



Invest DSM Commercial Grant Program

Application

The purpose of the Commercial Grant Program is to provide financial incentives to encourage existing or new commercial property owners within the Special Investment Districts to invest in properties in order to improve the appearance, marketability, functionality, and desirability of the commercial area. For questions, please call 515-221-8410 or email Info@InvestDSM.org. Completed applications may be submitted to Applications@InvestDSM.org.

**** In order to be considered for Invest DSM's Commercial Grant Program, applicants must first go through the City of Des Moines' Pre-Application Conference process. All projects must meet applicable city building and zoning codes. [Click here for the Pre-Application Conference Request Form](#).****

PROPERTY/CONTACT INFORMATION

1. Property Address: _____
2. Name of Applicant – Business/Entity Name: _____
2a. ___ Owner ___ Tenant
3. Applicant Contact Name: _____
4. Applicant's phone: _____
5. Applicant's Email: _____
6. Legal Entity Name of Property Owner (if applicable): _____
7. Property owners contact (if different from applicant)
 - a. Contact Name: _____
 - b. Telephone number(s): _____
 - c. Email address: _____

PROJECT DESCRIPTION

8. Briefly describe proposed improvements:

9. Briefly describe how Invest DSM funds will be used for this project:



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10. Briefly describe history of subject property:

11. Proposed Project start date:

Proposed project completion date:

12. Has a building permit been pulled, or has the project been started?: YES NO

If yes, please explain:

13. Identified Sources and Uses:

PROPOSED WORK PLAN		SOURCES OF FUNDS			
<u>Activity</u>	<u>Cost</u>	Source A	Source B	Source C	Source D
Building/Land Acquisition (if applicable)					
Pre-development (Design/Engineering)					
Site Preparation					
Building Construction					
Building Remodeling					
Machinery & Equipment					
Furniture & Fixtures					
Other _____					
TOTAL					



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FUNDING SOURCE	AMOUNT
Applicant Equity	
IDSMS Program Request	
Other - _____	
Other - _____	
Other - _____	
TOTAL	

14. Do you anticipate any new tenants as a result of the improvements? If so, what kind of business?:

15. How many employees are at the project site currently? Full-time: _____ Part time: _____

16. Do you anticipate any new employees at the project site?: Full-time: _____ Part time: _____

17. Is any elected official or employee of the City of Des Moines or Polk County an officer, director, or holder of any direct or indirect pecuniary interest in the business? ___ YES ___ NO

If yes, please explain:

18. Has the Business Owner or Building owner ever filed for bankruptcy, or are there any pending judgements, liens, or legal action against Business Owner or Property Owner? ___ YES ___ NO

If yes, please explain:



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Please attach the following, naming each attachment with the corresponding numeral (ex. i. Summary):

- i. Summary and financial projections of the current or proposed business that will serve as a tenant for this space. The summary must include the following information:

BUSINESS SUMMARY

- a. Description of the background and experience of the business owner.
- b. Description of the business.
 - i. What is your target market and what do you offer your customers?
 - ii. Describe the anticipated product mix, if applicable.
 - iii. What are your anticipated days and hours of operation?

FINANCIAL STATEMENT & PROJECTIONS

- a. Annual costs for your business. Itemized list including but not limited to: advertising, insurance, licenses/permits, office/store supplies, store fixtures, and inventory.
 - b. Most recent financial statement for the business.
 - c. Projected income and operating expenses for 12 months (see sample attached).
- ii. Personal financial statement and most recent tax return of business owner.
 - iii. Three (3) – four (4) photographs of the building.
 - iv. Itemized list of projects (see sampled attached), including contractors' estimates attached. Please indicate items for which you are requesting Invest DSM funds by marking 'IDSM' on the itemized item.
 - v. Project renderings for consideration.
 - vi. Copy of the existing or proposed lease or purchase agreement or other financing arrangements (if applicable).
 - vii. Letters of commitment of funds from banks and all lenders participating in the project, including terms of the loan(s) or other financial arrangements (grants, equity, etc.).
 - viii. Copy of building appraisal, if required by lender.
 - ix. Written permission from the legal building owner to participate in this program (if applicable).
 - x. Pre-Application Summary Letter to serve as confirmation of completion of the Pre-Application process.

