the funds will be allocated for this project. Also list the names and dollar amounts of funding to be used by each source: _____
- 23) Please identify the business' competition, where they are located and how the business will set itself apart: _____ Please provide the sales forecast, and who is the business' target market: _____
- 24) NetWork Kansas Resource Partner has verified business' ability to service all existing debt and proposed debt (Note: The Partner must verify this answer before they are eligible to apply for StartUp Kansas funding). Repayment of all proposed debt is based on: _____ Additional notes: _____
- 25) List other NetWork Kansas resource partners and the contact person that have or will assist with the project and their role of contribution: _____
- 26) If other community organizations or community leaders not previously mentioned are involved or have expressed support, please explain: _____
- 27) List and describe any milestones for success that are planned to track the project: _____
- 28) Describe the benefits of the project to the community and the State of Kansas: _____
- 29) Does the entrepreneur or small business owner have a tax liability in arrears with the Kansas Department of Revenue or the IRS? _____ If so, please provide details and any authorized payment details. _____

Release of Information Declaration

If the business is approved for funding, annual progress reports will be conducted by NetWork Kansas staff. The purpose of the follow ups are to track company revenues, number of full and part-time employees, and details that reflect the progress the company is making since the funds were awarded. The partner will also introduce NetWork Kansas and the business if requested by NetWork Kansas.

The applying partner and the entrepreneur or business have read and agree to the terms described in the Release of Information Declaration. Agreed?

NOTE: Please take a moment to verify the accuracy of your responses and that each question has been responded to thoroughly. Email the completed application to info@startupkansas.com. You will receive a response indicating your application was received.

For questions please contact Imogene Harris at (785) 296-0383 or at iharris@networkkansas.com

Thank you!

APPENDIX A

List of all E-Communities:

For E-Community contact information, see the contact list on the website within the same section as this application.

Altamont	Greeley County	Pottawatomie County
Anderson County	Hillsboro	Rawlins County
Augusta	Hodgeman County	Reno County
Bird City	Hoisington	Republic County
Chase County	Humboldt	Rice County
Chautauqua County	Inman	Riley County
Cherokee County	Kiowa County	Rooks County
Clay County	Leavenworth	Russell County
Coffeyville	Liberal	Salina
Cowley County	Linn County	Scott County
Douglas County (excluding Lawrence)	Lyon County	Sherman County
El Dorado	Marion	Stafford County
Ellis County	McPherson County	Sterling/Alden
Finney County	Northern Montgomery County	Thomas County
Ford County	Norton County	Wabaunsee County
Geary County	Osage County	Wichita
Girard	Pawnee County	Wichita County
Great Bend	Phillips County	

Updated: 11/4/15