



SITE Program – Shell Building

Guidelines

Golden LEAF offers an opportunity to seek funding for construction of industrial shell building as part of the SITE Program. This funding complements other funding available in the SITE Program, including for SITE Identification, SITE Due Diligence, and SITE Development. Funding available in the SITE Shell Building phase is in addition to funding available in other phases of the SITE Program.

Use of Funds

Grantees will use Golden LEAF funds to hire third-party professionals to complete eligible site development and building construction activities. The building and site must be owned by a governmental entity or 501(c)(3) charitable nonprofit.

Golden LEAF funds can be used for:

- Extension of public utilities (typically water and sewer) to the site
- Remediation of environmental conditions to enable industrial development
- Grading, clearing, and other site preparation activities
- Due diligence, planning, design, engineering, pre-construction, and construction activities for a shell building and required utilities

The grantee will procure the contractors for the project.

Golden LEAF funds may not be used for:

- Improvements to privately owned property
- Construction of roads other than as needed to serve the shell building
- Extension of public utilities within a site other than as needed to serve the shell building
- Grant administration
- Acquisition of real property

Grantees must have completed the due diligence requirements for the Shell Building phase of the SITE Program. See the Shell Building Phase Due Diligence Checklist on the [SITE Program Resources page](#) for information about required due diligence items. If there are three or fewer elements of due diligence not yet completed, the applicant may request funding to complete those elements through the Shell Building phase. Due diligence items are in addition to the Preliminary Design Package, discussed below.

Maximum Award

The maximum award for any SITE Shell Building phase application is \$2.5 million.

Funding available through the SITE Program Shell Building phase is in addition to Golden LEAF funds available through SITE Program Due Diligence or Development phases. For example, an entity could receive up to \$1.5

million in SITE Development funding and up to \$2.5 million in SITE Shell Building funding, for a maximum total Golden LEAF award of \$4 million. See below for more information regarding simultaneous applications for funding in the SITE Development and SITE Shell Building phases.

Requirements

- Public ownership of the site on which the proposed project will be completed. For information regarding public ownership, please see the **Glossary and FAQ** found on the [SITE Program Resources page](#).
- Completion of a Preliminary Design Package that demonstrates feasibility of the proposed shell building. See the **Shell Building Phase Preliminary Design Package Requirements** at the [SITE Program Resources page](#) for details. Applicants may request up to \$60,000 to develop the Preliminary Design Package.
- Evidence that due diligence required for the SITE Program Shell Building phase has been completed for the site. See **the Shell Building Phase Due Diligence Checklist** on the [SITE Program Resources page](#).
 - An applicant for the SITE Development or SITE Shell Building phases may also request funding for up to three elements of due diligence not previously completed. These three elements may be in addition to the Preliminary Design Package.
- Funds for expenses other than due diligence items and the Preliminary Design Package will not be released until those items are completed and the results approved by Golden LEAF.
- Successful applicants will be able to show a plan for economic development and how constructing a shell building will further the goals of that plan, including specifically that there is demand for the shell building and the shell building is reasonably anticipated to result in the creation of new jobs.
- Applicants must demonstrate a reasonable plan, including funding, for maintaining the shell building after completion.
- Applicants must provide a match of \$1 of non-Golden LEAF funds for every \$4 of Golden LEAF funds budgeted for the shell building project. Matching funds must be expended before or pro rata with Golden LEAF funds during project implementation.
- At the time of application, the applicant must show the intent and ability to provide the match and other funding necessary to complete the shell building project.

Shell Building Requirements

Applicants should determine proposed building characteristics based on industry demand in the community. These characteristics **should not** be determined primarily by the funding available for the project. Industry demand should include an analysis of businesses that have actively considered expanding or locating in or near the community. In addition to the size of the building and ceiling heights, elements to consider include potential truck traffic, the number of loading docks, the anticipated amount of office space, expected utility demand, expandability of the building, and more.

Minimum building requirements

Shell buildings must meet the following requirements:

- New construction, without a known or intended occupant, designed to accommodate build out to suit a future owner or tenant
- Minimum 30,000 square feet unless the applicant demonstrates demand in or near the applicant's community for smaller buildings. (Golden LEAF does not anticipate awarding funding for buildings of less than 20,000 square feet.)
- Minimum 30' ceiling height unless the applicant demonstrates demand in or near the applicant's community for buildings with lower ceiling heights.
- Gravel floor
- Presence of water, sewer, and electrical service at or in the immediate vicinity of the site in quantities that are reasonable in relation to expected uses of the proposed building
- Graded gravel parking lot

Applicants may include building elements in addition to the minimum requirements, e.g., finished floors, paved parking, landscaping, ability to expand the building, etc.

