

Economic Development Revolving Loan Fund Application

Basic Information							
Name of Business:			Business Contact Person:				
Physical Address:			City:		State:	Zip:	
Social Security Number: <small>(If Business is a Sole Proprietorship)</small>			Phone Number:				
Other Contact(s)/Application Assistance Providers					Type of Business:		
1) Name:			Telephone Number:		<input type="checkbox"/> Sole Proprietorship		
2) Name:			Telephone Number:		<input type="checkbox"/> Corporation		
3) Name:			Telephone Number:		<input type="checkbox"/> Partnership		
4) Name:			Telephone Number:		Have you Ever Filed Personal or Corporate Bankruptcy:		
					<input type="checkbox"/> Yes		
					<input type="checkbox"/> No		
					If Yes, Please Explain: _____		

Nature of the Loan Request							
Amount of Loan Request \$:			Total Project Cost:				
New Business:			Business Expansion:				
Number of Existing Jobs:			Number of Jobs Created:				
Number of Jobs Retained:							
Financing Purpose and Sources							
Purpose for which funds are to be used							
	RLF	Bank 1	Bank 2	Other 1 (Specify)	Other 2 (Specify)	New Equity	Total
Property Acquisitions							
Site Improvements							
Building Renovation							
New Construction							
Machinery and Equipment							
Working Capital							
Inventory							
Other - Please Specify							
Total							
Total Project Costs							

Financing Terms and Conditions

	RLF	Bank 1	Bank 2	Other 1 (Specify)	Other 2 (Specify)	New Equity	Total
Amount							
% of Project Costs							
Term (Years)							
Interest Rate							
Debt Service							

Collateral Offered: _____

Asset							
Lien Position							

Collateral Offered: _____

Asset							
Lien Position							

Participating Bank #1: _____

Contact Person: _____ Phone Number: _____

Participating Bank #2: _____

Contact Person: _____ Phone Number: _____

Other Lender #1: _____

Contact Person: _____ Phone Number: _____

Other Lender #2: _____

Contact Person: _____ Phone Number: _____

Business Plan Outline

A. History of Business

Briefly describe the past operation of the business and/or the events leading to its creation.

B. Market Analysis Strategy

1. Description of current buyers and target markets (Provide verification of purchase orders, contracts, etc., which relate to reasons for the loan request.)
2. Competition
3. Pricing
4. Distribution
5. Advertising
6. Sales Promotion

C. Products

1. Description of product line
2. Proprietary position of patents, copyrights, legal and technical considerations
3. Comparison to competition

D. Manufacturing Process

1. Materials
2. Production Methods

E. Financial Projections

1. Monthly Cash Flow Analysis for next 12 months
2. Profit and Loss statement: Last three years, current quarter, plus two-year projections
3. Balance sheet: last three years, current quarter, plus two-year projection.

F. Schedule of Existing Business Debt

List outstanding balance, interest rate, term, maturity date, and collateral on all existing debt.

G. Statement of Proposed Collateral

A detailed list of all collateral offered, its value, and security position by funding source.

H. Resumes and Personal Financial Statement

Include resumes of all principals as well as current, dated, and signed personal financial statements on all principals with a significant financial interest in this business.

I. Commitment Letters

Include commitment letters from banks or others which state the terms and conditions of their Participation

J. Affiliates

Description of any affiliates or subsidiaries of business or principals requesting assistance, as well as balance sheets and income statements for past two fiscal years on such affiliates or subsidiaries.

K. Appraisals/Proposed Lease/Purchase Options or Agreements

An Independent appraisal will be required for any real estate which is a subject of the proposed financing or which is offered as a major source of collateral to secure the loan. Also include copies of existing or proposed lease(s), purchase options or agreements, or any other financial arrangements.

L. Partnership Certificates of Authorisation, or Corporate Certificate of Authority and Incumbancy; Include minutes of the corporate meeting adopting this certification where applicable.

Other Required Documents

1. Copy of last year's submitted business income tax statement.
2. Copy of last year's submitted personal income tax statement.
3. Evidence of payment of last quarters payroll tax.
4. Evidence of Worker's Compensation insurance coverage.

Check List for Final Application

The following is a check list of the information and documentation necessary to submit a final application.

- A. History of Business
- B. Market Analysis and Strategy
- C. Products
- D. Manufacturing Process
- E. Financial Information
 1. Monthly Cash Flow Analysis for next 12 months
 2. Profit and loss statements: last three years, current statements (less than 90 days) and two year projections.
 3. Balance Sheet: last three years, current, and two year projections
- F. Schedule of Business Debts
- G. Statement of Collateral
- H. Resumes and Personal Financial Statements
- I. Commitment Letters
- J. Affiliates
- K. Appraisals/Proposed Lease/Purchase Agreements
- L. Corporate/Partnership Authorization

Additional Attachments

- 1. Last year's business income tax statement
- 2. Last year's personal income tax statement
- 3. Evidence of payroll tax payment
- 4. Evidence of Worker's Compensation Insurance
- 5. Supporting Resolution from Cooperative Board

To Be Signed by Applicant

I have willfully finished this confidential information to _____ Cooperative for the purpose of applying for a loan. I understand that this information will be reviewed by RLF staff. I further understand that this information will become available to the Revolving Loan Fund Loan Review Committee. I further authorize RLF staff to be in contact with those individuals and institutions involved in the proposed project.

Please fill out this form, save it to your computer, and attach it to an email with all required paperwork and send to edrf@arvig.com.

Applicant's Signature

Date