

## How to Submit a Destination Creation Grant Request

*This unique loan-to-grant is funded by the Denison Development Foundation (non-profit). It provides 15% matching incentive (up to \$100,000) for investment to create a winery, brewery, distillery, or destination restaurant in downtown Denison. This incentive is designed to be an investment reimbursement that reduces any matching requirements set by lenders (if applicable) to essentially replenish or buffer working capital as the business is beginning operations. This includes all improvement/development costs except real estate acquisition or leasing, working capital, and inventory. Projects are considered on a case-by-case basis. Limited funding is available.*

### Application Process

- Communicate with Denison Development Alliance to discuss your project.
- Submit your Organizational Formation documents (filed with state, or D.B.A.)
- Submit your Business Plan, Marketing Plan, and Financial Projections (*see Exhibit A*)

### Upon Approval

- Sign and return the Grant Agreement
- Submit a current W-9

### Reimbursement Process

- Upon receipt of Certificate of Occupancy, send scan/picture to DDA.
- Submit eligible expenses two ways: Receipts and/or paid invoices with proof of payment, and a spreadsheet summary of all expenses.

#### Submit original receipts that clearly show

- The name of the vendor
- Item(s) purchased
- Amount paid
- Date of payment

#### TIPS:

- Many online invoices have a “View Invoice” feature that shows these details. Print and submit this version. Attach other information you may have, if available.
- If there is absolutely no way proof of payment can be reproduced, an Affidavit can detail those expenditures. The Affidavit will be signed and filed with DDA.

#### Spreadsheet Summary (*see Exhibit B*)

A listing of all the original receipts being submitted. You may include as much detail as you wish, but as a minimum include:

- Category for expense (example: equipment, finishing materials, roof, etc.)
- Payee
- Amount
- Date Paid
- Proof of payment (example: credit card, cash, pd receipt, pd invoice, etc.)

## Exhibit A

BUSINESS PLAN should include:

- Executive Summary
- Company Description
- Market Analysis
- Competitive Analysis
- Description of Management and Organization
- Breakdown of products and services

MARKETING PLAN

FINANCIAL PROJECTIONS should include:

- Capitalization Plan
- Cost Projections (See sample below; Submit on Excel Spreadsheet)

Name of Business

Cost Projections

Projected opening date

*NOTE: Items listed are just examples. Your items will be different.*

CATEGORY / ITEM	COST ESTIMATE	NOTES
Demo		
Engineering and Design		
Roof		
Ceiling		
Windows		
Foundation		
<i>Demo and Modifications Total</i>		
Interior Finish Out		
Restrooms		
HVAC		
Flooring		
Framing		
Electrical Rough In		
Lighting		
Electrical Finish Out		
Plumbing / Sewer		
<i>Interior Finish Out Total</i>		
Exterior		
Canopy/Awning		
Parking		
<i>Exterior Total</i>		
Equipment		
(itemize your needs)		
<i>Equipment Total</i>		
Cost Projection Subtotal		
Contractor Mgmt Fee/ Overhead / Other		
<b>Total Cost Projection</b>		

## Exhibit B

### Spreadsheet Summary *(submit on Excel spreadsheet)*

A listing of all the original receipts being submitted. You may include as much detail as you wish, but as a minimum include:

Category / Item	Payee	Amount	Date Paid	Proof of payment Paid Invoice, Credit Card receipt, Paid receipt, etc.	Note
Finishing materials	XYZ	\$	11/1/2021	Invoice	
Equipment	LMN	\$	11/2/2021	Credit card	Kitchen