Strategic Investment Program

Application

Dunn County Job Development Authority
Bridging People and Opportunities

General Information
Owner/Applicant Name(s):
Business Name:
Business Address:
Mailing Address:
Phone:
Email:
Website:
Project Information
Project Title:
Project Summary: Provide a brief overview of the proposed project.
Primary Goal: What specific need does the project address?
Project Location(s): Specify where the project will be implemented within Dunn County.
Type of Assistance Requested:
☐ Loan ☐ Grant ☐ Other (Please Specify):
Applicant may submit a full business plan in lieu of the items on the checklist, but the business plan must cover each fully. Applicants may also be asked to submit futher information such as financial statements, bank referrals, etc.
Community Impact and Need Justification
Problem Description: Provide a detailed description of the current community problem or gap that this project aims to address. Be specific about how the absence of this project negatively affects the life, health, or safety of Dunn County residents.

Significance of the Need: Explain why this project is critical for Dunn County. Address the urgency of the need, the number of individuals impacted, and why existing services are inadequate.

Key Industry Gap(s) Addressed: Identify any specific industry gaps this project fills (e.g. healthcare, workforce development, infrastructure). Explain how the project complements existing services.

Project Benefits

Immediate and Long-Term Benefits: Describe how the project will benefit Dunn County in both the immediate and long term. Include the following aspects where applicable: Quality of Life Improvement, Community Safety Enhancement, and Economic Development.

Community Reach: Estimate the number of individuals, families, or businesses directly impacted by this project. Include specifics, such as demographics or geographic areas within the county.

Economic Impact

Job Creation and Retention: Specify the number of jobs created by the project, including full-time, part-time, and seasonal positions.

Project Feasibility and Sustainability

Project Timeline: Provide a detailed timeline, including key milestones, target start and end dates, and any dependencies.

Target Start Date:

Expected Completion Date:

Key Milestones:

Milestone 1:	Target Date:
Milestone 2:	Target Date:
Milestone 3:	Target Date:

Financial Stability and Additional Funding Sources: Detail any additional funding sources that will support the project. List all secured or potential funds, grants, or investments.
Source 1: $
Source 2: $
Total Project Cost $
Amount requested from Dunn County JDA: $
Long-Term Viability: Explain the sustainability of the project beyond initial funding. Include any long-term plans, operational strategies, or revenue generation that will support ongoing project costs.

Additional Documentation
Detailed Project Plan: Provide a comprehensive project outline with objectives, activities, and timeline. Please attach.
Budget and Cost Estimate: Provide a breakdown of project costs, including any cost-sharing or matching funds. Please attach.
Letters of Support: Please submit two letters of support from community stakeholders supporting the project's impact.
Financial Statements: Please submit financial documents showing the organization's capacity to complete the project.
Permits and Licenses: Provide copies of any necessary permits or licenses for the project.
Proof of Matching Funds: Provide evidence of secured matching funds or in-kind contributions (if applicable).
Additional Documentation: Be prepared to provide any other documents requested by Dunn County JDA.

Application Checklist	
☐ Application	☐ IRS W-9 Form
☐ Detailed Project Plan	☐ Letters of Support
☐ Budget and Cost Estimates	☐ Financial Statements
☐ Permits and Licenses (if applicable)	☐ Proof of Matching Funds (if applicable)
I hereby declare that all the above provided information is correct and accurate to the best of my knowledge. I agree to the terms and conditions outlined.	
Applicant Signature:	
Applicant Name:	
Title:	
Date Submitted:	
I certify that the information provided in this application is accurate and complete to the best of my knowledge. I agree to the terms and conditions of the Dunn County Strategic Investment Program.	
Carie Boster, Executive Director:	
Approved on:	

Strategic Investment Program

Checklist

For Internal Use Only
Name of Applicant/Business:
Date Application Received:
Eligibility Checklist
☐ Located in Dunn County
☐ Project demonstrates significant community impact, addressing life, health, or safety needs.
☐ Application shows clear justification of need, showing how the project fills critical gaps in the community.
☐ Project falls outside the scope of other existing programs offered by Dunn County JDA.
☐ Business demonstrates economic fesasibility and potential for job creation.
☐ Priority review if the business is essential to local economic diversification.
☐ Project aligns with Dunn County's strategic priorities, such as:
☐ Improving community well-being
☐ Enhancing public health or safety
☐ Addressing industry gaps (e.g. healthcare, workforce development, infrastructure)
Approval
Application Approved by Dunn County JDA: _____ / _____ / _____
Funding Amount Approved: $
Notification of Funding: _____ / _____ / _____ Send MOU with notice of funding.
Terms Applied: ☐ Loan ☐Grant ☐ Other:
☐ Signed Memorandum of Understanding
☐ Add Business and Applicant Information into the Master Incentive Tracker
Funding Terms
☐ If funding terms are a loan, refer the applicant to the Dunn County JDA Business Loan Process and follow those procedures for loan disbursement, repayment schedules, and documentation requirements.
☐ If funding terms are financial support or other mechanisms, proceed with the reimbursement process as below.
Reimbursement Process
☐ Applicant submits paid receipts and project completion documentation:
Date Initial Receipts Received: _____ / _____ / _____
Date All Receipts Received: _____ / _____ /_____
☐ Reimbursements processed per approved terms:
Date of Initial Reimbursement: _____ /_____ /_____
Date of Final Reimbursement: _____ / _____ / _____
☐ Update Master Incentive Tracker

Post Approval Reporting and Compliance
☐ Applicant Submits Final Report With:
☐ Expense Documentation
☐ Project Progress and Outcomes Outlined
☐ Conduct follow-up with the applicant for any additional information or clarifications.
☐ Collect and file project-related photos, including before-and-after documentation (if applicable).
End of Program Compliance and Verification
☐ Verify project completion within the agreed timeline.
☐ Ensure all required documentation is collected and filed, including final reports, receipts, and outcome summaries.
☐ Confirm all funding was used as outlined in the application and MOU.
☐ Assess compliance with program terms and conditions, including adherence to repayment or clawback agreements (if applicable).
☐ Close out the Master Incentive Tracker for this application.