



PROGRESS PROGRAM

COMMUNITY/ORGANIZATION APPLICANT CHECKLIST

Community Enhancement Fund

- GCEDC Member or GCEDC non-member, \$100 application fee enclosed
Make checks payable to GCEDC to be credited towards membership
- Proof of Non-Profit Status
- Community Enhancement Fund Terms
- Community Enhancement Application Form
- Community Enhancement Narrative
- Community Enhancement Project Budget Form
- Cost Estimates (*please attach*)
- Board Members (*if applicable*)
- Photo Release Form
- Consultation with GCEDC staff (*must take place prior to submission of application*)
- Community Enhancement Final Report

(Please note – all submitted material must be filled out completely and typed. Incomplete or handwritten submissions will NOT be accepted.)

Applications Reviewed Quarterly

Applications are reviewed quarterly and awards made within 45 days of the due date.

Applications and supporting materials must be **received by noon** on the following due dates:

- October 25, 2018
- January 25, 2019
- March 22, 2019
- June 21, 2019
- October 25, 2019

Applications may be mailed or hand-delivered to:

Goshen County Economic Development Corporation
110 West 22nd Avenue
Torrington, WY 82240

Office hours are 8:00 am to 4:00 pm, Monday through Friday or by appointment. For more information, please contact Sondra Dent, 307-532-5162 or email sondra@goshenwyo.com.

PROGRESS PROGRAM - COMMUNITY ENHANCEMENT FUND TERMS

NOTE: *The following statement must be completed and signed for applicant to be eligible. A \$100 application fee is required upon submission for all non-members of Goshen County Economic Development Corp (GCEDC). The application fee will be credited toward new membership.*

Goal of the Program

Program is intended to assist communities and nonprofit organizations working to create, improve and strengthen the quality of life by promoting and enhancing job development through cultural, historical, recreational, educational, health/fitness and social/ethnic activities in Goshen County.

How the Program Works

The Progress Program Community Enhancement Fund will invest a maximum of \$10,000 per project. Applicant will submit a completed application, cost estimates, and estimate of construction costs. The Progress Program will pay based on submittal of paid bills for the project, final report, and inspection by a GCEDC designee when the project is completed. All projects require matching funds and must be submitted for pre-approval BEFORE the project begins.

Features

Total Project Cost	Award Level
\$1,000 to \$10,000	½ of project cost
\$10,000.01 to \$50,000	\$5,000
\$50,000.01 to \$125,000	\$7,500
\$125,000.01 to \$250,000	\$10,000
\$250,000.01 +	As determined by the GCEDC Board of Directors

- A fifty percent (50%) match of the total project cost is preferred.
- Project may receive less funding than amount requested in the application.
- Preference will be given to first time applicants and Nonprofit organizations.
- One project may be awarded per fiscal year per applicant.
- GCEDC reserves the right to publicize awards.
- Applications will be reviewed quarterly, subject to funds availability on a first come first serve basis.
- If approved, applicant has one (1) year to complete the project. If reimbursement is not requested within one (1) year, applicant will be required to reapply for grant funds.
- GCEDC Board of Directors reserve the right to make a final determination on all projects.

Qualifications Required

Limited to one project per applicant per GCEDC fiscal year

Project is located in Goshen County.

Applicant is an individual, community or organization serving Goshen County.

Project not to be started nor completed prior to receipt and approval of the application by GCEDC.

Entity has obtained all necessary permits/licenses – copies attached if required.

Eligible Uses (please check all that apply):

Programs, annual events, special events

Marketing, community development, job creation

Capital improvements (i.e. land, buildings, equipment)

Operating expenses

Ineligible Uses

No project shall be financed from this fund which will allow it to unfairly compete with existing projects or organization (non-profit or for profit). Restructuring existing debt will not be considered. No project shall be funded that violates any local, state or federal laws or regulations.

Evaluation

All applications are reviewed by the Community Development Committee consisting of GCEDC board members and Goshen County community members. Applications are recommended to the GCEDC Board of Directors for approval. Goshen County Economic Development Corporation reserves the right to make a final determination on all projects.

Certification

The failure of applicant to comply with any of the terms of this Agreement shall constitute an event of default and require repayment of all funds to GCEDC. If approved for the match, the applicant will provide **PAID** invoice(s) for all goods and services purchased, submit a final report of the project within 30 days of the completed project and allow inspection of completed project by GCEDC designee prior to grant funds reimbursement. Goshen County Economic Development Corporation reserves the right to use the results of the report in published reports and/or articles as an example of the project funded by the Progress Program.

