



**MICHIGAN ECONOMIC DEVELOPMENT CORPORATION
MICHIGAN BUSINESS DEVELOPMENT PROGRAM**

Application for Incentive Assistance

APPLICATION INFORMATION

The Michigan Strategic Fund ("Fund") is authorized to approve incentive assistance to qualified businesses that are creating high-paying jobs and making capital investments in Michigan. Assistance will be structured as grants or loans with flexible terms as determined by the Fund. For incentive assistance using loans, reasonable closing fees will apply.

All Applicants must complete a full application, supply all requested documentation and agree to all conditions outlined in the terms sheet in order to be considered by the Fund for approval of the recommended incentive.

As required by the MSF Act, all written agreements will include a standard repayment provision for failure to comply with the provisions outlined in the written agreement.

All Applicants wishing to be considered for incentive assistance must undergo a criminal and civil background review of the Applicant Entity, related entities and key personnel. Infractions including, but not limited to, felonies, misdemeanors involving financial transactions, Michigan tax liens, and trends of other tax liens or criminal activity may result in loss of eligibility for incentives.

FULL & COMPLETE APPLICATION CHECKLIST – REQUIRED DOCUMENTATION

- Completed Signed Application
- Business Entity Organization Chart - showing the relationship of the Applicant to the parent and any related entities with operations in **Michigan**. The chart must show the Company Name, EIN, location, and percent ownership.
- Financial Capacity Documentation (see page 4 for more detail)
- Key Personnel Certification Form
- Key Personnel Questionnaire, if required
- Business Plan, if required
- Review of the "Confidentiality" tab, which contains information on the Michigan Freedom of Information Act and instructions on how to request confidentiality.

Following submittal of the Full and Complete Application, additional legal due diligence documentation will be required prior to release of all written agreements. See Legal Due Diligence tab for required documentation.

**MICHIGAN ECONOMIC DEVELOPMENT CORPORATION
MICHIGAN BUSINESS DEVELOPMENT PROGRAM**

APPLICATION FORM			
Applicant Entity Legal Name (business entity including DBA if appropriate)		Applicant Employer Identification Number	
		EIN:	
Address (Street/P.O. Box/City, State and Zip Code)		Company Website	
Primary NAICS Code (See NAICS Code List)			
Enter a valid NAICS			
State Where Incorporated/Organized	Year Incorporated	Type of Business (choose one)	
Fiscal Year Begins	and		
	Ends		
Parent Company, if applicable (Company legal name, address, contact person and contact phone)			
Michigan Employment Statewide: Enter the physical address of each Michigan facility of the Applicant Entity and related entities, as well as any other entities housed at the project site(s). Include the Employer Identification Number (EIN), and number of employees (i.e. have taxes withheld by the company or Professional Employer Organization). Contractors would typically not be included, unless the employer withholds taxes.			
Employment Data As Of (Date): 			
List Entity Name and Complete Address of All Michigan Facilities		EIN	Employees
		Total	0

**MICHIGAN ECONOMIC DEVELOPMENT CORPORATION
MICHIGAN BUSINESS DEVELOPMENT PROGRAM**

PROJECT DESCRIPTION

Brief Company History and Project Description:

NOTE: Hold ALT + Enter for a new paragraph.

Proposed Project Location:

Street Address	City/Twp/Village	Municipality Name	County
----------------	------------------	-------------------	--------

Is the site under consideration a reuse or expansion of an existing development?

If no, please describe why reuse is not feasible.

Will the applicant own or lease the facility?		Planned Project Start Date:		When is hiring anticipated to begin:	
---	--	-----------------------------	--	--------------------------------------	--

Is the project a high-technology activity project?

See High-Technology Definitions tab for high-technology category definitions.

If project is high-technology activity project, select the activity that best suits the applicant and project.

Alternative Project Configurations (i.e. other sites being considered). Hold ALT + Enter for a new paragraph.

**MICHIGAN ECONOMIC DEVELOPMENT CORPORATION
MICHIGAN BUSINESS DEVELOPMENT PROGRAM**

PROJECT DESCRIPTION (continued) Hold ALT + Enter for a new paragraph.

Demonstrate why the incentive assistance is needed to ensure that this project will happen in Michigan.

OTHER PROJECT CONSIDERATIONS: Hold ALT + Enter for a new paragraph.

