



ECONOMIC DEVELOPMENT & PLANNING FUNDS GRANT REQUEST

PHOSPHATE SEVERANCE TAX | 2024



Hamilton County
DEVELOPMENT AUTHORITY

Chadd Mathis
Executive Director, HCDA
cmathis@hamiltoncda.org
386.855.1426

PHOSPHATE SEVERANCE TAX ECONOMIC DEVELOPMENT & PLANNING FUNDS GRANT REQUEST

ABOUT THE HAMILTON COUNTY DEVELOPMENT AUTHORITY

The Hamilton County Development Authority (HCDA) assists the county's existing businesses grow while attracting new investments and industry to the community. Through its recruitment efforts the HCDA's fosters the growth of higher wage jobs and the quality of place for its residents. The HCDA was formed in 1960 by an act of the state legislature and consists of eight members appointed by the Governor. For more information visit: www.hamiltoncda.org.

PART 1 | INSTRUCTIONS AND DEFINITIONS

PURPOSE »

This document sets forth the guidelines and categories for grant requests from Hamilton County Phosphate Severance Tax Economic Development/Planning Funds (funds). Grant request applications will be accepted from organizations that will enhance and foster economic development and planning activities within Hamilton County and result in job creation/retention, business recruitment/expansion as well as other economic development criteria consistent with the strategic plan and vision by the Hamilton County Development Authority.

AUTHORIZATION HISTORY »

The Florida State Legislature enacted the Hamilton County Phosphate Severance Tax Economic Development/Planning Fund (Section 211.3103, Florida Statutes) in response to the growing need of designated distressed Florida counties to provide additional revenue sources for economic development/planning activities to stimulate the local economy.

TIMETABLE FOR REVIEW »

Grant applications will be made available to qualified organizations that express an interest in receiving funds. Projects must meet the guidelines and criteria outlined in this document.

Completed grant applications should be submitted to the Economic Development Director by the 15th day of the month to be considered the following month.

Incomplete applications submitted, or those not containing the requested documentation, will not be placed on the agenda or come before the Board for consideration.

EVALUATION PROCEDURES »

The following procedures will be strictly followed. After submission of a grant request, applicants are **NOT** to contact any member of the Hamilton County Development Authority Board of Directors regarding their request. All contact should be managed between the Economic Development Office staff. Please **do not** contact County Commissioners, County Employees or any other County Department regarding any application or request made to the Development Authority. The Hamilton County Development Authority Board members and staff are NOT employees of Hamilton County.

The Hamilton County Development Authority Director will review all grant applications, determining if they meet established criteria, screen all applications, verifying that all information provided on the application is accurate and complete, prior to presenting to The Board for consideration. Applicants will be notified of scheduled time for formal presentation to The Board and may make the presentation to The Board in person or may elect to have the Director present to The Board on their behalf.

All materials submitted with grant applications will become a matter of public record, open to inspection by any citizen of the State of Florida subject to Chapter 119, Florida Statutes, unless applicant signs a confidentiality statement which provides their information be kept private for one year and may be re-executed after 12 months to allow for an additional one year provided applicant desires so and still maintains interest in a Hamilton County development.

CRITERIA FOR EVALUATION OF APPLICANTS »

Applicants will be reviewed with the following criteria:

- **Commitment to the expansion of economic development in Hamilton County.** Evidence that the project serves to enhance economic development through planning activities, job creation/retention, business recruitment/expansion and other activities which promote the overall economy of Hamilton County in accordance with the vision and strategic plan.
- **Soundness of proposed project.** The extent to which the project clearly identifies objectives; has assigned responsibilities and accountability; has a realistic timetable for implementation; has additional funding sources available that will be utilized; will accomplish its stated objectives; has widespread community support and interest.
- **Stability and management capacity.** Proven record or demonstrated capacity of the organization to develop resources, effectively plan, organize and implement the proposed project. The organization has a successful history of service. Ability of the organization to administer public grants of this type, and to prepare and deliver the necessary progress reports to the Development Authority.
- **Quality and uniqueness of proposed project.** The extent to which the activity provides a program to Hamilton County and its residents and tourists, which is of significant merit and that without such assistance, would not take place in the County.
- **Guidelines for funding.** Funds will be available to support new projects or programs, as well as ongoing programs. Funds will be allocated as “seed money” to assist in setting up new programs.

