



PRE APPLICATION CHECKLIST

The following information is requested to allow WVEDA to determine if the project is eligible:

- Narrative description of your company history as well as a description of the proposed project and how it benefits your operation.
- A breakdown of project costs such as:
 - a.** acquisition of land, excluding existing improvements
 - b.** acquisition of building or other improvements
 - c.** site preparation, utilities, roads, etc.
 - d.** construction
 - e.** renovation
 - f.** machinery and/or equipment, excluding rolling stock.
- Financial information includes company financial statements for the past three year-ends (if applicable) and the most recent month-end interim company financial statement.
- Employment Information:
 - a.** the current number of full-time equivalent employees, their salary/wage range and benefit package
 - b.** the number of new full-time equivalent employees anticipated as a result of the proposed project, their salary/wage range and benefit package
 - c.** in the case of a proposed project for job retention, please explain.
- Other information considered relevant to the project.

Please submit Pre-Application Information to:

WVEDA

NorthGate Business Park

180 Association Drive

Charleston, WV 25311