



**REVOLVING LOAN FUND
APPLICATION**

ED LOAN REVIEW BOARD REPORT

Date:

NAME: _____

Committee Members Present:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

CDGB ELIGIBILITY CHECKLIST:

1. Jobs Created _____ Jobs Retained _____ LMI Jobs _____

2. Federal Regulations Compliance **Yes No**

3. Other Funds Letters **Yes No**

4. Demonstrated Need of Loan, comments:

5. Credit Report **Favorable Unfavorable**

Recommendation:

Approve / Approve with special conditions / Disapprove

Special conditions: _____

SIGNATURE:

Chairman, EDRLF Review Board

Date

DISPOSITION

The City of Junction City accepts the recommendation of the EDRLF Loan Review Board and authorizes funds to be loaned in accordance with approved policies and procedures.

Mayor of Junction City

Date

**THE FOLLOWING EXHIBITS MUST BE COMPLETE WHERE APPLICABLE.
ALL QUESTIONS ANSWERED ARE MADE A PART OF THE APPLICATION.**

1. Have you or any officers of your company ever been involved in bankruptcy or insolvency proceedings? **Yes** **No**

If yes, please provide the details. Label it Exhibit A.

2. Have you or any officers of your company ever been convicted of a felony? **Yes** **No**

If yes, please provide the details. Label it Exhibit B.

3. Are you or your business involved in any pending lawsuits? **Yes** **No**

If yes, provide the details. Label it Exhibit C.

4. Do you or your spouse or any member of your household, or anyone who owns, manages, or directs your business or their spouses or members of their household work for the County of Geary County, City of Junction City, Junction City-Geary County Economic Development Commission or participating lender? **Yes** **No**

If yes, provide the details. Label it Exhibit D.

5. Do you buy from, sell to, or use the services of any concern in which someone in your company has a significant financial interest? **Yes** **No**

If yes, provide the details. Label it Exhibit E.

AGREEMENTS AND CERTIFICATIONS

- (a) All information in this application and in the Exhibits are true and complete to the best of my/our knowledge and are submitted so the governing body can decide whether to grant a loan or participate with a lending institution in a loan to me/us. I/We agree to pay for or reimburse the cost of any surveys, title or mortgage examinations, appraisals, etc., provided I/We have given my/our consent.
- (b) The Junction County/Geary County Economic Development Commission is authorized to make all inquiries deemed necessary to verify the accuracy of the statements made herein and to determine my/our credit-worthiness.
- (c) In consideration of the furnishing of management and technical assistance to me/us, I/We waive all claims against the EDC personnel or arising in connection with this assistance.

If applicant is a proprietor or general partner, sign below:

By: _____ Date: _____

If applicant is a Corporation, sign below:

Corporate Name & Seal

Date

Signature of President

Signature of Corporate Secretary

RESUME

NAME: _____ **SS#** _____ - _____ - _____

Present Address: _____

Home Phone: _____ Business Phone: _____

PERSONAL: Date of Birth: _____ Place of Birth: _____

BANK REFERENCE: _____

PRESENT OCCUPATION: _____

**PREVIOUS
OCCUPATION:** _____

CURRENT OR PREVIOUS BUSINESSES OWNED _____

EDUCATION:

OTHER EXPERIENCE

SIGNATURE

DATE

Project Business Description Form

Name of Applicant: _____

- 1. Business Name:**
- SIC Code:**
- Business Address:**
- Business Phone**
- Contact Person:**

2. Business Ownership:

Owner (%) _____ (%)	Owner (%) _____ (%)
Owner (%) _____ (%)	Owner (%) _____ (%)
Owner (%) _____ (%)	Owner (%) _____ (%)

3. Business Management:

Name/Title _____	Name/Title _____
Name/Title _____	Name/Title _____
Name/Title _____	Name/Title _____

4. Business and Professional Affiliations of Owners:

5. Business History (Existing):

6. Product Line:

7. Business Plan: Yes No

8. Jobs History: (In the appropriate space, give the number of full-time equivalent (FTE) employees for each of the most recent 12 months)

Starting Month	1	2	3	4	5	6	7	8	9	10	11	12	Month
FTE Employees													Employment Retained

9. Jobs Projected: (In the appropriate space, give the number of full-time equivalent (FTE) employees.)

Starting Month	1	2	3	4	5	6	7	8	9	10	11	12	Month
FTE Employees													New Employment

SUBSIDIARIES OR AFFILIATES

Home	Address	% of Ownership

INDEBTEDNESS: Furnish the following information on all installment debts, contracts, notes, and mortgages payable.

Payable to:	Original Amount	Original Date	Present Balance	Rate of Interest	Maturity Date	Monthly Payment	Security	Current or Past Due

STATEMENT OF NEED AND ANTICIPATED BENEFITS:



Project Low-and-Moderate Income Benefit Form (Jobs Retained)

Name of Applicant:

Job Title/ Classification	Skill Level	Number of Jobs Retained	Number of Jobs Counted as LMI	Salary Level

Project Low-and-Moderate Income Benefit Form (New Jobs)

Name of Applicant:

Job Title/ Classification	Skill Level	Number of Jobs Retained	Number of Jobs Counted as LMI	Salary Level

Project Source of Uses

Funds From	Amount	Rate	Term	Collateral	Lien
LRLF Requested					
Other Sources:					
TOTAL					

Uses for Funds	Total Cost	City	Other	Other	Other	Other	Other
Working Cap							
Inventory							
M/E							
Totals							

THE BUSINESS PLAN

SUCCESS IS WANTED!