Due Diligence Requirements

Applicants who request funding for SITE Shell Building funding or SITE Development and SITE Shell Building funding simultaneously must have completed the following due diligence items or may apply for funding for up to three of these due diligence items as part of their project budget. The due diligence items must meet the requirements included in the Due Diligence Overview, which is available on the SITE Program Resources Page. These due diligence items are in addition to the Preliminary Design Package. Additional due diligence items are included as part of the Preliminary Design Package. Required due diligence in addition to the Preliminary Design Package is:

- Phase 1 Environmental Site Assessment, and Phase 2 if required
- Threatened and endangered species report (or a letter detailing why the report would not be required for the project)
- Initial historical, archaeological, and cultural resources review, and detail review if required (or a letter detailing why the report would not be required for the project)
- Water system flow analysis
- Title opinion

In addition to the due diligence items listed above, grantees will be required to complete a Preliminary Design Package. The Preliminary Design Package includes additional due diligence requirements details about the site and the building. Detailed information about the Preliminary Design Package is available at the [SITE Program Resources page](#).

Match

Each SITE Shell Building award requires a match of \$1 of non-Golden LEAF funds for every \$4 of Golden LEAF funds in the SITE Shell Building phase. (Funds simultaneously awarded in the SITE Development phase only include a match if separately required under the SITE Development phase guidelines. See the FAQs on the [SITE Program Resources page](#) for more information about match requirements.) Golden LEAF funds awarded in other phases of the SITE Program, e.g., SITE Due Diligence and SITE Development may not be used as matching funding. To count as matching funding, expenses must be incurred no earlier than five years before the applicant submits the application for Golden LEAF funding in the SITE Shell Building phase. Definitions and FAQs with more information about the match are available at the [SITE Program Resources page](#).

Disposition of the Building and Use of Proceeds

Golden LEAF requires that grantees follow applicable state and federal law and regulations when selling or leasing the shell building. Golden LEAF does not have specific requirements regarding the use of the proceeds upon sale or lease of the building; however, Golden LEAF expects that the proceeds will be used for future economic development purposes. If a grantee receives funding for a shell building and seeks funding from Golden LEAF for a subsequent building, Golden LEAF will inquire about the use of the proceeds from the sale or lease of the first building and, if the proceeds are not available for use for the subsequent building, the applicant should explain why they are not.

Process Overview

Application options

There are three options for applicants to request funding in the SITE Shell Building phase:

- 1) An applicant may request funding solely for the SITE Shell Building phase.
- 2) An applicant may simultaneously request funding for SITE Development phase and the SITE Shell Building phase. If an applicant chooses to apply simultaneously, the applicant must clearly delineate in its budget how the SITE Development funding would be used and how the SITE Shell Building funding would be used. The applicant will be required to meet the due diligence requirements of the SITE Shell Building phase rather than the SITE Due Diligence phase. SITE Development funding may only be used for costs that are permissible in that phase. See the guidelines for the SITE Development phase at the [SITE Program Resources page](#) for more detail about permissible uses of funds.
- 3) An applicant may request funding for the SITE Development phase followed by a separate application for funding for the SITE Shell Building phase. In this case, each application must satisfy the requirements of the respective phase.

If awarded funding in the SITE Shell Building phase, whether alone or in combination with funding in the SITE Development phase, the grantee must prepare a Preliminary Design Package for the building and complete all due diligence requirements before Golden LEAF will release funds for other project costs. Up to \$60,000 in Golden LEAF Site Shell Building funding may be used to complete the Preliminary Design Package. (The grantee must match these funds at the required 1:4 ratio.) Links to the Shell Building Phase Due Diligence

Checklist and to the Shell Building Phase Preliminary Design Package Requirements are available at the [SITE Program Resources page](#). Funding for further planning, design, and other pre-construction and construction activities will only be released after review and approval of the Preliminary Design Package and the results of required due diligence.

