

**CITY OF TOMAH CDBG
BUSINESS REVOLVING LOAN FUND APPLICATION**

Name of Business: _____

Business Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Contact Person: _____ Phone: _____

Type of Business: _____ Sole Proprietorship _____ Partnership _____ Corporation

Established: _____ SIC CODE: _____

Employer's Federal Identification Number: _____

Employer's State Identification Number: _____

Name of Owner # 1

Name of Owner # 2

Percentage Owned: _____ %

Percentage Owned: _____ %

Home Address: _____

Home Address: _____

City, State, Zip: _____

City, State, Zip: _____

Home Phone: _____

Home Phone: _____

Professional Services/References:

Name of Bank: _____

Bank Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Contact Person: _____

Name of Attorney: _____

Attorney Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Name of Accountant: _____

Accountant Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

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CURRENT AND PROJECTED EMPLOYMENT						
Type of Employment	Existing Jobs		Employment Projections			
			First Year		Second Year	
Professional/Managerial/Technical	FT	PT	FT	PT	FT	PT
Skilled	FT	PT	FT	PT	FT	PT
Unskilled/Semi-Skilled	FT	PT	FT	PT	FT	PT
TOTALS	FT	PT	FT	PT	FT	PT

SOURCES AND USES OF FUNDS:	RLF	Bank	Equity	[]	[]	Total
Acquire Land	\$	\$	\$	\$	\$	\$
Acquire Building	\$	\$	\$	\$	\$	\$
Improve/Renovate Building	\$	\$	\$	\$	\$	\$
Purchase Equipment/Machinery	\$	\$	\$	\$	\$	\$
Inventory	\$	\$	\$	\$	\$	\$
Working Capital	\$	\$	\$	\$	\$	\$
Other	\$	\$	\$	\$	\$	\$
Other	\$	\$	\$	\$	\$	\$
Other	\$	\$	\$	\$	\$	\$
TOTALS	\$	\$	\$	\$	\$	\$

PROJECT SUMMARY:	RLF	Bank	[]	[]
Loan Amount	\$	\$	\$	\$
Loan Term (Years)				
Loan Interest Rate		%	%	%
Annual Debt Service	\$	\$	\$	\$
Type of Collateral				
Security Position				
Type of Guarantee				

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Required Attachments:

Applicant shall provide a written statement as to reason any attachments are not included with application.

- A. Business Plan – as outlined on *Page 4*
- B. Signed personal financial statements dated as of the date of application for any person who owns 20% or more interest in the business.
- C. Federal tax returns filed by the business for the previous three years, if the applicant is a sole proprietorship, partnership, or corporation that does not have audited financial statements.
- D. Any other information, including any key person insurance or property insurance, which may be available or has been obtained to secure the loan.
- E. Information concerning any pending or threatened litigation or administrative proceeding, any outstanding administration orders, judgements or injunctions or involvement in any bankruptcy.
- F. Certification of business compliance with all federal, state, county, and municipal laws affecting the conduct of business within the county where the business resides.
- G. Statements and reasons from the lending institution(s) that the RLF loan will not be substituting for commercial lending is required.
- H. Statement concerning the source of equity for the project, and how it will be obtained and appraised.
- I. A job creation commitment letter from the business stating its understanding that failure to meet this commitment will result in an interest rate increase on the RLF loan or the complete recall of the RLF loan.
- J. Statement from the business that no person will be discriminated against on the basis of race, color, national origin, religion, age, handicap, or sex when being considered for employment.
- K. Commitment letter from your bank regarding any financing the bank will provide for this project including amount of loan, interest rate, term, security, availability of loan funds and repayment schedule.
- L. Copy of lending institution(s) loan board report on their portion of the financing.
- M. Any environmental questionnaires, reviews, or audits conducted by the applicant, lending institutions, or their agents shall be provided.
- N. A statement from the business certifying that it will not relocate out of the City of Tomah during the term of the RLF loan and that in the event of a relocation outside of the City of Tomah it will immediately repay the RLF loan.

Signatures:

I declare that any statement in this application and in its required attachments, or information provided herein, is true and complete in substance and in fact.

Name of Business: _____

By: _____ Title: _____ Date: _____

By: _____ Title: _____ Date: _____

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I. Executive Summary

- A. Name and location of business
- B. Brief discussion of product, market, and competition
- C. Expertise of management team
- D. Summary of financial projections
- E. Amount of financial assistance requested and proposed purpose
- F. Business goals and reasons for undertaking the project
- G. Project commencement and completion dates

II. Description of the Company

- A. Date and state of incorporation or formation
- B. History of the company
- C. Background of the principals and their roles

III. Market Analysis

- A. Description of current industry and industry trends
- B. Description of the total market and its participants
- C. Discussion of the target market and the competition

IV. Description of the Product or Service

- A. List of patents, copyrights, licenses, or proprietary interests
- B. Discussion of technical and legal considerations
- C. Comparisons to competitors' products or services

V. Marketing Strategy

- A. Overall strategy
- B. Current and estimated sales and market share
- C. Advertising, public relations, and promotion

VI. Management Plan

- A. Form of business organization
- B. Composition of board of directors
- C. Officers organization chart and responsibilities
- D. Resumes of key personnel and listing of key advisors

VII. Operating Plan

- A. Schedule of upcoming work and key completion dates for first year
- B. Planned facilities or capital improvements for next three years
- C. Staffing plan including new jobs created/retained

VIII. Financial Data

- A. Funding request indicating the desired financing, capitalization, use of funds, and future financing
- B. Year-end financial statements (balance sheet, income statement, and cash flow statement, for the past three years
- C. Current interim financial statements
- D. Pro forma cash flow projections, including the proposed financing, for two years
- E. Projected balance sheets, income statement, and statement of changes in financial position, including the proposed financing, for two years
- F. Description of all assumptions behind the financial projections

ATTACHMENT A

Authorization For Release of Financial Information Form Copy

CITY OF TOMAH

APPLICATION NUMBER _____

ECONOMIC DEVELOPMENT

APPLICANT'S REQUEST FOR DISCLOSURE

To Whom It May Concern:

This is to verify that we have given our permission to City of Tomah Community Development Block Grant Administrator to request and receive information required to verify employment, mortgages, deed of trust, savings accounts, credit accounts, financial status and all other information necessary to complete application for a Business/Economic Development Loan.

Name of Company/Business

Owner/Officer Signature

Date