

GO Topeka
Small Business Incentive Application
Topeka/Shawnee County



Individual		Home Address			
Name of Business			E-Mail		Tax ID or SSN
Street Address of Business					Tel. No.()
					Fax No.()
City	County	State	Zip	Number of employees Full Time _____ Part Time _____	
Type of Business	NAICS#	Date Business Established			Will this incentive increase your number of employees? _____ If yes, by how many? _____
Legal Structure • Corporation • Partnership • Sole Proprietorship					Start Up Business _____ Existing Business _____
Eligible businesses can receive one incentive per category unless otherwise noted.					

Incentive Program	Incentive Requested	Requirements	Total Amount Requested
*Employee Training	Up to \$750 per employee, (limit 2 per company) Must notify GO Topeka at least 30 days in advance. <i>Check will be made payable to the company providing the training.</i>	Must be used for training, skills upgrade or certification. Cannot be used for transportation, hotel or meals. Copy of registration for training or invoice showing expenses paid.	
Equipment Purchase Reimbursement (Does not include: vehicles, laptops, computers, cell phones, furniture or disposable office supplies.)	Up to \$5,000 in matching funds toward the purchase of new or used equipment critical in the day to day operations of the business. Example: Purchase \$10,000 in equipment, reimbursement would be \$5,000.	Retail or light manufacturing, non- franchisee business owner. Invoices need to be paid in full prior to submitting. Attach a copy of equipment paid invoices to the Reimbursable Receipt Form.	
Small Business Construction and Renovation (Does not include heating and cooling systems, gravel for parking lots.)	Up to \$5,000 in matching funds toward the enhancement of an existing property or toward the construction of a new property. Example: Spend \$10,000 on renovation, reimbursement would be \$5,000.	Must be used for construction of new property or the enhancement of an existing property. Invoices need to be paid in full prior to submitting. Attach a copy of paid invoices to the Reimbursable Receipt Form.	
*Marketing Reimbursement	Up to \$1,000 per business Must notify GO Topeka at least 30 days in advance. <i>Check will be made payable to the vendor providing the advertising/ marketing.</i>	Must be used for advertising/ marketing. Funds can be used for website (update or building), newspaper, magazine, radio or television ads, banners, signage, or promotional materials.	

**Incentives will be accepted for businesses under the following NAICS codes:
23, 31, 32, 33, 44, 45, 54, 72, 811, 812.**

*All applicants must own and operate their business in Shawnee County. Each incentive is limited to one time per company or family. A site visit will be conducted by a representative of GO Topeka before purchase and prior to company receiving check. A follow up report will be required by incentive recipients. Incentives not available for those participating in other general GO Topeka incentive programs. These funds are available to independent small businesses (non-franchisees) with 50 or less employees in Shawnee County, must be a for profit company. Application must be approved by GO Topeka prior to making purchases or signing contracts.

Management requesting incentive.

Name and Position Title	Complete Address	% Owned	US Citizen	Race**	Gender**

** This data is collected for statistical purpose only. It has no bearing on the approval or decline of this application.

Please supply the following

Machinery & Equipment

Are you buying machinery or equipment with this incentive? If so, you must include a list of equipment and cost as quoted by the seller, name and address.

Construction & Renovation of Property

Submit an estimated cost of the project.

Provide copies of preliminary construction plans and specifications prepared by a qualified, independent third party (general contractor or architect).

Please complete the following

Are you or your business involved in any pending lawsuits? If yes, explain. _____

Have you been involved in bankruptcy or insolvency proceedings? If so, please provide the details. _____

Please submit this application with the additional information requested.

I/We authorize GO Topeka/Entrepreneurial & Minority Business to investigate my/our personal and business financial history as necessary to process an incentive application. The undersigned authorizes any person or consumer reporting agency to give GO Topeka any information it may have on the undersigned. Each of the undersigned authorizes you to answer questions about your credit experience with the undersigned. THE UNDERSIGNED, IN applying for the incentive program through GO Topeka/EMBD, recognizes that prior to receiving any financial assistance he or she will agree to comply with all federal, state and local laws and regulations to the extent that such are applicable.

Name of Business:

Signature/Title:

Date:

Approved By:



Mail completed application and supporting documentation to:

GO Topeka
719 S. Kansas Ave., Suite 100
Topeka, KS 66603

785.246.6127