



## Small Business Revolving Loan Fund Application Form

- Maximum amount of loan will be \$15,000.
- Loan rate, terms and collateral requirements will be decided by the loan committee (JC 1st Board) on a per project basis.
- See checklist for required documents to be submitted with application. The loan committee may request further documents or a presentation from the applicant.
- Applying businesses must be located in Geary County and have fewer than 50 employees.
- As part of the submission process, applicants must attend a free consultation with our SBDC representative.
- Submit all documents along with \$75 application fee to the EDC (edc@jcacc.org - We prefer a digital copy of all documents, but can scan your documents if needed. - 222 W 6th Street, Junction City, KS 66441).

Business Name (including "Doing Business As")

Legal Name of Business

Entity Type

EIN Number

Street Address

Mailing Address (if different)

City

State

Zip

City

State

Zip

Primary Contact Name

Primary Contact's Email

Primary Contact's Phone

List all principal owners (20% or more ownership)

Signature

Date



## Required Documents/Information Checklist

|  | Signed Application and \$75 Application Fee  |
|--|--|
|  | Cover Letter (Briefly describe your business, the amount you are requesting and the projected use of funds and anything else you think the review board needs to know) |
|  | Business Plan  |
|  | Financials for the last 3 years (if new business financial projections for next 3 years)   |
|  | Balance sheet (current)  |
|  | Monthly cash flow for the next 12 months of operation  |
|  | Letter from financial institution providing financing or proof of other private investment (if applicable)   |
|  | Documentation on the use of requested funds (quotes, estimates, budget, etc)   |
|  | Personal FICO credit score, less than 30 days old (from all principals with 20% or more ownership)   |
|  | Personal financial statement (from all principals with 20% or more ownership)  |
|  | Resumes of principal owners  |
|  | Length of loan term requested  |

*\*More information and/or a presentation may be requested if the JC 1<sup>st</sup> Board determines it is necessary.*

Questions and applications can be directed to the EDC

Office: 785-762-1976 ~ Email: [edc@jcacc.org](mailto:edc@jcacc.org)

Address: 222 W 6th Street, Junction City, KS 66441