SIGNATURE _____ DATE _____

PRINTED NAME _____ TITLE _____

PROGRESS PROGRAM – COMMUNITY ENHANCEMENT APPLICATION FORM

APPLICATION FORM		
<i>A \$100 application fee is required upon submission for all non-members of Goshen County Economic Development Corporation (GCEDC). The application fee will be credited toward membership.</i>		
Legal Applicant		
Federal Tax ID		FOR INTERNAL USE ONLY
Address		Project ID#
City/State/Zip		Date application received
Phone/Fax		Date approved
Contact Person		Amount approved
Email		Date payment mailed
USE OF FUNDS (check <u>one</u>)	Eligible Categories (check all that apply)	
<input type="checkbox"/> Capital Improvements (land, building, equipment) <input type="checkbox"/> Marketing <input type="checkbox"/> Operating Expenses <input type="checkbox"/> Annual Events & Programs <input type="checkbox"/> Special Events & Programs <input type="checkbox"/> Cultural/Social Ethnic <input type="checkbox"/> Other _____	<input type="checkbox"/> Community Development <input type="checkbox"/> Cultural <input type="checkbox"/> Educational <input type="checkbox"/> Health/Fitness <input type="checkbox"/> Historic Preservation/Interpretation <input type="checkbox"/> Job Creation <input type="checkbox"/> Recreation <input type="checkbox"/> Workforce Development	
Use of funding (specifically):		
PROPOSED FUNDING AND SOURCES		
1. Funding Request from Progress Program		\$
MATCHING FUNDS		
2. Cash Donations		\$
3. In-Kind Donations		\$
OTHER GRANTS		
4. Local (within Goshen County)		\$
5. Other (outside Goshen County)		\$
6. Other (describe)		\$
7. TOTAL MATCHING FUNDS (add lines 2 - 6)		\$
8. TOTAL PROJECT COSTS (add lines 1 & 7)		\$
APPLICANT CERTIFIES he/she is duly authorized to verify the foregoing application, can provide proof of matching funds, and to the best of his/her knowledge and belief, the data in this application is true and correct.		
AUTHORIZED SIGNATURE _____	Date _____	

PROGRESS PROGRAM - COMMUNITY ENHANCEMENT NARRATIVE QUESTIONS

Describe in detail how the funds will be used:

Describe to what degree the project will impact the economy of Goshen County (job creation, business retention or expansion, quality of life, workforce development, infrastructure development):

Describe the degree of financial support the project has in Goshen County, including in-kind & volunteer participation. If leveraging funds, please indicate the amount, source, and status (*approved, approval pending*) of local matching funds:

Why are Community Enhancement Funds necessary for the completion of the project?

Additional Information regarding this project:

Authorized Signature:

Date:

PROGRESS PROGRAM – COMMUNITY ENHANCEMENT PROJECT BUDGET FORM

Project Expenses: List expense items for this project in the table below or attach a detailed budget.

Expense Item	Amount Requested from Progress Program	In-Kind Donations	Funding from other sources	Total Budget
Labor				
Travel				
Supplies				
Printing/Publishing				
Equipment				
Other (specify)				
Other (specify)				
Total Project Expense				

Notes and details regarding the budget:

Applicant:

Board Members

President:

Vice President:

Secretary:

Treasurer:

Other Members:

**PROGRESS PROGRAM – COMMUNITY ENHANCEMENT
PHOTO RELEASE FORM**

Company: _____

GCEDC Program: Community Enhancement Funds

I hereby authorize Goshen County Economic Development Corp. (GCEDC) to publish any photographs taken by representatives GCEDC and any pertinent information associated with the photographs, submitted to GCEDC, for use in printed publications and online.

I acknowledge that since participation in publications and web sites produced by GCEDC is voluntary; _____ will receive no financial compensation. I agree that the photographs may be edited and otherwise altered at the sole discretion of GCEDC and used in whole or in part for any and all broadcasting, audio/visual, and/or exhibition purposes in any manner or media, in perpetuity, throughout the world. I understand that I have no rights to the printed publications and web site or any benefits derived there from.

I agree to indemnify and hold harmless the Goshen County Economic Development Corp. from and against all claims, losses, expenses, and liabilities of every kind including reasonable attorney’s fees arising out of any inaccuracy or breach of any provision of this Agreement. I expressly release the Goshen County Economic Development Corp. from any and all claims arising out of the use of the printed publications and web site.

This agreement represents the entire understanding of the parties and may not be amended unless mutually agreed to by both parties in writing.

Signature: _____ Date: _____

PROGRESS PROGRAM - COMMUNITY ENHANCEMENT FUND FINAL REPORT

Note: Please submit a narrative of the following questions as they apply to your project. Please type, handwritten forms will not be accepted.

1. Briefly describe the progress of your project from start to finish including any unexpected opportunities and obstacles. If applicable, explain any discrepancies between what was proposed and accomplished, did your project meet or exceed application goals?

2. How did the grant funds affect your municipality? Describe the economic impact your project provided to the community and/or Goshen County. Describe the residents that benefitted directly and indirectly from your project, in what capacity and the number of people that attended your event *(if applicable)*.

3. List the amount of in-kind/volunteer participation and in what capacity.

4. Describe how your project enhanced the quality of life for the community and/or Goshen County residents.

NOTE: If Progress Program funds are awarded for your project, this Final Report must be submitted within 30 days of the completed project. Funds will be disbursed upon receipt of the Final Report, PAID invoices, and inspection of project by GCEDC designee (as applicable). Final Report may be submitted electronically to Sondra Dent sondra@goshenwyo.com or delivered to GCEDC, 110 W. 22nd Avenue, Torrington, WY 82240.