**Rooks County E-Communities Program**

*A partnership project of*

*  *

**Appendix C**

**Financial Review Board Scoring Rubric**

The Financial Review Board will use this rubric to score all applications made for funds through the E-Community Program.

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Possible Points** | **Points Awarded** |
| Financial Soundness | 1-15 |  |
| Owner/Operator Experience | 1-10 |  |
| Business Plan | 1-25 |  |
| Projected Growth & Economic Impact | 1-20 |  |
| Business Development Partnerships | 1-10 |  |
| Owner/3rd Party Funding | 1-10 |  |
| Community Commitment | 1-10 |  |
|  |   |  |
| TOTAL |  100 Total Points |  |

**RUBRIC GUIDELINES**

DETERMINATION

Applications receiving 80 points will be approved for funding. Applications receiving less than 80 points will be considered on a case by case basis and/or owners may be asked to resubmit their application at a subsequent meeting.

GLOSSARY OF TERMS

**Financial Soundness** – This will be determined by examining applicant’s financial statements

**Owner/Operator Experience** – This will include a review of resumes and references as well as the interview process. One resume and three references will be required with each application.

**Business Plan** – All business plans should include key elements such as:

* Executive Summary
* Business Description
* Products or Services
* Project Financing
* Management
* Ownership
* Marketing Strategy
* Description of Major & Prospective Customers
* Description of Market & Competition
* Financial Information

**Projected Growth & Economic Impact** – This will be based on applicant’s identified long-term and short-term goals and financial information.

**Business Development Partnerships** – We will be looking for applicant’s use of local/regional NetWork Kansas resource partners during the planning and implementation process (i.e. working with Kansas Small Business Development Center, local Economic Development organizations, Kansas Department of Commerce Business Development, and others available to help entrepreneurs. Resource partner list found at [www.networkkansas.com](http://www.networkkansas.com))

**Quality of Life Impact** – These questions will help determine the Quality of Life score:

* Does the business provide an unfulfilled need within the community/county?
* Does the business expand upon current business offerings?
* Does the business provide jobs for highly skilled and or educated employees?
* Will the business enrich the community with aesthetically and environmentally friendly facilities?

**Owner/3rd Party Funding** – This will be based on information in the applicant’s financial statements.

**Community Commitment** – Does or will the business participate in local organizations and projects through membership, volunteerism or financial contributions?

**Rooks County E-Community Application Process**

(a) Applicants will be required to complete E-Community Application and return to Rooks County Economic Development, 115 N. Walnut, Stockton, KS 67669.

(b) Applications are available on our website [www.rookscounty.net/ecommunityapp](http://www.rookscounty.net/ecommunityapp) or by contacting Rooks County Economic Development, 115 N. Walnut, Stockton, KS 67669. Email to rooksed@ruraltel.net for information.

(c) Upon receipt of an E-Community Application, the E-Community Financial Review Board will meet (on an as needed basis) to review the application.

(d) After coordinating an application review meeting, the Financial Review Board will schedule and conduct an interview with applicant.

(e) After reviewing the application, the Financial Review Board must approve or reject all applications with a majority vote (6 members). A formal letter of acceptance or rejection will be sent to the applicant with the contingency that matching funding is secured through E-Community (60%) and another partner (40%). Communication to the full E-Team will be made notifying them as the status of the application.

(f) An E-Team media release will be created announcing acceptance of applicant and will include business summary, amount to be awarded, funding partners, NetWork Kansas partners assisting with project, and description of how funds will be utilized to add resources, jobs, increase tax revenue, and/or improve the quality of life in the community.

(g) Northwest Kansas Planning and Development, Inc. will administer the loan for a fee equal to “negotiated amount” to be paid at the time of loan closing.

Application Checklist – Be sure you have included/attached the following to your completed application.

\_\_\_Financial Statement

\_\_\_Applicant Resume

\_\_\_Business Plan

\_\_\_Does your application address projected growth & economic impact; quality of life impact and demonstration of community commitment?