

PROPOSED SPONSOR PROJECT OUTLINE

Please mail this Project Outline, Checklist and attachments to:

Burt Von Hoff
Executive Office of the Governor
Office of Tourism, Trade and Economic Development
The Capitol; Suite 2001
Tallahassee, Florida 32399-0001
PHONE: 850/487-2568; Fax: 850/487-3014
E-MAIL: "BURT.VONHOFF@MYFLORIDA.COM"

NAME OF AGENCY: _____

NAME OF PROJECT: _____

CONTACT PERSON: _____

TITLE: _____

MAILING ADDRESS: _____

PHONE: _____ FAX: _____

E-MAIL: _____

TYPE OF PROPOSED PROJECT:

_____ Provide, construct, improve or substantially rehabilitate:

_____ Housing;
_____ Homeownership Opportunities;
_____ All Other Housing

_____ Commercial resources and facilities;

_____ Industrial resources and facilities; or

_____ Public resources and facilities.

_____ Improve entrepreneurial & job development opportunities for low-income persons.

_____ Increase access to high-speed broadband capability in rural communities with an

EZ

PROJECT LOCATION:

_____ Florida Enterprise Zone

_____ Front Porch Community

_____ Housing for Low-Income Persons (Enterprise Zone location)

PROJECT PROPOSAL CHECKLIST

I. SPONSOR ELIGIBILITY DOCUMENTATION

The sponsor must submit documentation of eligibility (if available):

- a copy of the organization’s Articles of Incorporation,
- a copy of the organization’s By-Laws, or
- a copy of Division of Corporation’s Registration Certificate, or
- a copy of the Internal Revenue Service eligibility letter, or
- or other documentation of sponsor eligibility.

Articles of Incorporation

By-Laws

Dept. of State Letter

IRS Letter

Other

These items should include effective dates and all appropriate signatures.

II. PROJECT NARRATIVE

The sponsor must submit a project narrative (usually 1 – 2 pages, although any length is acceptable) that briefly and clearly:

- A. Describes the eligible project;
- B. Lists the types of donations sought;
- C. Identifies the uses for donations;
- D. Estimates the total project cost;
- E. Estimates the number of jobs (if applicable); and
- F. Estimates the completion date of the project.

III. DOCUMENTATION OF AREA ELIGIBILITY

The sponsor of a “community development” project must submit documentation that the proposed project is located within a state designated Enterprise Zone or Front Porch Community (a letter from an EZDA Coordinator or Front Porch Community Liaison or a map with project location highlighted will be acceptable).

EZDA Letter

Front Porch Letter

Map

Please note: projects designed to provide housing for low-income persons are not required to be located within an Enterprise Zone.

Housing: Not Applicable

IV. LOCAL GOVERNMENT RESOLUTION

The sponsor must submit a certified copy of a resolution from a local government (where the project is located) stating that the proposed project is “consistent with local plans and regulations (including comprehensive plans)”.

Resolution