Applicants in the Golden LEAF SITE Program Shell Building phase will be asked to provide information on the following topics in addition to general organizational information:

- [Project Description](#)
- [Strategic Goals and Commitment](#)
- [Expected Outcomes](#)
- [Need for a Shell Building](#)
- [Site Data](#)
- [Parcel Ownership or Control](#)
- [Transportation](#)
- [Known Existing Conditions](#)
- [Existing Utilities](#)
- [Additional Required Information](#)
- [Priority and Other Outcomes](#)
- [Project Activities](#)
- [Project and Grant Time Frame](#)

Resources

- [Contact Golden LEAF Staff](#)
- [SITE Program Resources including:](#)
 - Forms
 - Due Diligence Technical Requirements
 - Access to the application portal
 - Glossary and FAQ
- [Application Attachments Checklist](#)

Application Process

Applications must be submitted via Golden LEAF's online portal. The purpose of this document is to provide an overview of the required short answer questions and supporting attachments.

Unless otherwise specified, please use the following document formatting guidelines for attachments:

- Use a font no smaller than 10 points
- Use only black as the font color—no colored text
- Documents should be single-spaced with 1" margins
- Format to standard, letter-sized paper (8.5" x 11") (technical reports and maps may be on larger paper sizes)
- Combine multiple documents into a single file for each requirement
- Label each document with your organization name and the appropriate label from the attachment title column of the [Application Attachments Checklist](#) below.

Project Description

Project Summary

Describe the project for which you are seeking Golden LEAF support. Why is construction of this building a priority for the community? What process did the community follow when deciding to construct this building?

Maintaining the Shell Building

Describe your plans to maintain the building after it is constructed but before it is sold or leased. What resources has your community committed to the maintenance of the building?

Use of Proceeds

What are your community's plans for use of the proceeds from the sale or lease of the shell building?

SITE Phase

Indicate whether you are applying for funding in the SITE Shell Building phase or in both the SITE Development and SITE Shell Building phases. Provide a high-level narrative regarding the proposed use of funds for the project.

Strategic Goals and Commitment

1. Economic development strategies and goals

Provide an overview of the applicant's economic development strategies and goals.

2. Economic development program

Describe the applicant's economic development program, including staffing, marketing, outreach, and similar activities.

3. Collaboration with other economic development organizations

List economic development organizations other than the applicant that are active in the applicant's county. Describe any collaboration between the applicant and those organizations, and provide details of any support the other organizations would provide for this project.

4. Project alignment with economic development strategy

How does this project align with your economic development strategy? How would support for the shell building address your strategies and goals?

Expected Outcomes

5. Expected five-year outcomes

If you were able to complete the proposed shell building for this project, please indicate the economic development outcomes at the site you would expect to achieve five years after project completion.

Describe how you estimated these outcomes:

- a. Investment in publicly owned infrastructure for the site. (Expected project cost).
- b. Private capital investment at the site.

- c. Number of new full-time jobs created.
- d. Average annual wage of the new jobs. (Should be no less than the county average wage. Click here for "North Carolina County Average Wages" as calculated by the NC Department of Commerce, Labor & Economic Analysis Division.)

6. Anticipated enhancements and improvements

For utility extension and improvement projects only, describe the anticipated enhanced levels of utility service or site improvement that the project will create, if applicable.

7. Utility Delivery Capacity

For utility extension and improvement projects only, at the completion of the project, what is the anticipated utility delivery capacity to the site?

- a. Water (Gallons per Minute)
- b. Sewer (Gallons per Day)
- c. Electric (MW)

Need for a shell building

8. Current inventory of shell buildings

How many industrial shell buildings are in your community other than the proposed building that is the subject of this application? Enter "0" if none. [You will be asked to provide a list of shell buildings and their characteristics as an attachment to this application.]

9. Need for support

If there are currently shell buildings in your community offered for development by economic development organizations, why are you applying for support for an additional shell building?

10. Previous industry interest in locating in the community

Describe the companies, or kinds of companies, that have shown the most interest in locating in your community in the last five years, including common business sectors or industries, and include a summary of the most common building requirements or characteristics they have requested. This information will help Golden LEAF understand what building characteristics are most appropriate for a shell building in your community. [You will be asked to provide both an example of a recent response to a Request for Information (RFI), if available, **and** a list of companies/projects that have shown interest in your community as attachments to this application.]

11. Market analysis

Have you done any market analysis regarding demand for a shell building in your community? If so, please describe the process and results. You will be asked to upload any written report or analysis as an attachment to this application.

