



## Supporting Efforts for Economic Development (SEED) REQUEST FOR FUNDS

Organization:	
Person of Contact:	
Address:	
City, State, Zip:	
Telephone:	Fax:
Email Address:	Date Submitted:

ITEM	Amount Requested
Industrial Recruitment Trips/Activities	\$
Entertainment of Industrial Prospects	\$
Advertising/Marketing	\$
Brochure/Video	\$
Economic Research	\$
Professional Organizations/Conferences	\$
Industrial Development Seminars	\$
Other	\$
Total Requested	\$
Please describe activity:	

I verify that information included in this application is true and complete to the best of my knowledge.

Applicant Signature: \_\_\_\_\_

Approved: \_\_\_\_\_  
VEC Vice President, Marketing and Economic Development

Date: \_\_\_\_\_

\_\_\_\_\_  
VEC President/CEO

Date: \_\_\_\_\_

Items eligible for SEED reimbursement include:

- Local brochures, videos, and promotional literature for available sites, buildings, and for community awareness **(maximum of \$2,000 for this type of activity per locality, per calendar year)**
- Training, seminars, and conferences for local economic development leaders; **SEED funds will pay conference expenses of a maximum of one person per locality for up to two conferences per calendar year (annual maximum: \$1,000)**
- Local marketing initiatives such as surveys, research, directories, etc. and specialized software or hardware to perform these tasks **(maximum of \$500 per locality per calendar year)**
- Programs to retain and help expand existing industries and to maintain good working relationships with the local communities, i.e. Industrial Appreciation Day; **SEED funds will pay for up to ½ of the expenses of not more than two events per calendar year per locality (annual maximum of \$1,000)**
- Locally initiated advertising and promotion; **SEED funds will pay up to ½ of the cost of one ad per locality per calendar year (maximum \$500)**
- Recruiting activities above the applicant's normal budget, travel, and entertainment of prospects done in coordination with SEED recruiting activities or with VEC approval; **SEED funds will pay a maximum of \$750 for two such activities per locality, per calendar year**
- **Matching funds required for other grant awards (maximum of \$1,000 per locality, per calendar year)**
- **One-time requests that warrant special consideration, capital expenditures over \$5,000, and similar requests will be accepted with proper documentation (see below).**

Local activities and expenses not eligible for reimbursement include:

- Capital expenditures except as mentioned above relating to local marketing initiatives
- Normal office expenses and regular budget items
- Salaries
- Bonuses or any form of employee compensation or benefits

#### MATERIALS REQUIRED FOR GRANTS UNDER \$5,000

Completed SEED Application

- A. Attach documentation that includes:
1. A detailed description of the benefit to the community
  2. A detailed description of the uses of requested funding
  3. Copies of receipts or documentation of payment, invoices, etc.

#### ADDITIONAL MATERIALS REQUIRED FOR CAPITAL EXPENDITURES OVER \$5,000

Completed SEED Application

- A. Attach a narrative that includes:
1. A detailed description of benefit to the community (economic development impact of the project, number of jobs to be created, etc.)
  2. A detailed description of the uses of requested funding,
  4. A detailed breakdown of additional sources of financing and proposed financing arrangements,
  5. Collateral provided, and
  6. Letters of support from local/state governments
- B. Attach a business plan that includes:
1. Specific details to demonstrate that the applicant has a full grasp of the applicable business or industry.
  2. Realistic financial projections.
  3. A reasonable and achievable marketing plan.
  4. Evidence of credit worthiness of applicant and/or financial backers.

Submit materials to Volunteer Energy Cooperative SEED Fund, Vice President of Marketing and Economic Development, P.O. Box 277, Decatur, TN 37322

Volunteer Energy Cooperative makes loans from its SEED Fund only to those entities which qualify for Rural Development funds under the provisions of CFR 1703.18 (d) through (h) and CFR 1948.109.

This program is supported by assistance from the Tennessee Valley Authority (TVA), a federal agency. Under Title VI of the Civil Rights Act of 1964, section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and applicable TVA regulations at 18 C.F.R. pts. 1302, 1307, and 1309, no person shall, on the grounds of race, color, national origin, disability, or age, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under this program. In addition, no qualified person with a disability shall, on the basis of a disability, be subjected to discrimination in employment (including hiring) under the program. If you feel you have been subjected to discrimination as described above, you, personally, or by a representative, have the right to file a written complaint with TVA not later than 180 days from the date of the alleged discrimination. The complaint should be sent to Tennessee Valley Authority, Equal Opportunity Compliance, Federal Assistance Programs, 1101 Market Street WR 3J-C, Chattanooga, Tennessee 37402-2801. A copy of the applicable TVA regulations may be obtained on request by writing TVA at the address given above.