



Town of Zionsville 1100 West Oak Street Zionsville, Indiana 46077 [www.zionsville-in.gov](http://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)

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### 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](mailto:communitydevelopment@zionsville-in.gov)



# ZIONSVILLE COMMUNITY DEVELOPMENT CORPORATION (ZCDC)

## ASSISTANCE INQUIRY FORM (PART 1)

### OPERATIONS

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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

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Please provide the following as supporting documentation:

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

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

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## ZIONSVILLE COMMUNITY DEVELOPMENT CORPORATION (ZCDC)

### ASSISTANCE INQUIRY FORM (PART 2)

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.

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## 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

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# 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:

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