



ECONOMIC DEVELOPMENT INCENTIVE PROGRAM
CITY OF PALM BEACH GARDENS, FLORIDA

APPLICATION

DO NOT ALTER OR DELETE SECTIONS OF THE APPLICATION.

Program Purpose: The Economic Development Incentive Program is an economic development initiative established by the City of Palm Beach Gardens City Council to provide funding assistance toward attracting businesses to the City of Palm Beach Gardens and supporting local expanding businesses. This program is designed to stimulate the creation of new full-time jobs or keep current employees and employers in the City of Palm Beach Gardens, preferably quality, high skill and high salary positions.

Application Instructions: The application must be filled out completely and signed for it to be processed. Attachments and exhibits may be included. A cover letter must accompany the application that adequately explains the scope of the company's planned expansion or relocation project, and the intended use of funds.

Application Date:	
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1. COMPANY INFORMATION

Applicant Name:	
Mailing Address:	
Telephone:	
Email Address:	
Web Site:	
Local Address (if applicable)	

2. INCORPORATION INFORMATION

Federal ID#:	
Type:	
State:	
Date of Incorporation:	

3. CONTACT PERSON

Name & Title:	
Mailing Address:	
Telephone:	
Fax:	
E-mail Address:	

4. PRODUCT AND/OR SERVICE Business activities involving the project site in the City of Palm Beach Gardens:

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5. ASSISTANCE - PAST & PRESENT

Identify below "past" incentive assistance:

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Identify below "current" requests by the applicant for any other assistance:

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6. PROJECT

<input type="checkbox"/>	Relocation will result in moving entire business operation to Palm Beach Gardens; or
<input type="checkbox"/>	Relocation involves establishing a new branch or subsidiary facility in Palm Beach Gardens; or
<input type="checkbox"/>	Expansion of an existing local business presently located in Palm Beach County.
<input type="checkbox"/>	New Company/start-up

7. POTENTIAL LOCATION Are you considering geographic areas other than Palm Beach Gardens?

Yes No

Please be advised, in order to receive funds from the City of Palm Beach Gardens, the company must be expanding, relocating or moving into the City of Palm Beach Gardens. The local expanding business or the company not presently located in Palm Beach Gardens is to identify below the potential sites of the expansion or relocation both inside and outside of Palm Beach Gardens. Provide the names of the communities outside of this City or elsewhere in the County, State of Florida, or the United States. The applicant should adequately demonstrate that there are other alternative locations under serious consideration as the possible site of the relocation or expansion project.

Potential sites "inside" Palm Beach Gardens:

Potential sites "outside" Palm Beach Gardens:

8. STRATEGIC PLAN Provide a brief overview of the proposed project in Palm Beach Gardens.

9. REGISTERED WITH STATE OF FLORIDA

Expansion Project: An applicant/business planning an expansion and currently located in the City of Palm Beach Gardens must be registered with the Florida Department of State, Division of Corporations, in order to conduct business operations in Florida. It is required that the applicant's status be "Active" according to the Division of Corporations' latest record when submitting the application to the City of Palm Beach Gardens.

Local expansion applicant is registered with State of Florida:

Yes **No**

Verification of registration must be included with application's submittal. Verification enclosed:

Yes **No**

Relocation Project: In anticipation of commencing business operations in Palm Beach Gardens the newly established business must register with the State of Florida in a timely manner.

10. **Public Company** **Non-Public Company**

11. FACILITY Gross square feet required:

sq. ft. **Existing Space** and/or
 sq. ft. **New Space**

The expanding or relocating business that will occupy the facility will:

Lease Own

Other _____

12. SCHEDULE OF JOB CREATION & INCURRING ELIGIBLE COSTS

	JOB: commencement date to begin filling new jobs.
	JOB: completion date for filling new jobs.
	COSTS: anticipated date to begin incurring eligible expenses.
	COSTS: anticipated date for incurring last eligible expenditure.

13. NEW FULL-TIME JOBS The following numbers must involve full-time jobs only.

Current Employees:

Existing payroll (total number of filled and unfilled positions).
An "expansion" application by a local business in Palm Beach Gardens must provide an affidavit (signed by an officer of the company) to verify the total number of employees on the company's current payroll.

Application Commitment:

	Relocating Jobs (employees relocating to Palm Beach Gardens)
	+ New Hires (excludes relocating employees)
	TOTAL NEW JOBS

14. SALARY

ALL NEW JOBS: Identify the average annualized salary (without benefits) for all new jobs. Include all exempt and non-exempt employees and all officers and senior corporate executives that will represent the total number of new full time jobs to be created/relocated in Palm Beach Gardens.

	Total new jobs.
	Average Annual Salary (excluding benefits).

15. QTI TAX REFUND In the event that an applicant files an application for the Qualified Target Industry (QTI) Tax Refund Program with the State of Florida, the QTI Program requires that a 20% match be provided by the local government. The source for the match funds will be the economic development initiative funds. The match funds are not in addition to the total amount requested.

Consideration is being given to filing a QTI application:

Yes No

If "Yes" is checked above:

	Date the QTI application was submitted to Enterprise Florida, Inc.
	Anticipated date of submitting the QTI application

16. CLUSTER INDUSTRY Identify whether your products and/or services places your business under one of the following industries. Check only one box:

<input type="checkbox"/>	non-applicable	<input type="checkbox"/>	communication / information technology
<input type="checkbox"/>	aerospace / engineering	<input type="checkbox"/>	marine
<input type="checkbox"/>	agribusiness / equine	<input type="checkbox"/>	medical / pharmaceutical / health care
<input type="checkbox"/>	business / financial services	<input type="checkbox"/>	science / technology / bioscience
<input type="checkbox"/>	Other _____	<input type="checkbox"/>	tourism / recreation / entertainment

17. PROPOSED INVESTMENT/FUND TERMS

Provide total amount being requested and use of the funds. Please provide the requested loan terms and timeline in which the investment/funds will be returned to the City or indicate if a grant or matching grant is desired.

18. CORPORATE RESPONSIBILITY

Provide a brief synopsis of the special impacts the project is expected to stimulate in the City, the County and/or the State.

Explain any criminal or civil fines or penalties or on-going investigations that have been imposed upon the company, its executives, or its affiliates and any recent bankruptcy proceedings of the applicant or its parent company.

Please provide any additional information that you wish to be considered as part of the application or items that may provide supplementary background information on your project or company.

19. NOTICE

The applicant is advised not to employ or retain any company or person, other than a bona fide employee working solely for the applicant, to solicit or secure the grant award, and not pay or agree to pay any person, company, corporation, individual or firm, other than a bona fide employee working solely for the applicant, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or making of the grant award.

****All documents provided as a part of the Economic Development Initiative Program to Palm Beach Gardens are subject to the Public Records Act, State of Florida****

Please request in writing if you require confidentiality.

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20. QUESTIONS & ASSISTANCE

The City may contact the applicant for a clarification regarding the application or to request additional information during the review process. In the event that an Agreement is to be prepared, the City will contact the business when preparing the agreement and later when scheduling the agreement for action by the City Council.

CITY OF PALM BEACH GARDENS
ATTN: CITY MANAGER
10500 N. MILITARY TRAIL
PALM BEACH GARDENS, FL 33410
(561) 799-4110 WWW.PBGFL.COM

REMINDER: An application cannot be processed if it is incomplete, unsigned or lacks required documentation.

22. AUTHORIZED SIGNATURE The signature appearing below must belong to an employee of the company who is authorized to sign the application on behalf of the company.

I attest to the accuracy of the information which is provided hereinabove.

(signature)

(title)

(print name)

(date)