



PROGRESS PROGRAM

CAPITAL MATCHING Grant Application

GOSHEN ECONOMIC DEVELOPMENT

110 E 22ND AVE
TORRINGTON, WY 82240
(307)532-5162

GOSHENWYO.COM

THIS GRANT IS FUNDED BY THE:



What is a Progress Program Grant?

The Progress Program is a local matching grant that Goshen Economic Development utilizes to push funds back into Goshen County to enhance economic development projects. Grant funds are collected through the quarter cent economic development sales tax. Since its inception in 2011, The Progress Program has assisted over 285 businesses, non-profits, and municipalities in Goshen County and awarded over \$1.5M back into the community towards economic development projects. Applications are received and reviewed by a committee consisting of community members, GED board members and staff. Final approval is awarded by the GED Board of Directors.

Goal of the Progress Program

The Capital Matching Fund is intended to take small steps to make Goshen County a better place by helping new and existing businesses to succeed, make their property more attractive for their customers, and to make the community more attractive to potential new businesses, employees, residents, and visitors.

How the Progress Program Works

The Progress Program Capital Matching Fund will match the investment in commercial and industrial property. Applicant will submit a completed application, cost estimates, and estimate of construction timeline. The Progress Program will pay based on submittal of paid bills for the project, final report, and inspection by GED designee when the project is completed. Total of paid bills **MUST** equal the Total Project Cost to receive reimbursement. All projects require matching funds and must be submitted for pre-approval of the project and labor/businesses **BEFORE** the project begins.

Who Can Apply for a Capital Matching Progress Program Grant

Capital Matching Progress Program Grants are intended for Goshen County businesses and non-profits.

What Does the Capital Matching Progress Program Grant Cover?

Capital Improvements

Improvements to a business can pay dividends to businesses need for expansion. Funds will be designated to businesses that want to improve their building or place of business. Multiple bids must be sought in order to qualify, preference is given to local contractors. If the project cannot be contracted locally, proof must be shown in the application. Prove the economic development merit of the project in the application.

Capital Improvements (continued)

Funding options:

- New Construction
- Renovation as a result of an addition/expansion
- **Roofing and/or HVAC – not eligible**

Eligibility:

- Business located in Goshen County
- Commercial space must be owned by the business owner OR lessee **MUST** provide a 5-year lease agreement

Façade and Signage

Building appearance and the overall aesthetic of commercial buildings help attract other business and enhance the appearance of the community. The façade grant is to help update the appearance of building frontage and/or signage for the business. Multiple bids must be sought in order to qualify, preference is given to local contractors. If project cannot be contracted locally, proof must be shown in the application.

Eligibility:

- Business located in Goshen County
- Commercial space must be owned by the business owner or lessee **MUST** provide a 5-year lease agreement

Specialized Equipment Upgrade

Purchasing new equipment can be an expensive endeavor. Newer, more efficient equipment can pay dividends to business owners. Multiple bids must be sought in order to qualify, preference is given to local contractors. If project cannot be contracted locally, proof must be shown in the application.

Eligibility:

- Business located in Goshen County
- Technology upgrades and deferred maintenance are **NOT** eligible (examples include Computers, Printers, Monitors, HVAC, etc.)

Workforce Training

This program is meant to help Goshen County businesses train their workforce. This program could compliment Wyoming Workforce Development funding as Wyoming Workforce Training funds are becoming more competitive and awards have been cut.

Eligibility:

- Businesses located in Goshen County

Capital Matching Grant Fund Terms

What Does the Capital Matching Progress Program Grant Cover? (Continued)

E-Commerce Accelerator

This program is to encourage businesses to diversify by establishing or enhancing their online presence.

E-Commerce has become increasingly important due to COVID-19. It is a great way to keep local money, local. Multiple bids must be sought in order to qualify, preference is given to local contractors. If project cannot be contracted locally, proof must be shown in the application.

Eligible Expenses:

- Website creation (must include E-commerce capabilities)
- E-commerce platform set-up and annual subscription fee (shopping carts, online security tools, membership, etc.)
- App Creation
- POS system upgrades necessary to integrate with e-commerce platforms
- Contactless Payment or Online Reservations
- Logo Creation
- Social Accounts Established
- Online ID: Claiming Google My Business, etc.
- Marketing: Plan & Budget

Eligibility:

- Businesses located in Goshen County
- Businesses must be up to date on Sales Tax payments

Program Details

- To qualify for the LAUNCH grant, the business cannot have a commerce-based online presence (social media presence does not apply)
- To qualify for the AMPLIFY grant, the business must have an e-commerce site that can be improved.