12. Unanswered RFIs or Prospect Inquiries

Describe specific RFIs or prospect inquiries received in the past three years to which your community has not been able to respond effectively primarily because of lack of a suitable building. What

characteristics (building size, utility capacity, etc.) were requested that the community was not able to provide? If there have been no inquiries enter "None."

13. **Target Industries**

Describe the types of industries targeted for the shell building that is the subject of this application.

14. **Unmet infrastructure needs**

Does the site have infrastructure needs that will not be addressed by the proposed project? Please describe and indicate any plans to address those needs, including timeline and funding.

Site Data

15. **Zoning**

Does your community have zoning? Yes or no

16. **General property description**

- a. Site/Industrial Park name
- b. Parcel street address
- c. Parcel location descriptors
Detail landmarks and other physical characteristics that describe the site, the location, and/or boundaries
- d. Parcel Identification Number(s)
- e. Parcel size (acres)
- f. Parcel zoning designation
- g. Parcel zoning status
If the property is not currently zoned for industrial uses, has an application been filed to change the zoning designation? Please describe the status of that request.
- h. For industrial parks, lot number/descriptor (if available)
- i. Current use
- j. Former use(s) (if known)

Parcel Ownership

Important: If the property is not publicly owned, it is not eligible for this program. For more information, please see the Frequently Asked Questions and Glossary on the [SITE Program Resources page](#).

17. **Property Ownership**

Select one of the options below and upload the required document as indicated on the [Application Attachments Checklist](#).

- a. Property Ownership
If the property is owned by the applicant or another eligible entity (governmental entity or 501(c)(3) nonprofit organization), provide a copy of the recorded deed.
- b. Pending Ownership
If the property is not currently owned by an eligible entity but an eligible entity has come to terms with the property owner and will secure ownership upon award of a grant from Golden LEAF, provide a description of the agreement between the eligible entity and the owner, e.g., a term sheet or similar document.

Transportation

18. Access to publicly maintained roadway

Does the site have direct access to a publicly maintained roadway? If so, please identify and describe the road, e.g., two-lane road, four-lane divided highway, etc.

19. Access to interstate and/or interstate highway

Provide the distance from the site to the nearest Interstate or intrastate highway and the name of the nearest Interstate or intrastate highway.

20. Access to commercial airport

Provide the distance to and name of the closest commercial airport.

21. Access to rail service

Does the site have direct access to rail service? If so, please identify the provider.

Known Existing Conditions

22. Known Existing Conditions

To the knowledge of the applicant are there any existing conditions such as zoning limitations, restrictive covenants, contracts, protective easements, utility usage moratoria or environmental concerns that would impact the future development of the subject property for industrial purposes? If so, please describe and attach relevant documents.

Existing Utilities

23. Water

What is the name of the water provider serving the site? You will be asked to provide information about distance, capacity, and planned upgrades for the water system in a required form as an attachment to this application.

24. Wastewater

What is the name of the wastewater provider serving the site? You will be asked to provide information about distance, capacity, and planned upgrades for the wastewater system in a required form as an attachment to this application.

25. Other Utilities

Provide information about the providers, the available capacity, and planned upgrades for the following utilities at the site.

a. Electric

- i. Name of provider
- ii. Available capacity for the site (MW)
- iii. Planned upgrades, including anticipated timeframe

b. Gas

- i. Name of provider
- ii. Available capacity for the site (MCF)

- iii. Planned upgrades, including anticipated timeframe
- c. Communications
 - i. Name of provider
 - ii. Available capacity for the site (Mbps)
 - iii. Planned upgrades, including anticipated timeframe

Additional Required Information

26. Other site programs or applications

If the applicant is seeking funding for this project from another funder, please provide the name of the other funder and the program.

Priority and Other Outcomes

Select the priority outcome(s) to be achieved by this project. For each outcome, provide the target(s) to be achieved, the target date(s) by which the outcomes will be achieved (typically within five years), baseline value(s), date of baseline, and the source(s) of data that will be used to verify the project results. **Outcomes should match the response to question 5, above.**

Priority Outcomes

Select all priority outcomes that apply for this project.

- Investment in publicly owned infrastructure
- Investment in privately owned property, plant, and equipment
- New full-time jobs created
- Average annual wage of new full-time jobs

Other Project Outcomes

List qualitative or other project outcomes with target results and achievement dates. These may include for example, jobs retained that were at risk without Golden LEAF support, comparison to average county wages, business start-ups or expansions, etc.

