

Canadian-Hemphill County Community Development

Chamber of Commerce - Economic Development

Canadian Hemphill County Economic Development Council

Employer Job Creation Grant Guidelines

Hemphill County Industrial Commission

Approved 5/4/2020

This program offers a one-time grant of up to \$12,000 per qualified employee to basic businesses creating a new employee position in Hemphill County. To qualify, an employee must be paid a minimum of \$12/hour and the position must bring new dollars to the community. This may be accomplished by diversifying to include sales of a new product sold outside of the County, provision of a service not otherwise available in the County or that is sold outside the County, or extending the businesses product or service sales to a wider geographic area than currently served. Businesses without a physical location in Hemphill County may qualify only by creation of a full-time position to be based in Hemphill County and meeting all other requirements. Part time positions may be considered by the EDC at a reduced rate. The full grant is disbursed upon proof of employment. For positions paying the minimum \$12 rate an employer agrees to a 5-year commitment with the understanding that the position must be available and filled for 5 years. Positions paying a higher rate and including health insurance or comparable benefits may be considered with a commitment minimum of 2 years. If this minimum period is not met, the employer agrees to repay the EDC all unearned dollars. The earned portion is figured on a monthly basis with each month employed subtracted from the original time period required. The employer is then responsible for repaying to the EDC the unearned pro rata portion of the grant.

The EDC will in consultation with and approval of the Hemphill County Commissioners Court allocate a % of the annual ad valorem tax allocations of the Hemphill County Industrial Development Corporation to fund this grant program. Generally, grant awards will be limited to available line item funding designated on an annual basis with priority of consideration based on wages and benefits paid. Reserve funds may be considered for use in circumstances and for initiatives the EDC, Hemphill County Industrial Corporation and Hemphill County Commissioners agree add value to the economy of Hemphill County.

Employer Requirements

Upon award of grant monies, grant recipients must provide the EDC with the following:

Proof of Hemphill County residence for each qualified employee.

Proof of legal employment status for each employee under the grant program immediately upon hire

Proof of position fulfillment, wages and benefits for each qualified position as requested.

Loan and Grant Application Packet

Loan and Grant applicants will be required to provide all of the following prior to consideration for any funding by the EDC:

Written proposal for funding detailing the specific uses for requested funding, including specific funding request

Written business plan detailing the business history, current situation, and future plans with the projected financial information

Three years of past tax statements

New companies will be required to provide three years of personal tax statements of principles

Complete listing of positions and full job descriptions for each qualified position for which funding is being requested

Complete listing of all existing positions, job descriptions, and wages.

Two years (including present year) of financial statements

Other information as may be requested by the EDC Board of Directors or Executive Director

Personal meeting with the EDC Director or Board Member to confirm eligibility completeness of application and documents.

Signed letter of acknowledgement Open Meetings Act/Public Information Act (obtained from EDC Director)

Failure to provide or complete any of the above may result in delay of or denial of Funding.