

RLF Project

Application

I. Applicant Company/User	III. Business Information
Name of Company/User	Type of Business
Name of Borrower (if different from user)	Principal Product/Service
Relationship of Borrower to Company/User	Date Established Four Digit SIC Number
Street Address of Company	Name of bank in which business has existing accounts:
City State Zip	Bank Name Contact
Contact Person Title	Telephone
Telephone Number Fax Number	Bank Name Contact
E-mail Address	Telephone
Federal Tax Identification Number	IV. Description of Proposed Project Location Address Taxing District (Obtain from County Auditor)
II. Principal Officers (10% or more ownership)	

Name and Title	City/Village/Township	County
Percent Ownership	Social Security Number	If relocation, indicate from where
Name and Title	Describe Project	
Percent Ownership	Social Security Number	Product/Services to be provided
(Attach additional information if necessary)		Project Type: <input type="checkbox"/> Retention <input type="checkbox"/> Expansion <input type="checkbox"/> Start Up

V. Project Sources and Uses of Funds _____

Sources

	Total	RLF Assistance	Equity	Private Lender	Other Public
	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

Uses

A. Land	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Building	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Construction	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Renovation	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Leasehold Imp.	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
 B. Infrastructure					
1. Off-Site					
Streets	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2. Off-Site					
Water & Sewer	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
3. Off-Site	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

Flood & Drainage \$ _____ \$ _____ \$ _____ \$ _____ \$ _____

4. Other \$ _____ \$ _____ \$ _____ \$ _____ \$ _____

C. Machinery/ Equipment \$ _____ \$ _____ \$ _____ \$ _____ \$ _____

D. Other \$ _____ \$ _____ \$ _____ \$ _____ \$ _____

(Explain)

E. Admin. \$ _____ \$ _____ \$ _____ \$ _____ \$ _____

Total Fixed Asset

Costs \$ _____ \$ _____ \$ _____ \$ _____ \$ _____

F. Non-Fixed Asset Costs \$ _____ \$ _____ \$ _____ \$ _____ \$ _____

G. Working Capital \$ _____ \$ _____ \$ _____ \$ _____ \$ _____

Total Project Costs \$ _____ \$ _____ \$ _____ \$ _____ \$ _____

VI. Financing/Collateral (Identify all sources)

Security Position

Holder	Principal	Rate	Term	Annual D/S	Land/ Building	Machinery/ Equipment
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VII. Time Frame

Project Start _____

Job Creation Start _____

Project Complete _____

Job Creation Complete _____

(24 months maximum from Project Completion)

VIII. Financial Information

	Expected Results of the Project		
	Most Current		
	Year End 20__	Year One 20__	Year Three 20__
Annual Sales Revenue	\$ _____	\$ _____	\$ _____
Current Employment	_____	_____	_____
New Jobs Created	_____	_____	_____
Annual Pay Per Full-Time Employee*	\$ _____	\$ _____	\$ _____
Annual Payroll	\$ _____	\$ _____	\$ _____

Historical Financial Information

				Interim
	20__	20__	20__	Month
Annual Sales Revenue	\$ _____	\$ _____	\$ _____	\$ _____
Depreciation	\$ _____	\$ _____	\$ _____	\$ _____
Earnings Before Tax	\$ _____	\$ _____	\$ _____	\$ _____
Profit After Tax	\$ _____	\$ _____	\$ _____	\$ _____

*Full-time employee is one employee working a 40-hour workweek, year round. Part-time employees should be adjusted accordingly.

IX. A. Job Definition [Expressed as Full-Time Equivalents (FTEs)]

# Total Existing	_____	# New	_____
# Women Current	_____	# Women Projected	_____
# Minority Current	_____	# Minority Projected	_____
# Retained (claimed)	_____	# Total LMI	_____

A Full-time employee is an employee working a 40 hour week, year around. Part time employees must be adjusted to FTE. At least fifty-one percent (51%) of the jobs created or retained must be made available to or taken by persons of low- to moderate-income (LMI) households. The maximum RLF cost per job is \$25,000. The total LMI must include the number of new/or retained jobs for persons from LMI households.

- B. Please attach a brief but detailed narrative description of the proposed project including a description of the product services, unique site characteristics, whether site will be owned/leased, type of machinery/equipment to be purchased, all the participating parties, amount of acres, size of building, amount of water or sewer lines, etc.
- C. Please attach a brief explanation as to the NEED for RLF funds. Explain how the identified gap was calculated and how the use of the RLF funds addresses the determined need.

X. The following information must be submitted with your Project Application to receive an RLF Loan.

Three years of Historical Financial Statements (Balance sheet, P&L)

Three years of Projected Financial Statements (Balance sheet, P&L)

Interim Financial Statements (not more than 90 days old) Personal

Financial Statements (10% ownership or more)

Third Party Cost Estimates

Description of New Project

Resumes of Officers and Key Management Personnel

One Year (mo. By mo.) Cash Flow Statement

Letter of Intent from Private Lender

Information Concerning Current Working Capital Line Narrative

Description Substantiating Job Creation Claim

XI. Submission Acknowledgment

As an authorized agent of the applicant Company, I hereby submit this Project Application. I understand that any false statement in this record may subject the applicant company and signer to criminal prosecution. I understand that this document in no way constitutes a commitment by the community.

Signature

Typed Name

Title

Date