

**VILLAGE OF PLAIN  
NEW BUSINESS INCENTIVE GRANT PROGRAM**

**APPLICATION AND AGREEMENT**

**GENERAL INSTRUCTIONS TO APPLY FOR GRANTS:**

- Read the Village of Plain New Business Incentive Grant Program Manual of Policies and Procedures in full.
- Read this Application and Agreement in full.
- Fill in all boxes on page 1.
- Sign and date pages 1 and 3.
- Submit the completed Application and Agreement and all required attachments to:  
     Village of Plain  
     Attn: Village Clerk  
     510 Main Street  
     Plain, WI 53577

<b>Type or Print Clearly</b>	<b>1a Applicant Business Name</b> – <i>if not an entity, the name of the business owner</i>	<b>1b Phone</b>	<b>1c Email</b>
	<b>2 Business Mailing Address</b>		
	<b>3 Principal Business Address in Plain</b> - <i>may be different from mailing address</i>		
	<b>4a Property Owner Name</b> - <i>if leased property</i>	<b>4b Phone</b>	<b>4c Email</b>
<b>Owner/Authorized Representative Name and Title:</b>		<b>Date:</b>	
<b>Owner/Authorized Representative Signature:</b>			

**Required Information and Attachments:**

- Three years of financial projections;
- A description of the number of expected employees (full and/or part time) for the three years following application, expected wage rates, and expected annual gross income;
- A current and valid lease or deed evidencing an interest in the principal business address within the Village;
- For entities, proof that the entity is in good standing in its state of registration; and
- For businesses requiring any state or federal licenses to operate, copies of the current and valid licenses.

## Agreement

The undersigned authorized representative of Applicant makes this ***Application and Agreement*** for the purpose of starting a new business or purchasing an existing business within the Village of Plain. If this ***Application and Agreement*** (the "Agreement") is accepted and signed by the Village of Plain ("Village"), then this Agreement shall constitute a contract between the Village and Applicant for the award of a New Business Incentive Grant ("Grant Award"). This Agreement shall be subject to all applicable federal, state, and local laws and regulations, and the following representations, terms, and conditions:

1. **Program Manual.** This Agreement incorporates and is subject to the terms and conditions of the *Village of Plain's New Business Incentive Grant Program Manual of Policies and Procedures* ("Program Manual"). Applicant acknowledges that Applicant has received and read a copy of the Program Manual.
2. **Grant Conditions.**
  - a. The award and payment of a Grant Award is conditioned on the following:
    - i. The Applicant must be operational within 120 days of the date that the Village of Plain approves this Application and Agreement, as dated below. In addition, an Applicant purchasing an existing business must close on the purchase of the existing business within 60 days of the date that the Village of Plain approves this Application and Agreement, as dated below. The Applicant may request an extension in writing for exceptional circumstances.
    - ii. The Applicant must be in compliance, and during the term of the Grant Award must remain in compliance, with all provisions of the Village of Plain's Code of Ordinances.
    - iii. For any business requiring any state or federal license or certification, the Applicant must hold and maintain such current and valid license(s) and certification(s).
    - iv. The Applicant must be in and maintain good standing in its state of registration.
    - v. Such other additional conditions imposed by the Village of Plain in accepting this Application and Agreement, either as set forth below or in the minutes of the meeting of the Village Board approving this Agreement.
  - b. If any condition under section 2.a. is untrue at the time of application or becomes untrue prior to full payment of the Grant Award, then the Village may terminate this Agreement and withhold any and all Grant Award payments.
  - c. This Agreement and any Grant Award under this Agreement is non-assignable.
  - d. Applicant is responsible for obtaining all permits and authorizations required by the Village of Plain's Code of Ordinances or state or federal law for the operation of

Applicant. Approval by the Village of this Agreement does not constitute an agreement or duty of Village to approve all necessary approvals, licenses, and permits duly requested by Applicant.

- e. This Agreement is not effective unless and until the Village of Plain Village Board approves this Agreement and the Village of Plain executes this Agreement below.

**3. Business Owner Certification.** By signing this Agreement, Applicant represents and warrants that:

- a. All information contained in and provided with this Agreement is true and correct;
- b. The individual signing below has the power and authority to enter into this Agreement and bind Applicant to the Agreement; and
- c. Applicant has received and read a copy of the Program Manual.

By signing below, Applicant agrees to be subject to the terms and conditions of this Agreement and the Village of Plain’s New Business Incentive Grant Program Manual of Policies and Procedures.

<b>Applicant Name:</b>			
<b>Owner/Authorized Representative Name and Title:</b>		<b>Date:</b>	
<b>Signature:</b>			

If the Application and Agreement are approved by the Village below, the Village agrees to provide the Grant Award subject to the terms and conditions of this Agreement and the Village of Plain’s New Business Incentive Grant Program Manual of Policies and Procedures.

VILLAGE USE ONLY			
<b>Application and Agreement Approved</b>			
_____ , Village Board Member		<b>Date:</b>	
<b>Attest</b>			
_____ , Village Clerk		<b>Date:</b>	

VILLAGE USE ONLY - ADDITIONAL GRANT CONDITIONS	

<b>VILLAGE USE ONLY</b>	
<b>Date Application Received:</b>	
<b>Date Application and Agreement Approved:</b>	
<b>Business Grant Award Approved (amount):</b>	
<b>Employment Grant Award Approved (amount):</b>	
<b>Date Business Deemed Operational:</b>	

<b>VILLAGE USE ONLY - BUSINESS YEAR 1</b>	
<b>Business Year 1 (dd/mm/yy - dd/mm/yy):</b>	
<b>Date Application for Payment Received:</b>	
<b>Date Application for Payment Approved:</b>	
<b>Business Grant Award Paid (amount):</b>	
<b>Eligible Hours of Employment Provided:</b>	/ 6,000
<b>Employment Grant Award Paid (amount):</b>	

<b>VILLAGE USE ONLY - BUSINESS YEAR 2</b>	
<b>Business Year 2 (dd/mm/yy - dd/mm/yy):</b>	
<b>Date Application for Payment Received:</b>	
<b>Date Application for Payment Approved:</b>	
<b>Business Grant Award Paid (amount):</b>	
<b>Eligible Hours of Employment Provided:</b>	/ 6,000
<b>Employment Grant Award Paid (amount):</b>	

<b>VILLAGE USE ONLY - BUSINESS YEAR 3</b>	
<b>Business Year 3 (dd/mm/yy - dd/mm/yy):</b>	
<b>Date Application for Payment Received:</b>	
<b>Date Application for Payment Approved:</b>	
<b>Business Grant Award Paid (amount):</b>	
<b>Eligible Hours of Employment Provided:</b>	/ 6,000
<b>Employment Grant Award Paid (amount):</b>	

<b>FINAL PAYMENTS</b>	
<b>Final Business Grant Award Paid (amount):</b>	
<b>Total Eligible Hours of Employment Provided:</b>	/ 18,000
<b>Final Employment Grant Award Paid (amount):</b>	