Special Projects

This program is meant for projects that do not fit the framework of Progress Program but still carries economic development merit. These funds would have to be matched with other funding as the match table does not change. Examples of Special Projects would be: Feasibility studies, Engineered and/or Architecture Drawings, Planning studies, etc.

Eligibility:

- Businesses located in Goshen County
- Businesses planning on locating in Goshen County

What are Ineligible Uses for the Capital Matching Progress Program Grant?

No project shall be financed from this fund which will allow it to unfairly compete with existing projects or organizations (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.

Select the eligible use for the Capital Matching Progress Program Grant

- Capital Improvements
- Facade/Signage
- E-Commerce Accelerator
- Workforce Training
- Special Projects (Describe below)

- Specialized Equipment Upgrade (may be eligible with prior approval) (Describe below)

What are the Qualifications for Capital Matching Progress Program Grant?

- Applicant is a member or has paid a minimum of a \$200 Bronze GED Membership prior to submission of application.
- Project is located in Goshen County on properly zoned or planned commercial or industrial property.
- Applicant is current on all property tax, copy of paid tax receipt is attached.
- Project not to be started nor completed prior to recipient consultation review and approval of the application by GED.
- Entity has obtained all necessary permits/licenses and copies are provided if required.

Capital Matching Grant Fund Terms

Capital Matching Progress Program Grant Features

NOTE: The following statement must be completed and signed for applicant to be eligible. A minimum of a GED Bronze \$200 membership is required prior to submission.

Total Project Cost	Award Level
\$1,000 to \$10,000	1/2 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 GED Board of Directors

- 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.
- GED reserves the right to publicize awards.
- Applications will be reviewed continually, 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. We encourage all grant applicants to use Goshen County businesses, vendors, and contractors. GED will provide a member list for bid solicitation if needed.
- GED Board of Directors reserve the right to make final determination on all projects.

How do I apply for the Capital Matching Progress Program Grant?

If you want to apply for the Capital Matching Grant, you need to contact Goshen Economic Development. They will assess your eligibility and advise you with grant application process.

1. Pay membership to Goshen Economic Development.
2. Complete grant application.
3. Consultation with Goshen Economic Development of complete application prior to application submittal. You may be asked to provide additional information.
4. Sign completed application and submit prior to publicized deadline. You will be provided with a copy of the application and all supporting documents.

After you submit your application

When Goshen Economic Development has received your application, it will be reviewed on an as needed basis. All applications are reviewed by the Progress Program Committee consisting of Goshen Economic Development board members and Goshen County community members. Applications are recommended to the Goshen Economic Development Board of Directors for approval. Goshen Economic Development reserves the right to make final determination on all projects.

NOTE: You may not use grant funds to pay for any part of the project before approval of the application.

When can I access the grant funds?

When your application is approved, you can begin the project. Progress Program grants are reimbursable grants. To claim the grant funds awarded, you must submit the following once the project is completed:

- Submit a Final Report
- Paid invoices of all goods and services purchased
- Evidence of payment
- Inspection of completed project by Goshen County Economic Development
- Other documents as set out in the application

A check will be issued upon review of final report and inspection of project.

Capital Matching Grant Fund Terms

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 GED. 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 30 days of the completed project and allow inspection of completed project by Goshen Economic Development prior to grant funds reimbursement. Goshen Economic Development 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 _____

Title _____

Printed Name _____

Date _____

Please note –

All submitted material must be filled out completely and typed. Incomplete or handwritten submissions will NOT be accepted.

Applications are reviewed as needed and awards made within 45 days of the submittal date. Applications and supporting materials must be submitted in their entirety before the application will be given to the Committee for review.

Applications may be mailed or hand-delivered to:

Goshen Economic Development
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:

Brayden Connour, CEO 307-532-5162x1
or brayden@goshenwyo.com

Applicant Checklist

- GED Member
- GED non-member, \$200 membership fee enclosed
Capital Matching Fund Terms
- Capital Matching Application Form
- Capital Matching Narrative
- Capital Matching Project Budget Form
- Cost Estimates (please attach)
- Photo Release Form Consultation with GED staff
(must take place prior to submission of application)
- Capital Matching Final Report



Wyoming Use Tax and YOU

The History

Wyoming followed the lead of several other states in passing the Sales and Use Tax Act of 1937. Everyone is familiar with sales taxes. But many do not understand the use tax portion of this legislation. The specific statute imposing use tax is W.S. 39-16-103(a)(i-iii). Use taxes are often described as complementary to sales taxes. Use tax applies to purchases of goods from outside Wyoming for storage, use or consumption in Wyoming. This puts all purchases on equal footing for the payment of tax.

