



Town of Zionsville 1100 West Oak Street Zionsville, Indiana 46077 www.zionsville-in.gov

ZIONSVILLE COMMUNITY DEVELOPMENT CORPORATION (ZCDC)

ASSISTANCE INQUIRY FORM (PART 1)

Business Name: _____

Current Address: _____

Primary Contact: _____

Primary Contact Phone: _____

Primary Contact Email: _____

Employer Identification Number (EIN): _____

Requested Assistance Amount: \$ _____

The ZCDC recommends requests not exceed an amount of \$100,000.00 or 40 percent of the total project cost, whichever is the lesser, to preserve funding opportunities for other applicants throughout the fiscal year.

In the following table, please list all other Redevelopment or Economic Development County, State, and/or Federal programs to which the business has applied for financial assistance within the past three (3) years:

Program	Date of Application	Amount of Request	Current Status: Granted, Denied, Pending, Other

Please provide a brief description of the reasoning for the requested assistance and how the monies would be utilized (Providing additional supporting materials is highly recommended):



ZIONSVILLE COMMUNITY DEVELOPMENT CORPORATION (ZCDC)

ASSISTANCE INQUIRY FORM (PART 1)

LOCATION (SITE IDENTIFIER)

Lot Number / Address (if site is identified): _____

Acreage needed / preferred location (if site is not identified): _____

Unique infrastructure needs: _____

Is the property located within an Economic Development _____

Area (EDA) or Tax Increment Financing (TIF) area [[Interactive Map Link](#)]?

If no or unsure, please consult the Zionsville Community and Economic Development Department Staff.

INVESTMENT

Intended initial investment (at opening), real property: \$ _____

Intended initial investment (at opening), personal property: \$ _____

Real property, additional investment over 10 years (from open): \$ _____

Personal property, additional investment over 10 years (from open): \$ _____

BUILDING / IMPROVEMENT DETAILS

Size of building (gross): _____

Number of floors: _____

Height of building: _____

Number of loading docks: _____

Size of warehouse component: (if applicable): _____

Size of office component: (if applicable): _____

Size of showroom / retail component (if applicable): _____

Parking provided on site: _____

Parking provided off site (please describe): _____

These forms and supporting documents should be submitted via email to the following:

Community Development Corporation communitydevelopment@zionsville-in.gov



ZIONSVILLE COMMUNITY DEVELOPMENT CORPORATION (ZCDC)

ASSISTANCE INQUIRY FORM (PART 1)

OPERATIONS

Is this a start-up of a new operation?: _____

Is this a relocation of an existing operation? If so, what is current location?: _____

If consolidating, what are the additional locations?: _____

Number of employees, at opening: _____

Anticipated average wages: _____

Number of new employees anticipated on 10 year horizon: _____

Anticipated customers / visitor trips to the building, per week: _____

Intended occupancy date: _____

Lease Term: _____

What Improvements are to be managed by the tenant?:

What Improvements are to be managed by the property owner?:

ADDITIONAL MATERIALS

Please provide the following as supporting documentation:

- Itemized Budget (Express what expenses the CDC Assistance Grant will be used for)
- Contractor Quote(s)

These forms and supporting documents should be submitted via email to the following:

Community Development Corporation communitydevelopment@zionsville-in.gov



ZIONSVILLE COMMUNITY DEVELOPMENT CORPORATION (ZCDC)

ASSISTANCE INQUIRY FORM (PART 2)

This agreement is entered into on _____ (date) between
 The Zionsville Redevelopment Commission, Community Development Corporation
 and
 _____ (Grantee)
 _____ (Address)

Whereas, the Community Development Corporation, has approved the Assistance Grant to Grantee subject to the execution of this Agreement. Grantee desires to accept the grant and to abide by the terms of this Agreement.

The Community Development Corporation has approved a grant, in the amount of
 \$ _____ for improvements at The Project located in Zionsville, Indiana.

These funds shall be dispersed as agreed upon by the Community Development Corporation on _____ (date).

Funds Distribution Trigger	Date of execution	Amount to be Granted

***Upon completion of a distribution trigger, please submit your passed inspection sheet or Certificate of Occupancy via email with a request for*



ZIONSVILLE COMMUNITY DEVELOPMENT CORPORATION (ZCDC)

ASSISTANCE INQUIRY FORM (PART 2)

*the funds as described in the table above.***

The parties agree as follows:

1. Grantee reaffirms that all information provided to the Community Development Corporation is correct and accurate.
2. Grantee has read and agrees to abide by the provisions and requirements of the Community Development Corporation.
3. All work performed by Grantee will be consistent with the approval by Community Development Corporation. If the Grantee desires to make any changes in the project during the execution of the work, Grantee will obtain written approval from the Community Development Corporation before implementing such changes. Grantee understands that the Community Development Corporation is not required to approve any changes and any unauthorized changes may result in partial or complete forfeiture of grant.
4. The Grantee agrees to complete the improvements within 18 months from the date of this Agreement and understands that failure to complete the improvements within such a time will result in forfeiture of the grant. The Grantee also agrees to submit a request for funding of the grant within sixty days after the completion of the work and understands that failure to do so may result in the loss of the grant.
5. Grantee understands that the grant will be paid to Grantee only upon completion of the work and submission of all required certifications to the Community Development Corporation.
6. Grantee agrees to indemnify and hold harmless The Town of Zionsville from any and all claims arising out of the work performed.
7. Grantee will notify The Town of Zionsville immediately if Grantee's interest in the subject property changes in any way. This Agreement is not assignable by Grantee without prior written approval of The Town of Zionsville which will not be unreasonably withheld.
8. Grantee hereby grants to The Town of Zionsville the right to use pictures, renderings or descriptions of the work for any and all promotional purposes desired by The Town of Zionsville, Redevelopment Commission, and Community Development Corporation.

These forms and supporting documents should be submitted via email to the following:

Community Development Corporation communitydevelopment@zionsville-in.gov



ZIONSVILLE COMMUNITY DEVELOPMENT CORPORATION (ZCDC)

ASSISTANCE INQUIRY FORM (PART 2)

IN WITNESS WHEREOF, the parties have signed this Agreement on the day and year written below.

GRANTEE (AUTHORIZED REPRESENTATIVE)

(Printed or Typed Name)

Grantee's (or Authorized Representative's) Signature

Date

COMMUNITY DEVELOPMENT CORPORATION

(Printed or Typed Name)

[Vice] President Signature

Date

These forms and supporting documents should be submitted via email to the following:

Community Development Corporation communitydevelopment@zionsville-in.gov



ZIONSVILLE COMMUNITY DEVELOPMENT CORPORATION (ZCDC)

PHASE COMPLETION CERTIFICATION (PART 3)

(To be completed prior to payment of Grant funds):

Fund Distribution Trigger: _____

Date of Inspection: _____

Date of Certificate of Occupancy (if applicable): _____

Upon completion of any development phase outlined in Part 2 of this Assistance Grant process, the Grantee or authorized representative shall submit this form in conjunction with the following items:

1. Invoice Detailing the specified grant amount
2. Copy of Passed Inspection Sheet
3. Copy of the Certificate of Occupancy (if applicable)

IN WITNESS WHEREOF, the parties have signed this Agreement on the day and year written below.

GRANTEE (AUTHORIZED REPRESENTATIVE)

(Printed or Typed Name)

Grantee's (or Authorized Representative's) Signature

Date

These forms and supporting documents should be submitted via email to the following:

Community Development Corporation communitydevelopment@zionsville-in.gov