Explain any other factors that should be considered in evaluating this project, (e.g. impact on Michigan suppliers, national/international sales, and other prospects for future expansion, etc.).

FINANCIAL INFORMATION

All companies applying for incentive assistance must demonstrate sufficient financial capacity for the project under consideration.

Attach annual financial statements for the preceding three (3) years. If unaudited, please have them certified by an officer of the company. If historic financial statements are not available, please attach a letter of commitment from a financial institution demonstrating financing for the project, or third-party documentation that financing is secured.

Contact person with whom financial information may be discussed.

Contact Name and Title	Contact Phone

OTHER DISCLOSURES

List any lawsuits or proceedings pending, or resolved by settlement or other disposition within the last five years, other than ordinary routine litigation incidental to the business, against the Applicant Entity or, to the Applicant's knowledge, filed against the Applicant Entity or any of its affiliates. Include similar information as to any such proceedings known to be contemplated by governmental authorities. Enter NONE if not applicable.

List any administrative agency proceedings pending, or resolved by settlement or other disposition within the last five years, other than ordinary routine proceedings of all states incidental to the business, against the applicant by governmental authorities. Include similar information as to any such proceedings known to be contemplated by governmental authorities. Enter NONE if not applicable.

**MICHIGAN ECONOMIC DEVELOPMENT CORPORATION
MICHIGAN BUSINESS DEVELOPMENT PROGRAM**

PROPOSED EMPLOYMENT:

Complete the proposed employment for the first three full years of the project – include all qualified new jobs proposed. Qualified new jobs must be performed by a Michigan resident whose Michigan income taxes are withheld that is in excess of the number of jobs maintained in Michigan prior to the expansion or location.

Cumulative New Jobs	Year 1		Year 2		Year 3	
	Year Ending:	MM/DD	Year Ending:	MM/DD	Year Ending:	MM/DD
	YYYY		YYYY		YYYY	
Job Category: (Add Categories that reflect your company's structure)	New Jobs Created	Avg Annual Wage	Cumulative New Jobs Created	Avg Annual Wage	Cumulative New Jobs Created	Avg Annual Wage
Management/Professional						
Technical/Sales						
Clerical/Service						
Skilled/Unskilled						
Total	0	\$0	0	\$0	0	\$0

Please provide a brief description of benefit package offered to employees:

Will the qualified new jobs listed above be direct employees of the Applicant Entity?

If no, please explain:

PROPOSED REAL & PERSONAL PROPERTY INVESTMENT:

Complete the proposed investment for the first three years of the project.

	Year 1	Year 2	Year 3	Total
	YYYY	YYYY	YYYY	
Land Costs				\$0
Building - New Construction				\$0
Building - Purchase of Existing				\$0
Building - Renovations				\$0
Building - Annual Lease Cost				\$0
Leasehold Improvements				\$0
Machinery & Equipment				\$0
Furniture & Fixtures				\$0
Computers				\$0
Pollution Control Equipment				\$0
Special Tooling				\$0
Other Personal Property				\$0
Total Capital Investment	\$0	\$0	\$0	\$0

**MICHIGAN ECONOMIC DEVELOPMENT CORPORATION
MICHIGAN BUSINESS DEVELOPMENT PROGRAM**

CERTIFICATION

On behalf of the Applicant Entity, I authorize the Michigan Economic Development Corporation (MEDC), Office of the Chief Compliance Officer (CCO), the Department of Attorney General, and/or the Michigan Strategic Fund (MSF) to review information provided to the State of Michigan Department of Licensing and Regulatory Affairs (LARA) or any other State of Michigan Department or Agency for purposes of verifying information provided in support of the Applicant's request for incentive assistance.

Further, I authorize the MEDC, CCO, the Department of Attorney General, and/or MSF, or any of their designees to perform background checks on the Applicant Entity.

I understand that the Applicant Entity will not be able to enter into a written agreement between the company and the MSF unless all of the following are met:

- * The local community or communities where the project will commence has demonstrated and approved, if applicable, a staff, financial or economic commitment to the project;
- * The Applicant Entity has demonstrated the need for the incentive assistance; and
- * The Applicant Entity agrees to provide all data described in the written agreement necessary for the MSF to report to the Legislature as required by the Act.