Let's assume you make a purchase of tangible personal property outside of Wyoming's taxing jurisdiction. The purchase might include (but is not limited to) the following: appliances, boats, building materials, clothing, furniture, groceries, supplies, cigarettes, other tobacco products, etc. If the purchase is destined for storage, use or consumption in Wyoming, it is subject to use tax. The purchase could have occurred on a visit to a bordering state. A mail order or internet purchase could have been shipped directly to you. In any of these cases, if no sales tax was charged, you are required to pay use tax on the purchase.

The Problem

The world has changed significantly since 1937. With ease of travel, purchases from neighboring states are an everyday event. Mail order and internet purchases have opened the world to us. When these transactions go untaxed, we are all affected. Look around and consider what your local taxes provide. Schools, law enforcement, healthcare, hospitals, highways and even county dirt roads are all funded by sales and use taxes. We enjoy having these benefits. But remember, sales and use taxes help fund them. In purchase transactions where no sales tax is charged, the use tax liability remains. It is up to each Wyoming purchaser to pay the use tax they owe.

Business & Personal Use

It is important to recognize that the use tax statute applies equally to business purchases as well as those made by a private consumer. If a business orders business supplies from an out of state vendor and those supplies are delivered to Wyoming, then that transaction is subject to use tax. This can apply to common supplies such as copy paper, toner, light bulbs, etc.

Use tax applies equally to purchases by businesses and professional persons of equipment and tools and supplies for use in conducting their businesses. Examples would be hand and power tools, computers, or testing devices. Use tax applies to those supply items to be consumed by the business, not items of inventory that are purchased for resale.

The Solution

Educating the public about this obligation is the first step. Please report all purchases of tangible personal property purchased outside the State of Wyoming for storage, use, or consumption within Wyoming. By paying the use tax on your untaxed out-of-state purchases, you do *your* part. People of conscience with a common purpose are capable of great things.

Start by doing your part today!

- ✓ **Private individuals, please remit your Wyoming Consumer Use Tax on Form 44.**
- ✓ **Licensed Wyoming vendors: - if you use Form 41, enter your use tax due in column 5. If you use a Form 42, enter your use tax due in column 6.**
- ✓ **Contractors – Remit your use tax on a Form 45.**

Become a part of the solution! Remember...

- *Both our state and local communities benefit from the collection of use tax.*
- *The collection of use tax levels the playing field for Wyoming merchants.*
- *Purchasers receive an off-setting credit for any legally imposed sales or use tax paid to another state on purchases.*

The appropriate use tax rate is the same rate as the current sales tax rate for the county in which possession of the tangible personal property occurs.

This is a public education initiative of the Wyoming Department of Revenue. For more information please contact:

**Excise Tax Division
122 West 25th St.
Cheyenne, WY 82002-0110
307-777-5200
(Fax) 307-777-3632**

Collection of Use Tax on out of State Purchases

I, _____,
Print legal name

I hereby acknowledge that upon my submission of all final paid receipts/invoices that Goshen County Economic Development will deduct from final reimbursement all sales use tax not paid or collected by businesses or vendors, and will pay on your behalf to the Wyoming Department of Revenue as stated in the "Wyoming Use Tax and You" publication, and Sourcing: Where and When Tax is Due (Revised February 21, 2019 Wyoming Department of Revenue) [W.S. 39-15-104(f)(i) in full text under supporting authority]

Applicant's signature (must sign in front of a notary)

State of Wyoming)
) SS
County of Goshen)

Subscribed and affirmed before me this _____ day of _____, 20_____.

