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## **Executive Summary Guideline**

Please ensure your Executive Summary is between 4 to 20 pages. Additional supporting information, photos, spreadsheets, etc. may be submitted but in a separate file. Please include a cover page with a 1-page Brief Executive Summary explaining what you are looking for and the *nuts and bolts* of your project. Then address the following for your full report :

**1. PROJECT NAME**

Provide the project and/or title of the project and the company name the project will be held in.

**2. GENERAL INTRODUCTION**

Provide a general introduction of principals, their pertinent business experience, education, and brief personal history. Specific contact information such as mailing address, applicable phone numbers and e-mail address for the principals – also designate who will be the main contact person for the project?

**3. FUNDING REQUEST**

Submit the total funding request in US dollars for the project. If there are separate phases, submit the total requested funding for each phase, include in the Uses of Funds with the total for all of these phases.

**4. TIMELINE**

Chronologically provide a tentative timeline for the project and its phases.

**5. COMMUNITY IMPACT ( Briefly describe)**

Briefly describe how the project will positively impact and/or enhance the community (e.g. additional jobs, local revenue, community property value improvement, etc.) The number of potential jobs created directly and indirectly show be included even if it is only an estimate.

**6. ENVIRONMENTAL**

Clearly define and explain any environmental issues/reports and remedies thereof.

**7. SPECIFIC PERFORMANCE**

Chronologically describe the specific performance objectives as they pertain to the development of the project and/or the capital funding structure/needs of the same.

**8. EXIT STRATEGY**

Describe the anticipated specific performance reference proceeds/profits of the project as it pertains to the proposed exit strategy for the project (e.g. explain/describe the anticipated profit).

**9. SUPPORTING DOCUMENTS**

Include any relevant supporting financial/spreadsheet documentation, purchase contracts, warrant deeds, survey, appraisals, property tax statements, leases, rent rolls, photos, as a separate file.