

WEST VIRGINIA FIRST SMALL BUSINESS GROWTH ACT OF 2026

Capital Investment Authority and Tax Credit Application

Fields marked with * are required. Tab through the form to enter your information, or print and complete. Use the mail submission instructions on the final page to submit your completed application.

PART A) APPLICANT INFORMATION

Contact Name and Title *

Applicant Growth Fund *

EIN *

Mailing Address *

City *

State *

Zip *

Telephone *

Fax

Email *

Capital Investment authority requested (\$100,000,000 max) *

PART B) REQUIRED SUPPORTING DOCUMENTS

Please ensure the following mandatory documents are included with this application:

Proof of Licensure *

Include the applicant's or an affiliate of the applicant's license as a Rural Business Investment Company under 7 U.S.C. §2009cc (RBIC) or Small Business Investment Company 15 U.S.C. §681 (SBIC). License must be active to continue this application.

Evidence of Previous Investment *

Included is evidence that the applicant and/or affiliates of the applicant have invested at least \$100,000,000 in nonpublic companies in businesses located in counties within the United States with populations of 75,000 or less. Such evidence must indicate the name, location, and amount invested in the applicable business. The applicant must include supplemental information listing the counties where such businesses are located and their respective populations as of the most recent decennial census during the decade in which investment was made.

Business Plan and Revenue Impact Assessment *

Attached is a business plan that includes a revenue impact assessment projecting state and local tax revenue to be generated by the applicant's proposed qualified investments, prepared by IMPLAN or REMI, using a dynamic economic forecasting model that analyzes the applicant's business plan in yearly increments over the ten years following the date the application is submitted to the department. Such plan shall include an estimate of the new jobs created and the jobs retained in the state as a result of the applicant's qualified investments.

Affiliate List

A comprehensive list of any and all affiliates of the applicant growth fund.

PART C) CERTIFICATION OF ELIGIBILITY

Authorized Executive Officer — Name and Title *

I hereby certify as the authorized executive officer of the applicant that:

1. The license attached in this application remains in full effect and has not been revoked or cancelled by the USDA or SBA, as applicable.
2. The applicant meets all eligibility requirements set forth in the West Virginia First Small Business Growth Act of 2026.
3. All information provided in this application and all accompanying attachments are true, correct, and complete as of the date of submission.

Name *

Type your full legal name.

Signature *

Sign the printed application by hand before mailing.

Title *

Date *

Format: MM - DD - YYYY

Application Fee

A nonrefundable fee of \$5,000 payable to the West Virginia Department of Commerce.

Mail To:

West Virginia Small Business Development Center
State Capitol Complex
1900 Kanawha Boulevard, East
Building 3, Suite 200
Charleston, WV 25305

HOW TO SUBMIT THIS APPLICATION

Once you have completed every required field on Parts A, B, and C, print this PDF and submit it by mail along with the required supporting documents and the application fee, following the steps below:

Step 1 — Save the completed form, print it and sign it

Step 2 — Prepare your supporting documents

Gather the following documents, print them and include them with your application and application fee:

- Proof of Licensure (RBIC or SBIC license)
- Evidence of Previous Investment
- Business Plan and Revenue Impact Assessment
- Affiliate List (optional)

Step 3 — Mail the application fee, application and supporting documents

Mail the documents, including the **nonrefundable \$5,000 application fee**, payable to the **West Virginia Department of Commerce**, to:

Mail To:

West Virginia Small Business Development Center
State Capitol Complex
1900 Kanawha Boulevard, East
Building 3, Suite 200
Charleston, WV 25305

Retain a copy of the completed application and all supporting documents for your records.

If you have any questions about completing this application, please contact William Miller, Director of WV's Small Business Development Center, at william.c.miller@wv.gov or (888-982-7232)