



Trophy Club Economic Development Corporation (TCEDC)

APPLICATION FOR FUNDS

INSTRUCTIONS FOR COMPLETION OF FORM

Person Making Application (Primary Contact)

Provide your first and last name and middle initial (if applicable.)
Provide your mailing address.
Provide your **daytime** phone number.
If you are representing an organization who is requesting funds, name that organization.

Secondary Contact

Provide your first and last name and middle initial (if applicable.)
Provide your mailing address.
Provide your **daytime** phone number.

Project Specific Information (Please attach any supporting documentation)

Provide a project name that is descriptive of what you are trying to accomplish (i.e. Trophy Club Video)
State the funding you are requesting from TCEDC only, not combined funding from all sources.
Have you asked TCEDC for funding for this project in the past, or have you or your organization requested funding?
If yes, then when was the previous application (verbal or written) made?
When are the funds required? Keep in mind that there is a minimum 60 day waiting period for fund disbursement.
Is the amount requested the entire cost of the project (full) or are other funds available (partial).
If partial from whom are the additional funds expected?
Has a request for funds been denied by the Town of Trophy Club?
Have any grants been applied for?
If a grant application has been made, state the agency or organization you have applied to.
Summarize the benefit to economic development.
If ongoing maintenance will be required, whose responsibility will it be (committee, landowner, developer, etc.)
Attach any supporting documentation that may help clarify any of the answers you have provided.

Timetable for Project Completion

Provide a reasonable timetable for completion of the project and what portion of the allocated funds will be expended for each phase. Name the person responsible for each phase to include dissemination or distribution of a final product, a date the project will be open to the public, or any other pertinent time/expense information. Be reasonable in your expectations and allow for delays and setbacks.

Vendors Supplying this type service (if applicable)

If the project has been, or will be put out for bid, provide a list of any vendors that you have received bids or other project specific information from. Keep in mind that there are specific guidelines that must be followed to get competitive bids on projects over a certain dollar level. Avoid confusion by contacting town representatives prior to asking for bids.

ACKNOWLEDGEMENT

Please read the acknowledgement carefully and sign and date it. Be prepared to submit to the TCEDC a status report as outlined in the acknowledgement.

GENERAL

Be prepared to provide a presentation to the Economic Development Corporation Board. In the interest of time initial presentations will be limited to ten minutes duration with a question and answer period to follow at the discretion of the board. Applications that are incomplete, unsigned, or vague in their purpose will be returned to the primary applicant at the address listed.



Trophy Club Economic Development Corporation (TCEDC)

APPLICATION FOR FUNDS

Please check one:
 EDC4A _____ EDC4B _____

Person Making Application (Primary Contact)

Name _____
 (Last) (First) (Middle)

Address _____
 (Street) (City) (State) (Zip Code)

Telephone _____
 (Area Code) (Organization Represented)

Secondary Contact

Name _____
 (Last) (First) (Middle)

Address _____
 (Street) (City) (State) (Zip Code)

Telephone _____
 (Area Code)

Project Specific Information (Please attach any supporting documentation)

Project Name _____ Funding Desired _____

Have you applied for EDC funding before? Yes No If yes, when? _____

Date funds are required _____ Type of funding requested Full Partial

If partial, from whom are additional funds expected? _____

Has a request for funds been denied by the town of Trophy Club? Yes No

Grant(s) applied for Yes No If yes, from what agency/organization? _____

Summarize the specific benefit to Trophy Club's economic development _____

Ongoing maintenance of the project will be the responsibility of: _____

Timetable for Project Completion

DATE	RESPONSIBLE PERSON(S)	ACTIVITY	PORTION OF FUNDING EXPENDED

Vendors Supplying this type service (if applicable)

<i>Name</i>	<i>Address</i>	<i>Business Phone</i>

ACKNOWLEDGEMENT

I certify that the answers given by me in this application are correct to the best of my knowledge. I understand that any falsification of this application, whether willingly or accidental, is grounds for disqualification of funding consideration. I authorize the Economic Development Corporation to contact any and all of the vendors I have listed above to obtain any pertinent information regarding this project. I understand that I will be responsible for informing the TCEDC, in writing, 30 days following final approval of this application on the status of the project, funds expended and other information as deemed appropriate by the corporation. Further I will submit to the TCEDC a final written report within 60 days of completion of the project.

Applicant's Signature _____ Date _____

For TCEDC Use Only

This application was reviewed by the Trophy Club Economic Development Corporation on: _____

Upon the review the recommendation of the Board of TCEDC was as follows:

- Approved as written
- Approved for less funding Amount approved: _____
- Requested additional information*
- Tabled due to time issues
- Disapproved

*Brief description of additional information requested:

This application was re-reviewed by the TCEDC on: _____

Upon the re-review the recommendation of the Board of TCEDC was as follows:

- Approved as written
- Approved for less funding Amount approved: _____
- Disapproved

TCEDC President

TCEDC Secretary