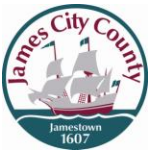


# James City County Business Assistance Application

Please complete this application in its entirety and return to [lmesser@james-city.va.us](mailto:lmesser@james-city.va.us). If you have questions about your application, please call 757-253-6607. The James City County Economic Development Authority does not guarantee assistance.

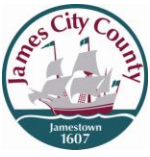
Part I. Company Contact Information	
Company Name:	
Contact Name:	Title:
Mailing Address:	
Physical Location and Headquarters: (If different from mailing address.)	
Phone Number:	E-mail address:

Part II. Assistance Request
Type of Assistance Requested:  (Examples: loan, grant, assistance with permitting, business/financial consultation)
If more than one type of assistance is requested, please list primary need:
Intended Purpose of Assistance (full description):
Dollar Value of Assistance Requested (if applicable); please itemize if necessary:
Timeframe for Assistance:
If the business is a start up business, please attach a copy of the most recent business plan.



# James City County Business Assistance Application

Part III. Project Specific Information		
Estimated total James City County capital investment of project:		
Please provide a breakdown of capital investment into the below categories with anticipated timeframe:		
	Cost	Timeframe
Land		
Buildings		
Equipment, Machinery, & Tools		
Other (please specify)		
Is or will the business be located in an owner occupied facility?		
If the business is not or will not be located in an owner occupied facility, please provide the date and term of its lease agreement.		
Date:		
Lease Term:		
New Employment		
What is the estimated total number of <b>new James City County</b> <u>full-time</u> positions?		
What is the time frame for these positions?		
What is the estimated total number of <b>new</b> <u>part-time</u> positions?		
What is the time frame for these positions?		
Estimated Average salary:	Estimated Average Value of Benefits:	



# James City County Business Assistance Application

## Part IV. Community Benefits

Will you use any James City County Business in support of your new capital investment?

(For example, community banks, architectural firms, engineering firms, construction companies)

Please list any other benefits for James City County resulting from this project?

## Part V. General Company Information

What year was the business established?

Does the business currently operate in James City County?  Yes  No

If yes, how long has the business been in James City County?

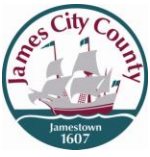
How many people does the business employ locally?

Approximately, what percent of employees are full-time?

What is the approximate average full-time employee salary?  
(These may be separated by job function)

What is the approximate value of benefits that  
full-time employees receive?

What is the company's approximate employee turnover ratio?



# James City County Business Assistance Application

## Part V. General Company Information (Continued)

Describe the overall nature of the company's business or businesses in James City County.

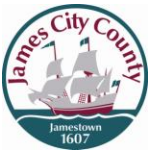
Approximately, what percent of company goods or services are exported outside of James City County?  
Outside of Virginia?

What is the estimated percent of operational resources (goods, services, raw materials, etc.) other than labor that is (or will be) purchased in James City County?

## Part VI. Utility Information

What is the estimated monthly water usage resulting from company operations?

Are there any regulated wastes or emissions associated with the company's operations? If so, please describe.



# James City County Business Assistance Application

## Part VII. Company History

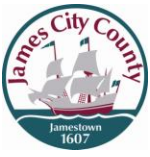
Has the company ever been found to be in violation of any federal, state, or local laws, rules, regulations or ordinances? If so, please describe.

Has the company ever applied or received business financial or like-kind assistance (grants, loans, subsidies, abatements, etc.) from James City County, the Commonwealth of Virginia or from other local jurisdictions? If so, please describe the nature, approximate date, and amount of assistance.

Local jurisdictions include and are not limited to Williamsburg, York County, Newport News, New Kent County, etc.

Approximately what percentage of the company's business revenues are currently derived from contracts with local, state, or federal entities? What percent of revenues are projected from such entities over the next year?

Describe how the company encourages and promotes individual employee growth either internally or externally.



# James City County Business Assistance Application

## Part VII. Company History (Continued)

Describe any community involvement from the company and/or its employees.

This can include and is not limited to community outreach, sponsorships, volunteering, and charitable events.

## Part VIII. Company Financial Information (Necessary Upon Request Only - All Such Information Will Be Held In Confidence )