I hereby certify that the information contained in this application and in the exhibits or attachments submitted are true and correct to the best knowledge of the Applicant and the undersigned, and are submitted to the MEDC as a basis for determining whether the MSF should consider to authorize incentive assistance for the project.

Signature	Date
Typed Name	Title

PROJECT CONTACTS

Name & Title	Address	Telephone & Fax	Email

Michigan Freedom of Information Act

Except as otherwise provided in this section, all information in the application is subject to disclosure under Public Act No. 442 of 1976, known as the "Freedom of Information Act". This act also provides for complete disclosure of contracts, their attachments, due diligence materials, progress reports submitted throughout the term of the award agreement and financial documents submitted as required under the award agreements. Applications are furnished to the MEDC and the State of Michigan, through the MSF Board.

Is all application information subject to the Michigan Freedom of Information Act?

Yes, unless the Applicant demonstrates that the application materials submitted contain "financial or proprietary information" and is granted confidentiality by the Fund. Financial or proprietary information is defined as "information that has not been publicly disseminated or which is unavailable from other sources, the release of which might cause competitive harm". Applicants are provided an opportunity to specifically request such proprietary or financial information to be held confidential.

How do I request confidentiality on "financial or proprietary" information?

Applicants may request confidential treatment for "financial or proprietary information" contained within application materials that meets the definition of "financial or proprietary information contained in the MSF Act. Such information **MUST** be identified directly within the material submitted by applicants by the following requirements:

- Identify each component and portion of the narrative for which you are requesting confidentiality. **Text, tables, or graphics MUST be bolded and marked with asterisks and brackets (*[bold if text]*) within the narrative.**
- Identify the attachment and the portion of the document for which you are requesting confidentiality. **Text, tables or graphics MUST be bolded and marked with asterisks and brackets (*[bold if text]*) on the attachment. If you are requesting confidentiality for portions of a multi-page document, such as the Business Plan, you MUST also list the page numbers on all pages that contain information marked by asterisks and bold brackets.**

Applications that fail to differentiate truly proprietary information from public information by indiscriminately labeling large sections or entire applications as proprietary cannot be properly protected and will not be granted confidentiality. **Watermarks, footers and headers that state "Confidential" or similar general indications will be construed to be an**

What else should I know?

- Applicants must be aware that, pursuant to MCL 125.2005(9), information the applicant deems confidential must be acknowledged by the Michigan Strategic Fund (MSF) Board as confidential to protect such information from disclosure under the Michigan Freedom of Information Act, MCL 15.243(1)(d). Information that is not acknowledged as confidential by the MSF Board may be subject to disclosure under the Michigan Freedom of Information Act. Information that would not cause competitive harm cannot be deemed confidential. The MSF Board will make the final decision on whether information designated as confidential by the applicant will be acknowledged as confidential.

- Applicants agree that by failing to properly identify information that the applicant desires to be designated as confidential by the MSF Board, the applicant waives all rights and actions against the MEDC, the MSF Board, and the State of Michigan and its participants, officers, agents and employees regarding the release of information that could have otherwise been acknowledged as confidential but for the applicant's failure to properly designate the information as provided in this section or take other necessary action to have information acknowledged as confidential. It is the applicant's sole responsibility to identify information that it desires to be designated as confidential.

- Neither the MSF Board nor the MEDC shall be liable for any inadvertent disclosure of any of the applicant's information designated as confidential by the applicant.



