

**MONCLOVA WHITEHOUSE  
JOINT ECONOMIC DEVELOPMENT DISTRICT (MWJEDD)  
JOB CREATION MINI - GRANT  
APPLICATION & GUIDELINES**

**PURPOSE:** The purpose of the program is to maintain the Monclova Whitehouse Joint Economic Development District's (MW JEDD) competitiveness as a location for new small and medium size businesses. This program may be used in conjunction with other financing and incentive programs.

**GOAL:** The goal of the Job Creation Mini-Grant program is to provide an incentive to address office and industrial tenant space within the MW JEDD that is vacant.

**ELIGIBLE APPLICANTS:** Any private company locating within the MW JEDD which will increase job opportunities and annual payroll and will fill tenant vacant space is eligible to submit an application for this Job Creation Mini Grant Program. All applicants must clearly demonstrate the need for the grant beyond mere entitlement. Retail commercial companies and retention projects are not eligible.

**APPLICATION PROCESS:** Applications are available at the Monclova Township Administration Building, 4335 Albon Road, Monclova, Ohio.

**FINAL APPROVAL:** The Board of Directors (also "The Board") of the Monclova Whitehouse Joint Economic Development District, at its sole discretion, has the final approval or disapproval of all grant applications. Grants will be awarded on a first come - first served basis, until all appropriated funds are utilized. Payments of grants in future years will be conditional upon and subject to appropriations of revenues by the Board for such payments.

**DETERMINATION OF GRANT AMOUNT:** The specific grant to any one company will be based upon the company's tenure, gross payroll, and the amount of income tax such a payroll will generate in the MW JEDD.

**AMOUNT OF GRANT (Creation Projects Only):** The amount granted will be up to one-third of the amount actually paid in municipal income taxes in the first year after the project is completed. The grant is based on a minimum of \$150,000 of new payroll and three (3) new jobs as a result of the project. There are no exceptions to this requirement. The amount increases in multiples of \$100 of annual payment per \$20,000 of payroll up to a maximum of \$20,000 pursuant to Exhibit "A" attached.

The projected annual payroll must be maintained above the base level of \$150,000 throughout the duration of the grant period. No payment will be made for individual years in which employment or payroll amounts fall below the minimum requirements of this program.

No grant award will exceed \$60,000.

## **TERMS OF THE GRANT:**

Applicant company must complete and submit an application form, with documentation as required.

All applicants must make a brief presentation to the MW JEDD Board of Directors prior to its action approving or disapproving the jobs grant application. The presentation should briefly explain the nature of the company, project, and the necessity of the jobs grant.

To be eligible for jobs grant benefits, applicants must have approval of their jobs grant application by the Board prior to the start of their project. The execution of a lease, purchase agreement, or construction contract is generally considered to denote the start of a project.

The grant will be for a fixed number of years, not to exceed three (3). The number of years will be determined by the duration of the lease signed by the company and require a contractual commitment on the part of the applicant to substantially maintain the subject project operations in the MW JEDD for a period of time equal to a ratio of 1.5 years per approved grant year (example: 3 year jobs grant = 4.5 year lease commitment to remain in the MW JEDD). Failure by the applicant to abide by this commitment may require the applicant to reimburse the MW JEDD 100% of said job grant benefits paid to the applicant in relation to the approved project.

The minimum qualifying lease term for this program will be 1.5 years.

Should the payroll amount fall below the program minimum of \$150,000 then no grant payment will be made for that individual grant year. The maximum years of eligibility is three (3) as listed in Exhibit "A".

In order to assure compliance with all program regulations, the grant payment will be made in lump sum to the applicant at the conclusion of the term of the lease commitment period and upon verification that the applicant has consistently occupied the tenant space and produced qualifying payrolls continuously in said MW JEDD location.

## **COMPLIANCE REQUIREMENTS:**

In order to receive approved jobs grant benefits, the company must make application to the Monclova Economic Director on forms that he may from time to time prescribe. Such payment application shall provide job creation documentation and related information for the preceding grant year.

The company must comply with all zoning and nuisance regulations and stay current on all other taxes, utilities, assessments, water and sewer accounts, and public economic development loan repayments, if applicable, for the duration of the lease period.

The company and the MW JEDD will execute a contract stating the estimated amount of the grant award, the term of the award, any other terms and conditions, and what the company must do to receive the remaining grant payments.

If there are any potential conflicts of interest, the State of Ohio ethics rules will apply.



# JOB CREATION MINI - GRANT PROGRAM APPLICATION

## 1. APPLICANT

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_ eMail: \_\_\_\_\_

## 2. COMPANY INFORMATION

Type: \_\_\_\_\_

Principal Product/Service: \_\_\_\_\_

Date Established: \_\_\_\_\_

Owner(s): \_\_\_\_\_

## 3. PROPOSED PROJECT

Location: \_\_\_\_\_

Project Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dollars to be Invested: \_\_\_\_\_

## 4. JOBS/PAYROLL INFORMATION

Current Number of Jobs: \_\_\_\_\_

Most Current Tax Year's Annual Payroll: \_\_\_\_\_

Estimated New or Retained Jobs at Project Completion: \_\_\_\_\_

Estimated Annual Payroll at Projection Completion: \_\_\_\_\_

## 5. PROJECT FINANCING

Name of Bank Financing the Project: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ eMail: \_\_\_\_\_

Are there any federal, state, or local funding agencies involved in the financing of this project?

yes \_\_\_ no \_\_\_ If yes, please list: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**6. SUBMISSION ACKNOWLEDGEMENTS**

As an authorized agent of the applicant company, I hereby submit this application. I understand that any false statement in this application may subject the applicant, company and signer to criminal prosecution. I also understand that additional information may be required to complete the application. By signing this application, I am authorizing the financing agencies to provide the MW JEDD, on a confidential basis, with any information required as part of the funding package.

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Signature

Title

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Typed Name

Date