Official signature of Notary Public

(Notarial seal)

Commission expiration date

PROGRESS PROGRAM - CAPITAL MATCHING FUND - BUSINESS APPLICATION FORM

GENERAL CONTACT INFORMATION							
Business Name							
Mailing Address							
City/State/Zip				FOR INTERNAL USE ONLY			
Applicant/Contact Person				Date application received			
Phone				Date approved			
Email				Amount approved			
FEDERAL TAX ID				Inspection completed			
Physical Address of Project				Date of Consultation			
Date Business Established				Date payment mailed			
PURPOSE OF REQUEST							
NEW BUSINESS		PURCHASE EXISTING BUSINESS			COMMUNITY DEVELOPMENT		
EXISTING BUSINESS		BUSINESS/EQUIPMENT UPDATES			OTHER		
MATCHING FUNDS REQUESTED: \$				TOTAL PROJECT COST: \$			
BUSINESS OWNERSHIP INFORMATION							
SOLE PROPRIETORSHIP		PARTNERSHIP		LIMITED LIABILITY CORP		CORPORATION (C CORP OR S CORP)	
KEY OWNER'S NAMES		% OWNERSHIP	SOURCE OF FUNDS FOR PROJECT:			AMOUNT:	
			Loan	Cash	\$		
			Loan	Cash	\$		
			Loan	Cash	\$		
BANKING INFORMATION							
If loan is source of funds is loan:		PART OF CONSTRUCTION FINANCE			PERMANENT FINANCE		
FINANCIAL INSTITUTION:		CONTACT PERSON:			PHONE NUMBER:		
EMPLOYEE INFORMATION (FT = Full Time / PT = Part Time)							
CURRENT EMPLOYEES	FT		AVG SALARY		PT	AVG SALARY	
AFTER 1 YEAR	FT		AVG SALARY		PT	AVG SALARY	
AFTER 2 YEARS	FT		AVG SALARY		PT	AVG SALARY	
TOTALS	FT		AVG SALARY		PT	AVG SALARY	

APPLICANT CERTIFIES that he/she is duly authorized to verify the foregoing application, that applicant has read the same and is familiar with the statement contained herein and that the same are true in substance and in fact.

SIGNATURE _____ DATE _____

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.				
	2 Business name/disregarded entity name, if different from above				
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.		4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):		
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC	<input type="checkbox"/> C Corporation	<input type="checkbox"/> S Corporation	<input type="checkbox"/> Partnership	<input type="checkbox"/> Trust/estate
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.		Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>		
5 Address (number, street, and apt. or suite no.) See instructions.		Requester's name and address (optional)			
6 City, state, and ZIP code					
7 List account number(s) here (optional)					

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
-				-					
or									
Employer identification number									
-									

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person*	Date*
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

PROGRESS PROGRAM - CAPITAL MATCHING FUND - EXECUTIVE SUMMARY

Please complete this form if you are not submitting a full business plan. ALL new businesses MUST submit a business plan. **Please type – handwritten form will NOT be accepted**

Describe the proposed project and in detail how the funds will be used:				
Please provide a project timeline & implementation schedule (start to completion):				
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 (<i>approved, approval pending</i>) of local matching funds:				
Products/Services:				
Local Competitors:				
How does your business differ from your competitors?				
What percent of business income is from each of the following areas? <table style="width: 100%; border: none;"> <tr> <td style="border: none; width: 25%;">Goshen County:</td> <td style="border: none; width: 25%;">Wyoming:</td> <td style="border: none; width: 25%;">Out-of-state:</td> <td style="border: none; width: 25%;">International:</td> </tr> </table>	Goshen County:	Wyoming:	Out-of-state:	International:
Goshen County:	Wyoming:	Out-of-state:	International:	
How many new jobs will project create? Full-Time: _____ Part-Time: _____				
If new jobs are created, what will be the average annual salary of the new jobs?				
How will this project impact the community?				
Additional Information regarding this project:				

APPLICANT CERTIFIES that he/she is duly authorized to verify the foregoing application, that applicant has read the same and is familiar with the statement contained herein and that the same are true in substance and in fact.

SIGNATURE _____ DATE _____

PROGRESS PROGRAM - CAPITAL MATCHING FUND - 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	Cash Match	Funding from other sources	Total Budget
Labor				
Equipment				
Supplies				
Permits/Licenses				
Other (specify)				
Other (specify)				
Other (specify)				
Total Project Expense				

Notes and details regarding the budget:

PHOTO RELEASE FORM

Company: _____

GED Program: Capital Matching Funds

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

I acknowledge that since participation in publications and web sites produced by GED is voluntary; _____ will receive no financial compensation. I agree that the photographs may be edited and otherwise altered at the sole discretion of GED 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 Economic Development 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 Economic Development 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: _____