Project Activities

Project Activities

Identify key tasks required to achieve project outcomes. Provide a target completion date for each.

Activity 1

Activity 1 Target Date

Activity 2

Activity 2 Target Date

Activity 3

Activity 3 Target Date

Activity 4

Activity 4 Target Date

Activity 5
Activity 5 Target Date

Activity 6
Activity 6 Target Date

Activity 7
Activity 7 Target Date

Activity 8
Activity 8 Target Date

Project and Grant Time Frame

Project Time Frame

Period of time to complete project outcomes, which may extend beyond the grant term

- Project Begin Date
- Project End Date
- Project Term (in number of months)

Grant Term

Period of time over which Golden LEAF funds would be used

- Start Date (Grant Award Date)
- End Date
- Duration in months

Project Budget From (attachment)

A project budget is a required attachment. The project budget is a standard form available on the [SITE Program Resources page](#). **Be certain to use the form for the Shell Building Project Budget Form.** The project budget should include the amounts requested from Golden LEAF and amounts to be provided by the applicant or others. If the applicant is applying for funding for both the SITE Development phase and the SITE Shell Building phase, the budget should clearly indicate how funding from each of the respective phases will be used. The budget must also show how the applicant will meet the match requirement for the SITE Shell Building phase and, if required, for the SITE Development phase.

Applicants must complete the required Preliminary Design Package and all required due diligence items before Golden LEAF funds will be released for expenses for other budget line items. (Funds awarded for due diligence and/or for development of the Preliminary Design Package may be released prior to completion of those items.) Links to the Shell Building Phase Due Diligence Checklist and the Shell Building Phase Preliminary Design Package Requirements are available at the [SITE Program Resources page](#).

Several key due diligence elements are incorporated in the Preliminary Design Package, e.g., wetlands and limited geotechnical information. **Review the Shell Building Phase Preliminary Design Package requirements carefully when developing your budget.**

Applicants may request funding for due diligence items not specifically required in the SITE Shell Building phase if the applicant reasonably believes they are needed for the project, but in no event may the applicant request funding for more than a combined total of three due diligence items in the SITE Shell Building or SITE Development phase. If more due diligence items are required, the applicant should consider applying first in the SITE Due Diligence phase.

Applicants may only apply for funding for items and activities that the applicant has not yet completed. Applicants should review the due diligence requirements carefully to make certain that the due diligence previously undertaken meets the Golden LEAF requirements, e.g., that it includes required elements and was completed within the allowed timeframe. Information about due diligence requirements is available in the Due Diligence Technical Requirements on the [SITE Program Resources page](#). If unsure of whether a due diligence report meets Golden LEAF requirements, please contact Golden LEAF staff for information.

Application Attachments Checklist

This checklist includes items mentioned in the short answer questions as well as required attachments related to this phase of the SITE Program. Rows not marked as required are requested to be attached if available. Some numbers are intentionally omitted.

Required	Attachment Title	Description
✓	1 - Certification and Signature Form	Download the document from the SITE Program Resources page . This document should be signed and dated by two authorized officials of the applicant organization. For 501(c)(3) organizations, one signatory must be a member of the applicant's board of directors.
✓	2 - Board of Directors	List of the applicant's board members along with their addresses and occupations. For governmental entities, this is the members of the governing body, e.g., town council or county commissioners.
✓	3 - Evidence of Tax-Exempt Status	For 501(c)(3) organizations– A copy of the current IRS exemption determination letter. For governmental entities– A description of governmental status.
✓	4 - Most Recent Fiscal-Year End Financial Statements,	A PDF including Balance Sheet, Statement of Financial Position, and Statement of Cash Flows, or a link to these documents if available online. Provide audited statements, if available.
✓	5 - Organization's Budget for the Current Year	The organization's budget for the current year.
✓	6 - Organization's Budget for the Period Covered by the Grant Request	The organization's budget for the period covered by the grant request, if available. If the budget is not available, provide a brief statement explaining why, e.g., it has not yet been adopted.
	7 - Most recent management letter/report on internal controls	For 501(c)(3) organizations and governmental entities. Provide from audited financial statements, if available.
✓	8 - Prior two years of financial statements	For 501(c)(3) organizations only– A PDF including Balance Sheet, Statement of Financial Position, and Statement of Cash Flows, or a link to these documents if available online.

