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SCEPI REVOLVING MICRO-LOAN FUND PROGRAM APPLICATION

Submitted by

Company

Date

SCEPI Revolving Micro-Loan Fund Program

Application Form

Business Name: _____

Street & Mailing Address: _____

City: _____ **State:** WI **Zip:** _____

Type of Business: _____ **Date established:** _____

Phone #: _____ **Tax I.D. #:** _____

DUNS Number: _____ **NAICS Code:** _____

Current 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 SCEPI RMLF Program Funds must be obtained. In addition, in projects where job creation is a requirement, there must be one job created for every \$10,000 of SCEPI RMLF Program Funds.

Please complete:

	SOURCES OF FUNDS*			
Uses of Funds**	RMLF			TOTAL
1.				
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 5 years working capital or 7 years equipment.)

Name and Title of Applicant: _____ Date: _____

RMLF 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

RMLF APPLICATION

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 Economic Progress, Inc. (SCEPI) or hold an official position with SCEPI? 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

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 building or façade improvements, 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 RMLF monies.
10. ___ Lending Institution's Credit Analysis.
11. ___ Cash Flow Analysis on a monthly basis for first (1) year of operation.
12. ___ Personal Financial Statement.
13. ___ Explanation why the SCEPI RMLF involvement is requested.
14. ___ Marketing Analysis.
15. ___ Projected officer(s) salaries.
16. ___ DUNS number and NAICS Code required.

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

___ RMLF Loan applicants must be available to attend the Revolving Loan Fund Committee meeting.

Received by: _____

Date: _____

RMLF APPLICATION

I/WE certify that all information in this application is true and complete to the best of my/our knowledge and are submitted to Shawano County Economic Progress, Inc. so that the SCEPI Revolving Micro-Loan Review Committee can decide whether to grant the loan. I/we agree to pay for or reimburse Shawano County Economic Progress, Inc. for the cost of any surveys, title or mortgage examinations, appraisals, etc., performed 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_____.