



**DOUGLAS COUNTY
INDUSTRIAL DEVELOPMENT BOARD**

P.O. Box 1938, Roseburg, OR 97470
541-672-6728

Welcome! The Douglas County Industrial Development Board encourages application for Matching Grants or Loans to create and enhance further economic development in Douglas County. The DCIDB may participate in a Development Project if said participation is within the Mission Statement of the Industrial Board (Exhibit 1). Requests for Matching Grants or Loans must meet the requirements identified in the section below.

COMPLETE THE ELIGIBILITY SECTION BELOW

	YES	NO	N/A
1. Do you have a minimum of three (3) years of experience related to this field?	___	___	___
2. Is your business current with Douglas County tax payments?	___	___	___
3. Are your financials up-to-date?	___	___	___
4. Do you plan to create at least one (1) job or improve/promote the Community, Tourism or Industry in Douglas County?	___	___	___
5. Will you be providing matching funds for this project?	___	___	___

IDENTIFY REASON FOR CONSIDERATION OF GRANT OR LOAN BELOW

	YES	NO
1. Will this be used to pay for equipment?	___	___
2. Will this be used to pay for facility upgrades?	___	___
3. Will this be used for training or career advancement?	___	___

A. REQUEST FOR MATCHING GRANT: *(attach project explanation)*

- 1. There is a clearly defined need for the proposed development project;
- 2. The project is consistent with the goals and strategies stated in the DCIDB Mission Statement (Exhibit 1);
- 3. The proposed development project is feasible and a reasonable risk from practical and economic standpoints.

If you checked all of the above, please proceed to the GRANT APPLICATION.

B. REQUEST FOR LOAN: *(attach project explanation)*

- 1. The proposed loan will be repaid;
- 2. The applicant for the loan can provide sufficient collateral for the loan;
- 3. The applicant's financial resources and investment in the project are adequate to assure future success of the project;
- 4. The project loan promotes the purposes of the Douglas County Industrial Board. (Exhibit 1)

If you checked all of the above, please proceed to the LOAN APPLICATION.

LOAN APPLICATION



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In order for the Douglas County Industrial Development Board to consider a Grant request, please provide the following information and submit to CCD Business Development Corporation, 522 SE Washington Avenue, Suite 111A, Roseburg. Telephone: (541) 672-6728.

LOAN REQUEST

Amount Requested _____

Purpose _____

BUSINESS INFORMATION

Company Name _____ Sole Proprietorship Partnership LLC Corporation

Mailing Address _____

City _____ State _____ Zip _____

Primary Contact Person _____ Title _____

Phone _____ Fax _____ Email _____

EXISTING LOCATION (If applicable)

Present Facility: Own Lease Lease Start Date _____ Lease Expiration Date _____

Address _____

City _____ State _____ Zip _____

Square Feet _____ Lease Payment _____ Replaced by new facility? _____

PROJECT INFORMATION

Project Street Address: _____

City _____ State OREGON Zip _____ County DOUGLAS

If there are any tenants that are leasing your building, please provide the following information, along with copies of all existing leases.

Tenant Name	Square Footage Leased	Lease Expiration Date	Type of Lease (NNN, Net, Mod. Net, Gross, Full Service)	Monthly Lease Payment

Please provide the following information regarding job creation:

Type of Job Created	Number of Jobs	Part Time	Full Time	Seasonal

TOTAL PROJECT COSTS

Purchase Land \$ _____

Purchase Land & Building \$ _____

Construction / Remodeling \$ _____

Equipment \$ _____

Furniture / Fixtures \$ _____

Site Improvements/Infrastructure \$ _____

Working Capital \$ _____

Other (Describe*) \$ _____ *

Total Project \$ _____

MISCELLANEOUS QUESTIONS

Have you ever been charged with and/or arrested for any criminal offense other than a minor motor vehicle violation? Yes ___ No ___ Include offenses which have been dismissed, discharged, or not prosecuted. *(All arrests and charges must be disclosed and explained on an attached sheet.)*

CHECKLIST

Please attach copies of the following items, if available. Information submitted must have an original signature and date.

- _____ Business Plan
- _____ Business Interim Financial Statements dated within the last 90 days
- _____ Business Tax Returns for the last three (3) years must include Federal and State return and all schedules
- _____ Corporation: Articles of Incorporation and By-Laws (if applicable). Articles must be stamped as “filed” by the State of Oregon.
- _____ Limited Liability Company: Articles of Organization and Operating Agreement (if applicable). Articles must be stamped as “filed” by the State of Oregon.
- _____ Trust: Trust Agreement (if applicable)
- _____ Business Partnership: Partnership Agreement (if applicable)
- _____ Business License and Fictitious Business Name Statement (if applicable)
- _____ Personal Resume

NOTE: Incomplete packages could cause delays in the processing of the application.

AUTHORIZATION TO RELEASE INFORMATION

I/We hereby authorize the release to Douglas County Industrial Board of any information they may require at any time for any purpose related to my/our credit transactions with them.

I/We further authorize Douglas County Industrial Board to release such information to any entity they may deem necessary for any purpose related to my/our credit transaction with them.

I/We hereby certify that the enclosed information, including any attachments or exhibits provided here within, or at a later date, is valid and correct to the best of my/our knowledge.

Name of Applicant (please print) _____

Signature of Applicant _____ Date: _____

Name of Applicant (please print) _____

Signature of Applicant _____ Date: _____

IF YOU NEED MORE INFORMATION, PLEASE REFER TO THE FOLLOWING RESOURCES:

Business Plan: UCC Small Business Development Center
 Umpqua Business Center
 522 SE Washington Ave.
 Roseburg OR 97470
 541-440-7824

 CCD Business Development Corporation
 522 SE Washington Ave.
 Suite 111 A
 Roseburg, Oregon 97470
 Main: (541) 672-6728