

Application Form

Community Improvement Corporation Business Development Loan Program

Part One: Intake Information

Name of Applicant: _____ SS# _____

Name of Co-Applicant: _____ SS# _____
(Spouse required as co-applicant for a Sole Proprietorship and Partnership if applicable)

Home Address: _____ Home Phone: _____
Street City State Zip

E-Mail: _____ FAX: _____

Part Two: Business Overview

Business Name or Proposed Business Name Telephone # Fax #

Business Address: _____ City
State
Zip

Business E-Mail Address _____ Federal Tax ID# _____

Business Description _____

Business Status: _____ Start-up (New or Under 12 months)

_____ Existing Business (Over 12 months)

Business Structure: _____ Sole Proprietorship _____ S Corporation
_____ C Corporation _____ Partnership
_____ Limited Liability Company _____ Other: _____

Type of Business:(industry or service type) _____

Gross Annual Sales \$ _____ Current Number of FTE* Employees _____

Number of FTE* Employees to be Hired/Retained _____ *FTE = Full-Time Equivalent Positions

Part Three: RLF Loan Request

<u>PROJECT ACTIVITIES</u>	<u>RLF LOAN AMOUNT</u>	<u>OTHER FUNDING</u>	<u>SOURCE(S)</u>
Land/Building Acquisition*	\$ _____	\$ _____	_____
New Construction (Building)	\$ _____	\$ _____	_____
Building Renovation	\$ _____	\$ _____	_____
Leasehold Improvements	\$ _____	\$ _____	_____
Machinery & Capital Equipment*	\$ _____	\$ _____	_____
Furniture & Fixtures (non-cap)	\$ _____	\$ _____	_____
On-Site Infrastructure Costs	\$ _____	\$ _____	_____
Professional Fees/Licenses	\$ _____	\$ _____	_____
Interim Costs/Interest	\$ _____	\$ _____	_____
Working Capital (specify below)			
_____	\$ _____	\$ _____	_____
_____	\$ _____	\$ _____	_____
Off-Site Infrastructure Costs	\$ _____	\$ _____	_____
Other: _____	\$ _____	\$ _____	_____
Other: _____	\$ _____	\$ _____	_____
Other: _____	\$ _____	\$ _____	_____
TOTALS	\$ _____	\$ _____	

TOTAL PROJECT COST: \$ _____

* - Attach a list of Fixed Assets to be purchased. Provide Machinery and Capital Equipment cost estimates showing both the machinery/equipment purchase cost and installation cost.

Part Four: Overview of Business

Please attach your current Business Plan **OR** provide the following information on separate paper:

- I. Description of Business:
 - a) Type of Business
 - b) Location of Business
 - c) History of Business
 - d) Describe the need for this loan

- II Description of your Products and Services:
 - a) Describe your products and/or services
 - b) List primary suppliers of your raw materials used to make/provide each product and/or service

- III. Description of your Customers:
 - a) Define geographical areas from which you can realistically expect to draw customers
 - b) List the characteristics of your targeted customers

- IV. Description of your Competitors:
 - a) List who you consider to be your primary competitors

b) List the differences between your business and your primary competitors

V. Description of your Operations:

a) Provide a brief description of the steps in your production and marketing of your product/service to customers

VI. Description of Your Management Plan:

a) Description of owner and employee roles and tasks
b) Description of employee structure, salary and benefits currently and over the next three years

VII. Current and Projected Financial Information:

a) Current Year Actual P & L and Balance Sheet
b) Two-Year Financial Statement Pro-Forma including a two-year Cash Flow Statement, a two-year Profit/Loss - Income Statement, and a two-year Balance Sheet
Note: Breakdown first year by quarter
c) Description of all sources, amounts and uses of funding the business plans for the next two years and beyond if relevant
d) If an established business, a copy of the prior year's federal income tax statements

Part Five: Application Covenants

All information in the application and business plan are true and complete to the best of my/our knowledge and are submitted to the Revolving Loan Fund Program for the purpose of review for a loan. It is my/our understanding that this information will be confidentially reviewed by the RLF Administrator and locally-based Loan Review Committee. I/we understand there is a **Fifty Dollar (\$50.00)** non-refundable application fee for this program; and I/we agree that reasonable and customary appraisal fees and/or legal costs necessary to complete my/our application will be costs payable by the borrower at loan closing. We hereby approve release of current and future financial information by our banking institution to the Defiance County CIC for the purpose of approval and monitoring of this loan contract.

By signing this application, I/we also agree to a credit report being obtained by Maumee Valley Planning Organization for the purpose of reviewing my/our credit history.

Applicant Signature

Date

Co-Applicant Signature

Date

Application Fee Received on _____ Check # _____