



Master Project Form

1. Business Information:

- Business Name _____
- Address of Business _____
- City _____ ○ State _____ ○ Zip Code _____
- Business Contact Information
Phone _____ Email _____
- Legal Structure of the Business
 - LLC
 - Corporation
 - Sole Proprietorship, etc.
 - Other, please specify _____
- *Date of Establishment* _____
- Federal Employer Identification Number (FEIN) _____
- Number of Employees _____

2. Ownership Information:

- Name(s) of Owner(s) or Principal(s) _____
- Ownership Structure (Percentage ownership of each 10%+ owner) _____
- Contact Information of Owner(s) or Principal(s) _____
- Name(s) of Owner(s) or Principal(s) _____
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3. Project Description:

- Project Name _____
- Project Location _____
- Address of Business _____
- City _____ ○ Zip Code _____
- State _____ ○ Parcel # _____
- Description of Project (scope, objectives) _____

- Expected Start Date of Project _____
- Expected Completion Date of Project _____

- Type of Project
 - New Construction
 - Expansion
 - Renovation
 - Other _____
- Estimated Total Project Cost \$ _____

4. Economic Impact:

- Total Capital Investment in Real Property and Tangible Personal Property \$ _____
- *Expected Annual Revenue Generated by the Project* \$ _____
- Percentage of Total Annual Revenue generated from outside of Martin County ____%
- Percentage of Total Annual Revenue generated from outside of Florida ____%
- Average Wage of New Jobs Compared to County Median Wage # _____
- Number of Full-Time Equivalent (FTE) Jobs Created or Retained # _____
- *Impact on Local Supply Chain (Use of Local Resources)*

5. Strategic Fit:

- Industry Sector (6-digit NAICS) _____
- Alignment with the County's Economic Development Goals
Yes No
- Environmental Considerations (Describe):

- *Contribution to the County's Tax Base (Describe):*

6. Community Impact:

- Partnerships with Local Educational Institutions or Workforce Development Agencies

- Plans for Workforce Training and Development

7. Public Benefit:

- Description of the Public Benefits Resulting from the Project (e.g., infrastructure improvements, environmental benefits)

- Projected Financial Performance (Revenue, Expenses, Profitability)

8. Certification and Acknowledgement:

- Acknowledgement of Compliance with Local, State, and Federal Laws
- Certification that All Information Provided is Accurate
- Acknowledgment of claw back provisions for non-compliance.

Signature of Authorized Representative

Date of Submission

Application Form Checklist

Ad Valorem Tax Exemption Program:

- DR-418 form from Department of Revenue
- Legal Description of Property and Improvements
- Proof of Eligibility as a New or Expanding Business
- Detailed Job Creation Plan, including FTE positions, wage levels, and hiring timelines
- Evidence of Compliance with Specific Industry Requirements
- Application for Property Tax Exemption (DR-418)

Opportunity Fund:

- Detailed Description of Capital Investment and its Use (e.g., equipment, infrastructure)
- Project Budget and Funding Sources
- Plans for Sustainable Practices and Environmental Impact Mitigation
- Commitment to Minimum Capital Investment Threshold (\$10 million)

Local Closing Fund:

- Documentation of Financial Gap and Need for Funding Assistance
- Explanation of Specific Uses of the Local Closing Fund Grant
- Evidence of Committed Matching Funds or Other Sources of Financing
- Detailed Project Timeline with Key Milestones

Expedited Permitting:

- Detailed Site Plan for Review
- List of Required Permits and Approvals
- Documentation of the Project's Strategic Importance to the County
- Projected Timelines for Construction and Operations

Training and Workforce Grants:

- Detailed Training Program Outline (curriculum, expected outcomes)
- Number of Employees to be Trained and Types of Training Provided
- Partnership Agreements with Training Providers or Educational Institutions
- Budget for Training and Associated Costs (e.g., transportation, childcare)

Industrial Development Authority Bonds:

- Detailed Financial Plan and Bond Issuance Proposal
- Evidence of Compliance with the Florida Industrial Development Financing Act
- Projected Bond Repayment Schedule
- Legal Documentation for Bond Issuance