



# Non-Competitive Economic Development Project Proposal Application

**Date:** \_\_\_\_\_ **Total Funds Requested:** \_\_\_\_\_

The Office of Economic Vitality (OEV) shall evaluate the funding request as directed by the Intergovernmental Agency Board of Directors based on the scoring criteria developed pursuant to Policy No. 114, Evaluation of Non-Competitive Economic Development Project Proposals. Recommendations to fund may be for an amount less than the amount requested. All recommendations will be in writing and submitted to the Intergovernmental Agency Board of Directors for consideration.

## I. Organization Information:

**Organization Name:**

\_\_\_\_\_  
*Organization Name*

**Organization Address:**

\_\_\_\_\_  
*Street Address*

\_\_\_\_\_  
*Line 2*

\_\_\_\_\_  
*City*

\_\_\_\_\_  
*State*

\_\_\_\_\_  
*Zip*

**Principal Contact Information:**

\_\_\_\_\_  
*Name*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Phone Number*

\_\_\_\_\_  
*Email Address*

## II. Proposed Initiative Information

**Provide a brief overview of the proposed initiative, including its specific aims.**

*Please explain how the project will satisfy the specified criteria and provide supporting information or documentation for each response.*

**Describe how your project aligns with OEV's Economic Development Strategic Plan.**

**Describe how your project aligns with OEV's Targeted Industry Study.**

**Describe your project's plan for capital investment into the community for the general purpose of improving the local economy.**

**Describe how the project meets the following criteria:**

*The project must be sustainable, have support from local stakeholders (private, public, and non-profit entities, etc.), and be aligned with—and integrated into—other public or private investments currently ongoing or planned for the local community.*

**The project must be feasible and likely to achieve projected outcomes. What steps will the organization take to initiate and promote the project? How will the organization measure the projected outcomes of the proposed project?**

**Has the organization ever had a grant or award terminated early by OEV due to non-compliance, or has another agency or sponsor ever requested a return of funds for failure to provide deliverables? If yes, explain.**

**Describe the proposal's availability and commitment to cost sharing by the applicant or matching funds. See Policy No. 114, Section 07 regarding documentation of cost sharing or matching.**

(Continued on next page)

### III. Documentation Checklist

The following documentation outlined below must be submitted for your proposal to be evaluated.

| Documentation   | Check the box, if attached |
|---|----------------------------|
| Certification from the Florida Department of State, Division of Corporations as to the current corporate status of the applicant (non-profit and for-profit corporations only).   |                            |
| Copy of the Articles of Incorporation of the applicant (non-profit and for-profit corporations only).   |                            |
| Documents reflecting the organizational, management, and financial structure of the applicant. Including, but not limited to, bank statements, filed tax returns, audited financial statements & reports, organization charts, and resumes of management/leadership team responsible for project activities & deliverables. |                            |
| Recent independent market analysis, performed at the applicant's expense, evaluating the economic development impact of the proposal to the Tallahassee-Leon County area. <i>Required for requests exceeding \$100,000.</i>   |                            |
| The proposed budget and proposed Scope of Work for the project.   |                            |
| Explanation of Expected Project Deliverables.   |                            |

The applicant may attach additional information and relevant documents to this application. OEV may request additional documents or information after the application submission as a part of the evaluation process.

### IV. Application Submission

Completed application forms, with accompanying documentation listed above, must be presented to the Blueprint IA Board for consideration. The links below provide updated information for current IA Board members.

[Leon County Board of County Commissioners](#)

[Tallahassee City Commission](#)