Butchery Innovation and Revitalization Program: Application Checklist

Application Instructions

All relevant information below available on [IEDA Butchery Innovation](#) website
1. Before starting the IEDA application process, ensure you have completed the CIRAS Assessment.
    *   Deadline to submit CIRAS Assessment is November 28, 2022. Allow up to 72 hours to start Assessment process.
    *   Refer to the CIRAS Assessment – Sample Form
2. Review Iowa Code section [15E.370](#) and [261 Iowa Administrative Code Chapter 51](#).
3. **Deadline for submitting IEDA Butchery Grant Program application is Noon/12 p.m. on December 21, 2022.**
4. Refer to the FAQ and the IEDA Butchery Grant Sample Form.
5. Have all required documents available and ready for uploading in PDF format.
6. The review and scoring process will be completed within 4-6 weeks, with announcements from IEDA Board approval planned in First Quarter 2023.

Checklist

Please have the following available prior to beginning the application:
*   Iowa Withholding Tax - Permit Number
*   Iowa Sales Tax - Permit Number
*   US DOT Number (if applicable)
*   State of Incorporation and Date of Incorporation
    *   If the business is incorporated in Iowa or authorized to do business in Iowa, this information may be available from the Iowa [Secretary of State's website](#)
*   List of business' owners and percent ownership
*   Number of employees at each location of the business
    *   Information will be verified with Iowa Workforce Development
*   IDALS or USDA Establishment Number
    *   Issued by the Iowa Department of Agriculture and Land Stewardship (IDALS) or USDA Food Safety and Inspection Services (FSIS)
    *   Name of licensee, if different from the applicant
    *   If the business is not licensed and currently working with IDALS or USDA to obtain licensure, information on agency/contact, etc. will be required
*   Iowa Department of Inspections and Appeals License Number (if applicable)
    *   Name of licensee, if different from the applicant
*   Iowa Alcoholic Beverages Division License Number (if applicable)
    *   Name of licensee, if different from the applicant
*   Total projected budget and uses of funds (see Sample Table, page 2)
*   Source of funds for the project and documentation of any commitments of those funds (see Attachments below)
*   Wage-range estimates to be paid to any additional employees hired as part of the project

Attachments Required

Please have the following documents available in digital/PDF format to attach/upload with the application:
*   Verification for Matching Funds Source
    *   Documentation will be required to show funds are available to match the grant request, dollar-for-dollar.
    *   Examples include: Bank Loan, Balance Sheet, etc.
*   If federally inspected, a copy of the most recent Grant Inspection Form (FSIS Form 5200)
*   A business plan or marketing plan, if available.

Sample Table: Projected Budget/Use of Funds

Note: This information will be required on Application Form.

Funding Uses		Purchase	Lease		Funding Sources	
Building Acquisition	$	Check box			IEDA (requested grant) – autofill from 15	
Building Construction	$				Bank loan	
Building Remodeling	$				SBA loan	
Cooling/refrigeration	$				Business – internal financing	
Processing equipment	$				Other (describe)	
Mobile processing unit	$				Other (describe)	
Other (describe)	$					
Total Project Budget	$				Total Funding Sources	

Amount of financial assistance requested from IEDA: $

- The business should request no more than 50 percent of the total project budget to meet the matching requirement of the program. The maximum award request is $100,000.