

# RLF Project Application

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<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
<b>II. Principal Officers</b> (10% or more ownership)	Address    Taxing District (Obtain from County Auditor)
Name and Title	City/Village/Township                      County
Percent Ownership    Social Security Number	If relocation, indicate from where
	Describe Project
Name and Title	
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**

	Total	Sources			
		RLF Assistance	Equity	Private Lender	Other Public (Please Identify)
<b>Uses</b>					
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.					
<b>Total Fixed Asset Costs</b>					
F. Non-Fixed Asset Costs					
G. Working Capital					
<b>Total Project Costs</b>					

**VI. Financing/Collateral (Identify all sources)**

Holder	Principal	Rate	Term	Annual D/S	Security Position	
					Land/ Building	Machinery/ Equipment

**VII. Time Frame**

Project Start \_\_\_\_\_ Job Creation Start \_\_\_\_\_

Project Complete \_\_\_\_\_ Job Creation Complete \_\_\_\_\_  
 (24 months maximum from Project Completion)

**VIII. Financial Information**

	Most Current Year	Expected Results of the Project	
	End 200__	Year One 200__	Year Three 200__
Annual Sales Revenue	\$ _____	\$ _____	\$ _____
Current Employment	_____		
New Jobs Created		_____	_____
Annual Pay Per Full-Time Employee*	\$ _____	\$ _____	\$ _____
Annual Payroll	\$ _____	\$ _____	\$ _____

**Historical Financial Information**

	200__	200__	200__	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 Equivalent (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