Name of City Case Planner assigned to your project: _____



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Media/Publicity Release and Waiver ("Release and Waiver"):

- I hereby irrevocably permit, authorize, grant, and license Invest DSM and its affiliates, successors, and assigns, and their respective licensees, advertising agencies, promotion agencies, and fulfillment agencies, and the employees, officers, directors, and agents of each and all of them ("**Authorized Persons**"), the rights to display, publicly perform, exhibit, transmit, broadcast, reproduce, record, photograph, digitize, modify, alter, edit, adapt, create derivative works, exploit, sell, rent, license, otherwise use, and permit others to use my name, image, likeness, and appearance, voice, biographical information, testimonials and other personal characteristics and private information, including the address of my property and "before" and "after" photos of my property, and all materials created by or on behalf of Invest DSM that incorporate any of the foregoing ("**Materials**") in perpetuity throughout the universe in any medium or format whatsoever now existing or hereafter created, including but not limited to, in and on magazines, brochures and other print publications, electronic, and other advertising and promotional materials, press releases, the internet and other digital transmission or delivery methods, mobile applications for any purpose, including but not limited to advertising, public relations, publicity, and promotion of Invest DSM and its affiliates and their businesses, and services, without further consent from or royalty, payment, or other compensation to me.
- Invest DSM shall be the exclusive owner of all rights, including copyright, in the Materials. I hereby irrevocably transfer, assign, and otherwise convey to Invest DSM my entire right, title, and interest, if any, in and to the Materials and all copyrights and other intellectual property rights in the Materials arising in any jurisdiction throughout the universe in perpetuity, including all registration, renewal, and reversion rights, and the right to sue to enforce such copyrights against infringers. I acknowledge and agree that I have no right to review or approve Materials before they are used by Invest DSM, and that Invest DSM has no liability to me for any editing or alteration of the Materials or for any distortion or other effects resulting from Invest DSM's editing, alteration, or use of the Materials, or Invest DSM's presentation of me. Any credit or other acknowledgment of me, if any, shall be determined by Invest DSM in Invest DSM's sole discretion. Invest DSM has no obligation to create or use the Materials or to exercise any rights given by this Release and Waiver.
- To the fullest extent permitted by applicable law, I hereby irrevocably waive all legal and equitable rights relating to all liabilities, claims, demands, actions, suits, damages, and expenses, including but not limited to claims for copyright or trademark infringement, infringement of moral rights, libel, defamation, invasion of any rights of privacy (including intrusion, false light, public disclosure of private facts, and misappropriation of name or likeness), violation of rights of publicity, physical or emotional injury or distress, or any similar claim or cause of action in tort, contract, or any other legal theory, now known or hereafter known in any jurisdiction throughout the world (collectively, "Claims") arising directly or indirectly from the Authorized Persons' exercise of their rights under this Release and Waiver or the production, exhibition, exploitation, advertising, promotion, or other use of the Materials, and whether resulting in whole or in part by the negligence of Invest DSM or any other person, covenant not to make or bring any such Claim against any Authorized Persons, and forever release and discharge the Authorized Persons from liability under such Claims. I understand that Invest DSM is relying on this Release and Waiver, and I agree that this Release and Waiver cannot be terminated, rescinded, or modified, in whole or in part. **THIS RELEASE AND WAIVER PROVIDES INVEST DSM WITH YOUR ABSOLUTE AND UNCONDITIONAL CONSENT, WAIVER, AND RELEASE OF LIABILITY, ALLOWING INVEST DSM TO PUBLICIZE AND COMMERCIALY EXPLOIT YOUR NAME, LIKENESS, AND OTHER PERSONAL CHARACTERISTICS AND PRIVATE INFORMATION AS SET OUT ABOVE.**

*Submit Completed Application to Applications@InvestDSM.org
Invest DSM | 602 Robert D Ray Drive | Des Moines, IA 50309 | 515-221-8410*



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I authorize Invest DSM to make inquiries as necessary to verify the accuracy of the statements made and to determine my creditworthiness. I certify the above and the statements contained herein are true and accurate as of the stated date(s). These statements are made for the purpose of obtaining a grant. I understand false statements may result in forfeiture of benefits.

Applicant Signature(s)

Print Name: _____ Signature: _____ Date: _____

Print Name: _____ Signature: _____ Date: _____