

# RLF Project

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# Application

<b>I. Applicant Company/User</b>	<b>III. Business Information</b>
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	<b>IV. Description of Proposed Project</b>  Location  Address                                      Taxing District (Obtain from County Auditor)
<b>II. Principal Officers (10% or more ownership)</b>	

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**

	20__	20__	20__	Interim 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.

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Signature

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Typed Name

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Title

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Date