

Below is a list of the different funding requests available through the Star Fund.

Each request has specific documents that need to be included as part of the application.

Mini Match

	The Williston Star Fund Basic Application Form
	Appendix B – Mini Match Program
	IRS W-9 Form

Flex PACE Express

	The Williston Star Fund Basic Application Form
	Appendix C – Flex PACE Express Program
	The Bank of North Dakota PACE Spreadsheet from the applicants banker

PACE

	The Williston Star Fund Basic Application Form
	Appendix A – Executive Summary
	Appendix D – PACE Program
	The Bank of North Dakota PACE Spreadsheet from the applicants banker

Community Build, Community Growth or Target Industry

	The Williston Star Fund Basic Application Form
	Appendix A – Executive Summary
	IRS W-9 Form

Signature

Date

Basic Application Form



PO Box 1306
Williston, ND 58802
(701)577-8110

GENERAL CONTACT INFORMATION

BUSINESS NAME:			FOR INTERNAL USE ONLY		
ADDRESS:			Project ID #:		
CITY:	STATE:	ZIP:	Date App Received:		
CONTACT:		CELL #:	Date to Star Fund:		
PHONE:		FAX:	Date to Commission:		
EMAIL:			Date Commission Approved:		
FEDERAL TAX ID #:			Funding Amount Approved:		
DATE BUSINESS ESTABLISHED:			Payment Status:		
IS SBDC INVOLVED? YES NO		TIME SENSITIVE YES NO		Payment Entry Date:	
AMOUNT OF STAR FUND REQUESTED: \$			Date Payment Mailed:		

TYPE OF FUNDING REQUESTED: Please check one.

MINI-MATCH	FLEX PACE EXPRESS	PACE	COMMUNITY BUILD
TARGET INDUSTRY	COMMUNITY GROWTH		

PURPOSE OF REQUEST:

NEW BUSINESS	BUSINESS /EQUIPMENT UPDATES	COMMUNITY DEVELOPMENT
EXISTING BUSINESS	PURCHASING EXISTING BUSINESS	OTHER

BUSINESS OWNERSHIP INFORMATION:

KEY OWNER'S NAMES	% OWNERSHIP:	SOURCE OF FUNDS:	AMOUNT:
		A.	
		B.	
		C.	
		D.	
KEY MANAGEMENT NAMES / PHONE #	TITLES		
		E.	
		F.	
		TOTAL:	

KEY ADVISORS:

	NAME	FIRM / COMPANY	PHONE NUMBER
ATTORNEY:			
ACCOUNTANT:			
INSURANCE AGENT:			

BANKING INFORMATION:

LOAN TYPE: PART OF CONSTRUCTION FINANCE: YES NO **OR** PERMANENT FINANCE: YES NO

TAX EXEMPTION: Have you or will you be seeking a property tax exemption? YES NO

FINANCIAL INSTITUTION'S NAME:	CONTACT PERSON:	PHONE NUMBER:

EMPLOYEE INFORMATION (F.T.: Full Time P.T.: Part Time)

CURRENT EMPLOYEES	F.T.	AVG.SALARY	P.T.	AVG.SALARY
AFTER 1 YR	F.T.	AVG.SALARY	P.T.	AVG.SALARY
AFTER 2 YRS	F.T.	AVG.SALARY	P.T.	AVG.SALARY
TOTALS	F.T.		P.T.	

The undersigned says applicant 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.

AUTHORIZED SIGNATURE: _____ **PRINTED NAME:** _____
TITLE: _____ **DATE:** _____

Executive Summary

Please fill out this form if you are not submitting a full business plan.

Type of Funding Requested: Flex PACE / PACE Community Build
 Community Growth Target Industry

Business Name: _____

Amount of Funding Requested? _____

What is the outline of the purposed project? _____

What will the business use the Star Fund money for? _____

The primary purpose of the business is? _____

The products or services provided by the business are? _____

The local competitors of your business are? _____

How does your business differ from your competitors? _____

What percent of your business income is from Williston? _____

What percent of your business income is from this trade area? _____

What percent of your business income is from outside of North Dakota? _____

How many new jobs will this 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: _____

Has or will this project receive property tax exemptions? _____ If yes, explain:

Signature

Date

Mini Match Program

NOTE: THE FOLLOWING **MUST BE COMPLETED** AND SIGNED TO BE ELIGIBLE.

Goal of the Program:

Program is intended to take mini steps to make Williston a better place by helping new and existing businesses to succeed, make their properties more attractive to their customers, and to make the community more attractive to potential new businesses, employees, residents and visitors.

How the Program Works:

The STAR Fund will match the investment in commercial and industrial zoned property projects on a 1:1 basis. The STAR Fund will invest a maximum of \$5,000 / project. The applicant will fill out an application along with an estimate of construction costs. The STAR Fund will pay based on submittal of construction bills for the project and the inspection by the City building inspector that the project was completed. Applicant is responsible to provide documentation that expenses are bona fide expenses related to the project. The City reserves the right to make final determination.

