



Bret L. Mills, Director
Iowa Department of Economic Development

Application for Entrepreneurial Component – Technical Assistance Only

Business Development Division
Iowa Department of Economic Development
200 East Grand Avenue
Des Moines, Iowa 50309
www.iowalifechanging.com

April 30, 2010

Instructions

1. This application is to be used only for requesting technical assistance grants through the Entrepreneurial Ventures Assistance Program.
2. Please visit the IDED Web site at www.iowalifechanging.com or contact IDED at 515.725.3133 to confirm that this is the most current application version.
3. Before filling out this application form, please read all applicable sections of the 2009 Iowa Code and Iowa Administrative Code (rules). www.legis.state.ia.us/IowaLaw.html
4. Only typed or computer-generated applications will be accepted and reviewed. Any material change to the format, questions, or wording of questions presented in this application will render the application invalid and it will not be accepted.
5. Complete the applicable sections of the application fully. If questions are left unanswered or required attachments are not submitted, an explanation must be included.
6. Use clear and concise language. Attachments should only be used when requested or as supporting documentation.
7. Any inaccurate information of a significant nature may disqualify the application from consideration.
8. The following must be submitted to Business Finance at IDED in order to initiate the review process:
 - One **original**, signed application form and all required attachments
 - One **electronic** copy of the application form and all required attachments

Facsimile copies will not be accepted.

Business Finance
Iowa Department of Economic Development
200 East Grand Avenue
Des Moines, IA 50309-1819

Telephone: 515.725.3133
businessfinance@iowa.gov

Applications are must be submitted to IDED Business Finance before 4:00 p.m. on the fourth Monday of the month.

Applications will be reviewed by the IDED Board on the third Thursday of the following month.

Public Records Policies

Information Submitted to IDEED. The Iowa Department of Economic Development (IDED) is subject to the Open Records law ([Iowa Code, Chapter 22](#)). Treatment of information submitted to IDEED in this application is governed by the provisions of the Open Records law. All public records are available for public inspection. Some public records are considered confidential and will not be disclosed to the public unless ordered by a court, the lawful custodian of the record, or by another person duly authorized to release the information.

Confidential Records. IDEED automatically treats the following records as confidential and they are withheld from public disclosure:

- Tax Records
- *Quarterly Iowa Employer's Contribution and Payroll Report* prepared for the Iowa Workforce Development Department
- Payroll Registers
- Business Financial Statements and Projections
- Personal Financial Statements

Other information supplied to IDEED as part of this application may be treated as confidential under Iowa Code section 22.7. Following are the classifications of records which are recognized as confidential under Iowa law and which are most frequently applicable to business information submitted to IDEED:

- Trade secrets [Iowa Code §22.7(3)]
- Reports to governmental agencies which, if released, would give advantage to competitors and serve no public purpose. [Iowa Code §22.7(6)]
- Information on an industrial prospect with which the IDEED is currently negotiating. [Iowa Code §22.7(8)]
- Communications not required by law, rule or regulation made to IDEED by persons outside the government to the extent that IDEED could reasonably believe that those persons would be discouraged from making them to the Department if they were made available for general public examination. [Iowa Code §22.7(18)]

Information supplied to IDEED as part of this application that is material to the application and/or the state program to which the applicant is applying including, but not limited to the number and type of jobs to be created or retained, wages for those jobs, employee benefit information, and project budget, are considered open records and will not be treated as confidential.

Additional Information Available. Copies of [Iowa's Open Record law](#) and IDEED's [administrative rules](#) relating to public records are available from the IDEED upon request.

Applicant Information

1. Name of Business:
Address:
City, State & Zip Code:
Contact Person: Title:
Phone: Fax: Email:
2. SIC or NAICS Code:
3. Federal ID Number:
Does the Business file a consolidated tax return under a different tax ID number? Yes No
If yes, please also provide that tax ID number:
4. Is the contact person listed above authorized to obligate the Business? Yes No
If no, please provide the name and title of a company officer authorized to obligate the Business:
5. If the application was prepared by someone other than the contact person listed above, please complete the following:
Name: Title:
Organization:
Address:
City, State, & ZIP Code:
Phone: Fax: Email:

Sponsor Information

Applicants must consult with and obtain a letter of endorsement from either a business accelerator approved by the IDEED or from an entrepreneurial development organization recognized by the IDEED.

1. Sponsor Organization:
Name: Title:
Address:
City, State & ZIP Code:
Phone: Fax: E-mail:
2. If IDEED needs to contact the sponsor organization with questions, should we contact the person listed above?
 Yes No, please contact the following person:
Name: Title:
Address:
City, State & ZIP Code:
Phone: Fax: E-mail:

If necessary, please list information on additional sponsors in an attachment.

Certification & Release of Information

I hereby give permission to the Iowa Department of Economic Development (IDED) to research the Business' history, make credit checks, contact the Business' financial institutions, insurance carriers, and perform other related activities necessary for reasonable evaluation of this application. I also hereby authorize the Iowa Department of Revenue to provide to IDED state tax information pertinent to the Business' state income tax, sales and use tax, and state tax credits claimed.

I understand that all information submitted to IDED related to this application is subject to Iowa's Open Record Law (Iowa Code, Chapter 22).

I understand this application is subject to final approval by IDED and the Project may not be initiated until final approval is secured.

I understand that IDED reserves the right to negotiate the financial assistance. Furthermore, I am aware that financial assistance is not available until an agreement is executed within a reasonable time period following approval.

I hereby certify that all representations, warranties, or statements made or furnished to IDED in connection with this application are true and correct in all material respect. I understand that it is a criminal violation under Iowa law to engage in deception and knowingly make, or cause to be made, directly or indirectly, a false statement in writing for the purpose of procuring economic development assistance from a state agency or subdivision.

For the Business:

Signature

Date

Name and Title (typed or printed)

For the Sponsor:

Signature

Date

Name and Title (typed or printed)

IDED will not provide assistance in situations where it is determined that any representation, warranty, or statement made in connection with this application is incorrect, false, misleading or erroneous in any material respect. If assistance has already been provided prior to discovery of the incorrect, false, or misleading representation, IDED may initiate legal action to recover incentives and assistance awarded to the Business.

12. Project Budget:

Service Provider	Cost	Source A	Source B	Source C	Source D	Source E
	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$	\$
TOTAL	\$	\$	\$	\$	\$	\$

Source of Funds	Amount	Form of Funds
Source A: IDED	\$	Technical Assistance Grant
Source B: Business	\$	
Source C: Other Private Sources	\$	
Source D:	\$	
Source E:	\$	
TOTAL	\$	

Attachments

Please attach the following documents:

- A1 Business Plan
- A2 Financial Information
 - Profit and loss statement and balance sheet for past year
 - Current YTD profit and loss statement and balance sheet
- A3 A letter of endorsement from the application sponsor. The letter should address the relationship between the sponsor and the applicant **and** outline the business mentoring services that have been provided.
- A4 Affidavit that states the Business has not, within the last five years, violated state or federal statutes, rules, and regulations, including environmental and worker safety regulations, or, if such violations have occurred, that there were mitigating circumstances or such violations did not seriously affect public health or safety or the environment.
- A5 Narrative submitted by the applicant outlining the financial need for technical assistance. Applicants requesting technical assistance must demonstrate financial need for the technical assistance.

The Department reserves the right to review this application and determine, based on the proposed project and available program funds, which financial assistance program(s) is best suited for the Business' project.