High Technology Definitions

Category	Definition
Advanced Computing	Technology used in the design and development of any of the following: Computer hardware and software; Data communications; or Information technologies.
Advanced Automotive, Manufacturing, and Materials Technology	Includes materials with engineered properties created through the development of specialized process and synthesis technology; nanotechnology; improvements to vehicle safety; and new technology, devices or systems that enhance or improve the manufacturing process of wood, timber, or agricultural based products.
Advanced Vehicles Technology	Technology that involves electric vehicles, hybrid vehicles, or alternative fuel vehicles, or components used in the construction of electric vehicles, hybrid vehicles, or alternative fuel vehicles.
Alternative Energy Technology	Applied research or commercialization of alternative energy technologies; devices or systems designed and used solely for the purpose of generating energy from agricultural crops, residue and wastes, not including retrofitting of conventional gas or diesel engines; a technology, product or system that permits the utilization of biomass for the production of chemicals or materials; and wind energy.
Biotechnology	Technology that uses living organisms, cells, macromolecules, microorganisms, or substances from living organisms to make or modify a product, improve plants or animals, or develop microorganisms for useful purposes. Biotechnology does not include human cloning as defined in section 16274 of the public health code, 1978 PA 368, MCL 333.16274, or stem cell research with embryonic tissue.
Electronic Device Technology	Technology that involves microelectronics, semiconductors, electronic equipment, and instrumentation, radio frequency, microwave, and millimeter electronics, and optical and optic-electrical devices, or data and digital communications and imaging devices.
Digital Media	Including but not limited to internet publishing and broadcasting, video gaming, web development, and entertainment technology activities.
Engineering or Laboratory Testing	Related to the development of a product.
Film and Video	Including but not limited to motion picture and video production and distribution, post production services, and tele-production services activities.
Homeland Security and Defense Technology	Assists in the assessment of threats of damage to the general population and critical infrastructure; protection of, defense against, and mitigation of the effects of foreign or domestic threats, disasters or attacks; and support for crisis or response management technology.
Life Sciences Technology	Technology derived from life sciences intended to improve human health or the overall quality of human life.
Medical Device Technology	Technology that involves medical equipment or products other than a pharmaceutical product that has therapeutic or diagnostic value and is regulated.
Music Production	Including but not limited to record production and development, sound recordings studios, and integrated high-technology record production and distribution activities.
Product Research and Development	
Technology for the Assessment or Prevention of Threats or Damage to Human Health or the Environment	Including, but not limited to, environmental cleanup technology, pollution prevention technology, or development of alternative energy sources.
Tool and Die Manufacturing	

Source: Michigan Economic Growth Authority Act, Act 24 of 1995

[http://www.legislature.mi.gov/\(S\(e1w23h55nwh15hqbqjrupc45\)\)/documents/mcl/pdf/mcl-Act-24-of-1995.pdf](http://www.legislature.mi.gov/(S(e1w23h55nwh15hqbqjrupc45))/documents/mcl/pdf/mcl-Act-24-of-1995.pdf)



The following information is required in order to complete a written agreement under the Michigan Business Development Program. Please note this list is not exhaustive and additional information may be required depending on the final structure of the agreement.

For Corporations:

- | | |
|---|--|
| • Copy of filed Articles of Incorporation | • Copy of Bylaws |
| • Certificate of Good Standing from Michigan | • <u>If not a Michigan Corporation</u> , a Certificate of Good Standing from the state of incorporation |
| • <u>If not a Michigan Corporation</u> , Certificate of Good Standing and Authority to Transact Business or Conduct Affairs in Michigan | • Copy of Resolution or other authority allowing the “person” or his/her “official titled position” that will be signing final document for the business to actually sign the final agreement for the company. |
-

For Limited Liability Corporations (“LLC”):

- | | |
|---|--|
| • Copy of filed Articles of Organization | • Copy of complete and signed Operating Agreement |
| • Certificate of Good Standing from Michigan | • <u>If not a Michigan LLC</u> , a Certificate of Good Standing from the state of organization |
| • <u>If not a Michigan LLC</u> , Certificate of Good Standing and Authority to Transact Business or Conduct Affairs in Michigan | • Copy of Resolution or other authority allowing the “person” or his/her “official titled position” that will be signing final document for the business to actually sign the final agreement for the company. |
-

For Limited Partnerships or Limited Liability Partnerships (“LP” or “LLP”):

- | | |
|---|--|
| • Copy of Limited Partnership | • Copy of complete and signed Limited Partnership Agreement |
| • Certificate of Good Standing from Michigan | • <u>If not a Michigan LP or LLP</u> , a Certificate of Good Standing from the state of organization |
| • <u>If not a Michigan LP or LLP</u> , Certificate of Good Standing and Authority to Transact Business or Conduct Affairs in Michigan | • Copy of Resolution or other authority allowing the “person” or his/her “official titled position” that will be signing final document for the business to actually sign the final agreement for the company. |
-

For Partnerships:

- | | |
|--|---|
| • Certificate of Co-Partnership from the county in Michigan where the Partnership is located. | • Copy of complete and signed Partnership Agreement |
| • Copy of Resolution or other authority allowing the “person” or his/her “official titled position” that will be signing final document for the business to actually sign the final agreement for the company. | |