

Economic Development Center Application

The EDC is a consolidation of the City of Portland Department of Economic Development & the Downtown Portland Corporation

389 Congress Street, Portland, Maine 04101 • 1-800-874-8144 • 207-874-8683 • fax 207-756-8217

The Portland Development Action Grant

1 Business or Individual Name(s) _____
 Trade Name(s) _____ e-mail _____
 Principal Place of Business (Address) _____ Phone _____ Fax _____
 Street _____
 City _____ State _____ Zip _____

2 Business Structure

Corporation Limited Partnership Date Established _____
 Proprietorship Limited Liability Co. Taxpayer ID# _____
 General Partnership Other _____
 Nature of Business _____ Bank Loan Officer _____
 Name of Accountant _____ Name of Attorney _____

3 Amount of Grant Requested \$ _____

4 Project Budget		
City of Portland / DPC _____	Public Improvements _____	Machinery & Equipment _____
Bank _____	Land & Building _____	Permanent Working Capital _____
Applicant _____	Renovation or Improvements _____	Other _____
Other _____	Architectural & Engineering _____	
TOTAL \$ _____		TOTAL \$ _____

5 Description of Business (Include products and / or services, competition, industry conditions)

6 Business Employment

At Present	Number of Full-time Employees	Number of Part-time Employees
Following City of Portland / DPC Funding	Number of Full-time Employees	Number of Part-time Employees



7 Financial Summary

Does your business owner owe any outstanding property taxes, fees or liens to the City of Portland?

No Yes If yes, please explain: _____

Is business or business owner involved in any pending lawsuits?

No Yes If yes, please explain: _____

8 Supporting Documentation Checklist

The following items must accompany the completed application, unless otherwise noted.

- a) Brief history of the company and owners / managers (include business plan and resume(s) if possible).
- b) Letter(s) of commitment for bank / private financing.
- c) Copy of lease (Building owners include copies of all tenant leases).
- d) Copy of site plan approval letter.
- e) Copy of bids or estimate of public infrastructure work to be performed.

9 Certification, Credit Authorization & Confidentiality of Records

To the best of my knowledge, the above information is accurate, and I (we) understand that any false or misleading information I (we) provide may lead to my disqualification from this program. I (we) authorize the City of Portland and / or Downtown Portland Corporation to make whatever credit inquiries it deems necessary to verify the accuracy of the information provided in connection with the review of this credit application.

I (we) hereby request that information provided by me (us) and developed by the City of Portland and/or the Downtown Portland Corporation, or its staff or agents, with respect to this application for financial assistance be designated confidential and not open for public inspection, pursuant to 5 M.R.S.A. Section 13119 et seq.

Certain records of the City of Portland and/or the Downtown Portland Corporation are designated CONFIDENTIAL AND WILL NOT BE MADE AVAILABLE FOR PUBLIC INSPECTION. This includes the disclosure of tax or financial information; our assessment of creditworthiness or financial condition; records obtained by the City of Portland and/or the Downtown Portland Corporation in connection with the monitoring or servicing of an existing project; proprietary information; and, information regarding the financial status of the application.

Signature of Applicant

Date

Title, Company Name (if appropriate)

Signature of Co-Applicant

Date

Title, Company Name (if appropriate)