While highly successful businesses are started each year, only 67% of all new ventures survive their first year in business. After 10 years, only 20% of all new businesses are still in operation. Market failure and management failure are the causes of 90% of all business failures.

WHAT IS A BUSINESS PLAN?

Developing a business plan – particularly the process – identifies key factors that help determine whether a business may work. Developing a business plan will provide a tool for objectively analyzing a business idea, identifying and evaluating the market and financial potential of the idea, and developing a management plan for transforming the idea into reality. The business planning process helps identify the potential reward and risks of implementing a business idea and provides the opportunity to plan for each before investing substantial amounts of time, effort and money. Essentially, this will increase the odds for success and reduce the risk of business failure.

WHAT CAN IT DO FOR ME?

A business plan helps identify strengths and weaknesses before startup to better enable the business person to use his or her strengths and take steps to fix weaknesses. Once developed, the plan can be used as a communication tool to: 1) help the owner(s) better understand how decisions and actions lead to certain outcomes; 2) help your staff members understand administrative decisions that may affect their positions in the company; and 3) help bankers review business progress and more effectively communicate with owners/managers.

HOW DO I PUT A PLAN TOGETHER?

The following page is an outline that has suggested information for a plan.

NOW WHAT?

After getting all of the information together, put it down in writing and present it back to your loan officer. Be ready to answer any questions that may be asked from the loan officer. And last of all, GOOD LUCK on your new adventure.

BUSINESS PLAN OUTLINE

1. **Description of the business**
 - Name and location
 - Legal structure
 - Principal owners
 - Nature of business
 - History of the business
2. **Product or Service**
 - Describe product line(s) or type(s) of service
 - Describe materials and supply sources
 - Methods of production
 - Quality and cost of product or service
3. **Market Information**
 - Market area and trends
 - Customers and potential new customers
 - Competition, names, locations and size
 - Advantage of your product/service over others
4. **Advertising**
 - Methods of advertising and promotion
 - Sales methods
 - Pricing policy
 - Customer Service
5. **Facilities**
 - Location
 - Size, Zoning
 - Age and condition
 - Expansion opportunities
6. **Management and Personnel**
 - Management expertise
 - Key personnel (position, qualifications)
 - Professional services
 - Present and future manpower requirements
 - Personnel breakdown-skill levels, hours, wage rates, unionization, etc.
7. **Financial Information**
 - Financial statements-interim balance sheet and income statement (less than 90 days old); prior 3 years' statements
 - Projected income and expenses for 1 year
 - Projected monthly cash flow for 1 year
8. **Benefits to the Community**
 - Jobs created/retained
 - Building rehabilitation
 - Meeting community needs
 - Increased community tax base
9. **Summary of Future Plans**
 - Short range and long range plans
 - Expansion
 - Relocation

Junction City/Geary County Economic Development Commission

RIGHTS & RESPONSIBILITIES AGREEMENT

No fee will be charged by the Junction City/Geary County Economic Development Commission (EDC) for management assistance counseling services provided to you. Please note that the EDC does charge nominal fees for training programs such as seminars, workshops and conferences.

You have a right to expect prompt, courteous and professional counseling, and to be informed if the EDC is unable to provide services within the time required.

All the information that you share with the EDC and any of its resources is strictly confidential, and all EDC resource personnel are required to sign an agreement that prohibits them from violating your confidentiality or interests. Your status as a client of the EDC is also strictly confidential. No public use of your name, address or business identity will be made without your prior, written approval. No information provided by you will be used to the commercial or other advantage of any staff member, consultant, other resource of the EDC or any third party.

Our role is to counsel and educate small business owners, those planning to go into business and inventors. We will make recommendations to educate you so that you can maximize profits and/or minimize losses. It is your responsibility to make and implement business decisions or judgments for your business or products.

Our counseling services are not intended to compete with, replace or be a substitute for services that are available from the private sector, including legal advice and tax planning and/or assistance. Clients whose needs can be fully and affordably met by private sector consulting firms will be encouraged to use these resources.

By my signature below, I request business management assistance from the EDC funded by Junction City and Geary County. I agree to cooperate should I be selected to participate in surveys designed to evaluate assistance services. I understand that information will be held in strict confidence to the extent allowable by law. I further understand that all counselors have agreed not to recommend goods or services from sources in which they have an interest. EDC will not accept fees or commissions developing from this counseling relationship. By my signature below, and in consideration of the commission's furnishing management or technical assistance, I waive all claims against EDC and EDC personnel, its host organizations, and other EDC resource counselors arising from this assistance. I understand there are no warranties or assurances in connection with the counseling assistance.

Client Signature

Date

Printed: Client Name _____
Telephone _____
Address _____
Type of Business _____