Features:

- Minimum out of pocket project expense \$2,500
- 1:1 match up to a maximum of \$5,000 on project costs from \$2,500 to \$125,000 from the City of Williston STAR Fund.
- The grant may be subject to income tax.
- City reserves the right to make a final determination on all projects.
- Cap of \$200,000 per calendar year. First come, first serve basis.

Qualifications Required:

- Project is a commercial or industrial zoned business within the 1 mile extra territorial zone of the City Limits of Williston.
- Applicant is current with property tax.
- Limited to one project per business per year.
- Non-sectarian religious activities are permitted.

Eligible Uses: For Exterior Building Improvements Only!

Please mark all that apply.

	Quoted Price	Actual Price
<input type="checkbox"/> Storefront remodeling: including windows, siding, doors, signage, etc.	_____	_____
<input type="checkbox"/> Landscaping, screening and fencing.	_____	_____
<input type="checkbox"/> Demolition, clean-up, remodeling, etc.	_____	_____
<input type="checkbox"/> Sidewalk and parking lot – construction and replacement.	_____	_____
<input type="checkbox"/> Stand alone signs. Require a building permit.	_____	_____
<input type="checkbox"/> Handicap accessibility.	_____	_____

Rent Subsidy:

Rent subsidy for new business start ups inside of Williston City Limits.

Ineligible Uses:

- Taxing entities.
- Sectarian religious activities.
- Interior improvements unless for Handicap accessibility.
- Any project costs not defined at time the application was submitted.

The failure of applicant to comply with any of the terms of this Agreement shall constitute an event of default and require the refund of all funds. The applicant will submit a W-9 form with the application. If approved for the match, the applicant will supply an invoice for all goods and services purchased to receive the grant funding. The City of Williston reserves the right to use the results of the report in published reports and/or articles as an example of a City of Williston funded project.

Signature

Date

Flex PACE Express Program

NOTE: THE FOLLOWING **MUST BE COMPLETED** AND SIGNED TO BE ELIGIBLE.

Goal of the Program:

Program is intended to make Williston a better place by helping existing businesses to succeed, make their properties more attractive to their customers, and to make the community more attractive to potential new businesses, employees, residents and visitors by assisting businesses to take major steps to build, remodel, or expand their facilities.

How the Program Works:

The STAR Fund will match the Bank of North Dakota through the Flex PACE Interest Buy-down Program to encourage investment in commercial and industrial property. The Star Fund will invest up to a maximum of \$24,999 / project as the community's portion of the interest buy-down at a designated participation level set by the Bank of North Dakota. The Bank of North Dakota will provide an additional percentage of the interest savings. A Project could save as much as \$75,000 in interest with this program. The applicant will fill out an application along with an estimate of construction costs. Upon completion of construction, the STAR Fund will work with the applicant's bank to provide funds as a part of the permanent financing for the project.

Features:

Match of \$10,000 on project costs between \$125,000 and \$250,000 from the City of Williston STAR Fund.

Match of \$24,999 on project costs of \$250,000 and over.

The City of Williston STAR Fund will provide a match at a designated participation level.

Maximum STAR Fund commitment is \$24,999.

City reserves the right to make a final determination on all projects.

Qualifications Required:

Project is a commercial or industrial zoned business within the 1 mile extra territorial zone of the City Limits of Williston.

Applicant is current with property tax.

Limited to one project per business per year.

Non-sectarian religious activities are permitted

Eligible Uses:

Please mark all that apply.

- Project that improves the image of the community.
- Building construction.
- Building additions.
- Site Improvements.
- Sub-division development – within Williston City Limits only.
- Furnishing and equipment may be eligible.
- Transitioning a retiring business to a new owner.

Ineligible Uses:

Taxing entities.

Sectarian religious activities.

The failure of applicant to comply with any of the terms of this Agreement shall constitute an event of default.

Signature

Date

PACE Program

NOTE: THE FOLLOWING **MUST BE COMPLETED** AND SIGNED TO BE ELIGIBLE.

How the Program Works:

The Bank of North Dakota PACE Fund may provide an interest rate buy down. The buy down is matched by the Star Fund at a designated participation level. In addition, the PACE Fund's participation is limited to the amount required to buy down the interest to the lower of 5% below the yield rate but in no event may the interest rate be more than five hundred basis points below the national prime rate. The borrower's rate shall never fall below 1% at any time.

Features:

The City of Williston STAR Fund will provide a (35%) match with the Bank of ND (65%). City reserves the right to make a final determination on all projects.

Qualifications Required:

Project is a commercial or industrial zoned business in the Williston Trade Region.
Applicant is current with property tax.
Non-sectarian religious activities are permitted.

Eligible Uses:

Eligible uses as defined by the Bank of North Dakota

Ineligible Uses:

Taxing entities.
Sectarian religious activities.

The failure of applicant to comply with any of the terms of this Agreement shall constitute an event of default.

Signature

Date