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Financial Assistance Application

**GREEN RIVER AREA DEVELOPMENT DISTRICT
REVOLVING LOAN FUND
FINANCIAL ASSISTANCE APPLICATION**

Total Amount Sought: \$ _____

Name of Business: _____

Business Address: _____

City: _____ Zip: _____ Phone: _____

Contact Person: _____ Phone: _____

Email Address(s): _____

Type of Business: _____ Sole Proprietorship _____ Partnership _____ Corporation

Date Organized/Established: _____ SIC Code: _____

Employer's Federal Identification Number: _____

Employer's State Identification Number: _____

Name of Owner #1: _____	Name of Owner #2 _____
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Percentage Owned: _____ % Home Address: _____	Percentage Owned: _____ % Home Address: _____
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City, State, Zip _____	City, State, Zip _____
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Home Phone: _____	Home Phone: _____
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Professional Services/References:

Name of Bank: _____

Bank Address: _____

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

Contact Person: _____ Account # _____

Name of Attorney: _____

Attorney Address: _____

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

Name of Accountant: _____

Accountant Address: _____

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

Current and Projected Employment Impact:

<u>Type of Employment (Full/Part Time)</u>	<u>Present Jobs</u>	<u>First Year</u>	<u>Second Year</u>
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/Uses of Funds:	RLF	Bank	Equity	[]	[]	Total
Land Acquisition	\$___	\$___	\$___	\$___	\$___	\$___
Building Acquisition	\$___	\$___	\$___	\$___	\$___	\$___
Improve/Renovate Building	\$___	\$___	\$___	\$___	\$___	\$___
Purchase Equipment/Machinery	\$___	\$___	\$___	\$___	\$___	\$___
Inventory	\$___	\$___	\$___	\$___	\$___	\$___
Working Capital	\$___	\$___	\$___	\$___	\$___	\$___
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

Required Attachments:

- _____ 1. A history and description of the business, an analysis of management ability and a description of the project.
- _____ 2. Detail the use of proceeds of this project (cost of land, building, and equipment).
- _____ 3. Personal financial statement, current within 30 days, for each proprietor or stockholder with 20% or more ownership of the SBC, and, if different, each owner with 20% or more ownership of the alter-ego. Personal guarantees are required of any owner with over 20% ownership of the company. Make sure that the date at the top of the statement and the date they are signed are the same and that the information is current as of that date. THE PERSONAL FINANCIALS MUST BE SIGNED BY BOTH HUSBAND AND WIFE IF THE PERSONAL FINANCIAL STATEMENT INCLUDES JOINT ASSETS. SIGN AND DATE. (See Attachment 1)
- _____ 4. Resumes of principals involved in the day-to-day management.
- _____ 5. Balance sheet with current pro-forma (within 30 days). Please provide assumptions that support the financial information. (See Attachment 2)
- _____ 6. For a new or existing business, a monthly cash flow analysis for the first 12 months of operation or for three months beyond the breakeven point (whichever is longer) together with a description of assumptions. (See Attachment 3)
- _____ 7. Estimated projection and forecast of three years earnings (See Attachment 4)
- _____ 8. A schedule of debts that includes current debts and debts planned for the next 12 months (other than the EDC loan.). (See Attachment 5)
- _____ 9. The names of affiliated (through ownership or management control) or subsidiary business as well as the last two fiscal year-end financial statements and a current financial statement for each of these firms.
- _____ 10. If the business is a franchise, include a copy of the Franchise Agreement and the Franchiser's Disclosure Statement that is required by the Federal Trade Commission.
- _____ 11. A copy of key cost documents, such as real estate purchase agreements, contractor cost estimates, vendor quotes for machinery and equipment, etc. IF EQUIPMENT IS BEING PURCHASED, GIVE A LIST OF THE EQUIPMENT AND A LETTER FROM A VENDOR OR APPRAISER THAT STATES THE EQUIPMENT HAS A LIFE OF AT LEAST 10 YEARS. SIGN AND DATE.
- _____ 12. If applicable, a copy of the existing or proposed lease agreement.

- _____ 13. An independent appraisal for construction projects on an “as completed basis,” or an architect’s certified cost estimate, or a contractor’s contract based on completed plans and specification.
- _____ 14. Environmental analysis, if applicable. Please complete the enclosed form and sign and date. If a Phase I Environmental Study has been done by the bank, please provide a copy. If a study will be done, please note.
- _____ 15. A commitment letter from the private lender outlining the amount of the loan, term, interest rate, and collateral.
- _____ 16. Tax Returns – Provide the previous three years’ business tax returns, which **MUST BE SIGNED AND DATED BY THE BORROWER.**
- _____ 17. List of major customers and potential new customers.
- _____ 18. List of major competitors.
- _____ 19. Letter of support from the local community (development authority, chamber of commerce, etc.)