

Project Financing Plan and Budget Guidance Sheet

Capital Costs

Details

- Land Cost/Site Improvement

- Building Acquisition

- Water/Utility Hookups

- General Construction

- Leasehold Improvements

- Machinery and Equipment

Lease Costs not an Allowable Expense

- Office Equipment

- Computer Software

- Design Consultant/Architect

For Site or Office Improvements

- Design Consultant/ Engineer

For Site or Office Improvements

- Computer Equipment

- Contractual Services (Installation Only)

In Support of Specific Capital Projects

- Telecommunications (Phone System/Network)

Working Capital Costs

- Training

Third Party Training Vendor Only-Please Provide a Detailed Training Plan

- Relocation

Not People Related- Relocation Expenses

- Legal Fees – DECD (up to \$3,000)

Cost of DECD Legal Fees only. Grant -\$1,000 Plus Misc. Fees \$50 est. and Loans \$2,500-\$3,000. Could be Higher for more Complicated Projects

- Office Rent

(Up to 6 month differential)

- Marketing (Explain/Define)

Excludes mileage, transportation, food and lodging. Please provide a detailed Marketing Plan.

- Contractual Services (Explain/Define)

In Support of the Expansion Project

- Inventory

Explain in Detail-Provide a list of Inventory Items

Other Authorized Expenses

- Salaries: Schedule A information

For New W-2 Employees up to 50% of State Funding may be Requested for Salaries in the First 12 Months. Applicants must include the Schedule A.