

***SHAWANO COUNTY  
ECONOMIC DEVELOPMENT  
REVOLVING LOAN FUND  
APPLICATION***

**Submitted by**

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Company

**Shawano County, WI**

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Date

# Revolving Loan Fund Program Application Form

**Business Name:** \_\_\_\_\_

**Street & Mailing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Type of Business:** \_\_\_\_\_ **Date established:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_ **Tax I.D. #:** \_\_\_\_\_

**DUNS #:** \_\_\_\_\_ **NAICS Code:** \_\_\_\_\_

**Number of Employees:** \_\_\_\_\_ **Number if Loan Approved:** \_\_\_\_\_

**Applicants Financial Institution:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Matching funds of at least one dollar of private funds for each dollar of Shawano County RLF Funds must be obtained. In addition, there must be one job created for every \$20,000 of Shawano County RLF Funds.**

Please complete:

	SOURCES OF FUNDS*	TOTAL
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Uses of Funds**	Shawano County RLF			
1. Equipment				
2.				
3.				
4.				
5.				
Total				

\*i.e.- bank, owners equity, etc.

\*\*i.e.- equipment, real estate, working capital

Term of Loan requested:

(Not to exceed 7 years working capital, 10 years equipment, 12 years real estate.)

Name and Title of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

RLF APPLICATION

COLLATERAL:

	Present Market Value	Present Loan Balance
Land & Buildings		
Machine & Equipment		
Accounts Receivable		
Other		
Totals		

DEBTS:

To Whom Payable	Present Balance	Interest Rate	Maturity Date	Payment Amount	Security

Amounts should correspond with most recent interim financial statement.

MANAGEMENT:

Name	Title	Social Security #	Home Address	% Owner

RLF APPLICATION

Company  
Date

1. Have you or any officers of your company ever been involved in bankruptcy or insolvency proceedings?  
           Yes           No    If yes, provide details on separate page.
  
2. Are you or your business involved in any pending lawsuits?    Yes           No  
   If yes, provide details on separate page.
  
3. 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 households work for Shawano County or hold an official position with Shawano County?    Yes           No  
   If yes, provide names, addresses and what department employed by on separate page.
  
4. Does your business, its owners or majority stockholders own or have a controlling interest in other businesses?    Yes           No    If yes, provide their names and relationship with your company along with a current balance sheet and operating statement for each on a separate page.
  
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 details on separate page.
  
6. Are any of the individuals listed under “Management” on probation or parole?  
           Yes           No    If yes, provide details on separate page.
  
7. Have any of the individuals listed under “Management” been convicted of a crime?  
           Yes           No    If yes, provide details on separate page?

THE FOLLOWING EXHIBITS (PAGE 5 OF APPLICATION) MUST BE COMPLETED WHERE APPLICABLE. ALL QUESTIONS ARE MADE PART OF THE APPLICATION.

ALL MATERIALS REQUESTED MUST BE SENT WITH THE APPLICATION. THE FOLLOWING SPECIFIC INFORMATION SHOULD BE INCLUDED AS PART OF YOUR APPLICATION.

**RLF APPLICATION**

Company  
 Date

RLF APPLICATION

THE FOLLOWING CRITERIA WILL BE REQUIRED AS APPROPRIATE.

1.  Balance Sheet and Profit and Loss Statements for last three fiscal years.
2.  Balance Sheet and Profit and Loss Statement for an interim period less than ninety (90) days from date of application.
3.  Aging of Accounts Receivable and Payable corresponding with latest available statement.
4.  Earnings projections for three (3) years from date of application. Assumptions must be included.
5.  Business plan and financing proposal. This should include company history, a discussion of your industry, sales and marketing plans, discussion of competition, need for financing, and other matters relevant to your application.
6.  Resumes for all individuals listed under "Management".
7.  If you are buying equipment with loan proceeds, attach a list of the equipment to be purchased.
8.  If you are using loan proceeds for new construction, please attach plans and specifications along with a proposed construction contract.
9.  Commitments for all private financing. The commitments should contain no contingencies other than receipt of Shawano City / County Revolving Loan Fund monies.
10.  Environmental Review Checklist.
11.  Lending Institution's Credit Analysis.
12.  Cash Flow Analysis on a monthly basis for first (1) year of operation.
13.  Personal Financial Statement.
14.  Explanation why the County RLF involvement is requested.
15.  Marketing Analysis.
16.  Projected officer(s) salaries.
17.  Industry Average Ratios.

**RLF Loan applicants are required to complete all RLF Checklist items before an application can be forwarded to the Loan Review Committee for action.**

**RLF Loan applicants must be available to attend the Revolving Loan Fund Committee meeting.**

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

Company  
Date

RLF APPLICATION

I/WE certify that all information in this application is true and complete to the best of my/our knowledge and is submitted to Shawano County so that the County Loan Review Committee can decide whether to grant the loan. I/we agree to pay for or reimburse Shawano County for the cost of any surveys, title or mortgage examinations, appraisals, etc., performed by non-County personnel provided I/we have given my/our consent.

Signed: \_\_\_\_\_ Title: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signed: \_\_\_\_\_ Title: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Attest:

\_\_\_\_\_ Title: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.