PART 2 | BACKGROUND & PROJECT NARRATIVE

The completed grant application form should be submitted to the Development Authority along with the following attachments:

BACKGROUND INFORMATION

- A. Describe your organization – what are your goals/objectives?
- B. Who are your targeted audiences?
- C. What services does your organization provide?
- D. What is the community need for the services that this project provides?
- E. Describe how Hamilton County will benefit from your project and how you will evaluate your effectiveness.
- F. What are the other sources of funding that your organization can provide to complete the project?
- G. Describe your organization’s financial and grant management experience.
- H. How will you control & monitor expenditures of the project?

PROJECT NARRATIVE DETAILS

- A. Provide a narrative describing your project.
- B. Give details on your project so that the economic impact on the county can be evaluated.
- C. Indicate projections on job creation/retention and describe how you determined those projections.
- D. Indicate estimated taxable value.
- E. Include project timeline and timeframe.
- F. Provide documentation of capital investment, all sources of funding, including loan approvals (lines of credit, loan commitments), bank statements (source of funds), letters of credit, etc.
- G. Detailed itemization of expenses and how grant funds would be spent

PART 3 | REQUIRED DOCUMENTATION

Please submit an original and EIGHT (8) COPIES of your completed grant application and ALL supporting documents to the Development Authority office for consideration.

If you have any questions, contact the Development Authority at 386-855-1426.

The following documentation should be attached to your application, as applicable:

- Charter, Articles of Incorporation, By-Laws
- Minutes of meeting authorizing officers to apply for grant funds
- IRS determination letter of non-profit status
- List of current Officers, Board Members, Managers and/or Partners, indicating terms and salaries
- Current employees (number) and salaries/benefits
- Organization chart
- Copy of your Business Plan
- Tax Returns for the last three (3) years (if in business less than 3 years, tax returns for officers, board members, managers and/or partners)
- Three (3) business references
- List of any and all other Corporations, Businesses, or Entities that all Officers, Board Members, Managers and/or Partners are a part of. Please indicate what state those Businesses are licensed in.

Please provide your business plan, and all supporting information requested, in Word format.

Hamilton County Development Authority may request additional information and/or documentation as it deems appropriate for consideration. By submitting an application to Hamilton County Development Authority, you authorize Development Authority (staff and/or board members) to verify all information provided.

PART 4 | ADDENDUM TO APPLICATION

- Copy of property deed (or contract if not closed) along with proof of payment of property taxes from Tax Collector's office.
- Copy of official registration from Sunbiz
- Insurance on property
- 3 years of federal tax returns – if start up or in business less than 3 years, personal tax returns for all directors, officers, managers, etc.
- Sales Tax registration and proof of good standing with Department of Revenue
- Federal Employer Identification Number and proof of unemployment/worker's comp
- Copies of prior 2 years of Form 941, Employer's IRS Tax Returns and FL Dept of Revenue form UCT 6
- Building permit if construction involved
- Detailed draw schedule outlining payment schedule approved PRIOR to work beginning
- Require ALL grant applicants to seek funding through all other available sources on federal (SBA) State and local level, including all Enterprise Florida grant programs and North Florida Work Force. NFWF offers tax credits for employees hired, paid OJT (90% of employees' salary, paid directly to employer) as well as grant and educational incentives.
- Require use of local vendors/contractors/material suppliers when available. Grantee must verify with Development Authority if they cannot find service/material locally and obtain written permission from Development Authority Director prior to use of out of county business.
- Summary Page showing Total Project Cost, Amount of Grant Request, All other funding sources with documentation of funds availability. (Loan Commitments, Bank Statements, etc.)

NOTICE:

The Hamilton County Development Authority's policy is to consider funding projects that are of the manufacturing, industrial, or logistical nature or otherwise high-volume jobs or high taxable based projects in and for Hamilton County, Florida. Small businesses are urged to seek financing sources through SBA.



Hamilton County
DEVELOPMENT AUTHORITY

Chadd Mathis
Executive Director, HCDA
cmathis@hamiltoncda.org
386.855.1426