Required	Attachment Title	Description
✓	9 - Project Budget Form	Download the document from the SITE Program Resources Page and follow guidelines. Be sure to use the Shell Building Project Budget Form.
	10 - Community / County Partners	A list providing contact information for key partners in the communities served by the project. Provide the roles and responsibilities for each.
✓	SB-2: Project and economic development staff list	List of staff who will be involved in the project, their length of service, brief job descriptions, and their roles in the implementation of the project. Include those that only provide part-time support for economic development.
✓	SB-3: Marketing documents	Applicant's marketing documents and economic development website address.
✓	SB-4: Economic development budget	Applicant's annual economic development budget for the most recent fiscal year.
	SB-5: Economic development strategic plan and market studies	Economic development strategic plan and any market studies that have been completed that assess demand for a shell building.
	SB-6: Marketed shell buildings	List shell buildings in the applicant's community marketed for development by economic development organizations. For each, include: • A spec sheet containing relevant data on the building (size, utilities, etc.) • A map indicating the location of the building • An image of the building
✓	SB-7: Current inventory of shell buildings	Download the Shell Building Inventory Form from the SITE Program Resources page and complete with key characteristics of shell buildings in your community, including whether the building is currently marketed for sale or lease. This information should be consistent with your answer to Question 8 in the application.
	SB-8: Response to RFI	An example of a recent response by your community to a Request for Information (RFI)

Required	Attachment Title	Description
✓	SB-9: Information from RFIs/company engagement	Download the Shell Building Company Interest Form from the SITE Program Resources page and complete with a list of companies that have shown interest in location or expanding in a shell building your community in the last three years, including the expected job creation, wages, and capital investment (if known). Specifically indicate if there was interest in the shell building that is the subject of this request. This information should be consistent with your answer to Question 10 in the application.
	SB-10: Water/sewer map	A PDF map of all water and sewer infrastructure in your community.
	SB-11: Zoning map	A PDF map that includes the zoning of the site.
✓	SB-12: GIS topographical map	For the site that is the subject of this request, GIS topographic map of site.
✓	SB-13 or SB-15	For the site that is the subject of this request, documents demonstrating public ownership. • SB-13: Deed • SB -14: N/A • SB-15: Term sheet or similar document
✓	SB-16: Will Serve letters	For the site that is the subject of this request, Will Serve letters or similar communication from each utility, including delivery capacities if known. If the utility declines to provide such a communication, please indicate. - Water - Sewer - Electric - Gas - Communications
✓	SB-17: Existing Utilities Capacity Summary	Download the document from SITE Program Resources page and complete table with system characteristics for water and wastewater utilities.
	SB-18: Other site studies	For the site that is the subject of this request, site studies not included in the Due Diligence Checklist (required if available).

Required	Attachment Title	Description
✓	SB-19: Known existing conditions	For the site that is the subject of this request, documents regarding known existing conditions, if any. If none, a document so stating.
✓	SB-20: Map of proposed project	A map of the proposed project.
✓	SB-21: Opinion of Probable Cost or similar document	An Opinion of Probable Cost for the project prepared by a Professional Engineer licensed in the State of North Carolina. If an Opinion of Probable Cost is not available, a detailed explanation of the line items in the project budget. An Opinion of Probable Cost is one of the elements of the Preliminary Design Package.
✓	SB-22: Shell Building Phase Due Diligence Checklist Upload a filled in checklist form as well as each supporting document labeled 22a through 22m.	Download and submit the Shell Building Due Diligence Checklist and the attachments required in that form. Be certain to use the checklist for the Shell Building phase. For more details about each of the items on the checklist, see the Due Diligence Technical Requirements and Frequently Asked Questions and Glossary. All of these documents are found on the SITE Program Resources Page . For this request, attach reports regarding due diligence previously completed for the property (all items for which you answered "Y" in the "Previously Completed" column of the Shell Building Due Diligence Checklist).
✓	SB-23 - List of matching funds	A list of previously incurred expenditures that the applicant proposes to count as matching funds the project or a document indicating that the applicant does not have previously incurred matching expenditures. Include the date, amount, and purpose of the expenditure, and the source of funds. Golden LEAF may request supporting documentation for reported matching expenditures.