Revolving Loan Fund – CARES ACT

**BOONSLICK REGIONAL PLANNING COMMISSION**

**LINCOLN COUNTY**

Chain of Rocks

Elsberry

Foley

Fountain N Lakes

Hawk Point

Moscow Mills

Old Monroe

Silex

Troy

Truxton

Whiteside

Winfield

**MONTGOMERY COUNTY**

Bellflower

High Hill

Jonesburg

McKittrick

Middletown

Montgomery City

New Florence

Rhineland

Wellsville

**WARREN COUNTY**

Innsbrook

Marthasville

Pendleton

Truesdale

Warrenton

Wright City

CHAIRMAN

Ryan Poston

EXECUTIVE DIRECTOR

Chad M. Eggen

Established: May 27, 1968

111 Steinhagen

PO Box 429

Warrenton, MO 63383

Phone: (636) 456-3473

Fax: (636) 456-2329

<http://boonslick.org>

Loan Application Package

This loan was created with funds from the Economic Development Administration and this packet was created to determine eligibility.

The information we need from you is as follows:

1. Applicant Information
2. Business Information
3. Project Description
4. Financing

If you require assistance with preparing the business plan or financial statements, contact one of the following Small Business Administration (SBA) organizations:

1. Service Corp of Retired Executives (SCORE) - (314) 854-6861.
2. Small Business Development Center (SBDC) - 660-665-3348
3. Veterans Business Resource Center (VBRC) – 314-531-VETS (8387)
4. Grace Hill Women’s Business Center - 314-584-6700

Submit the completed application with all supporting documentation to:

Christine Zika

Economic Development Specialist

Boonslick Regional Planning Commission

PO Box 429

122 East Boonslick Road

Warrenton, MO 63383

czika@boonslick.org

(636) 456-3473

**Required Document Checklist for**

**Revolving Loan Application**

|  |  |  |
| --- | --- | --- |
| **Borrower Documents** |  | **Business Documents** |
|  |  |  |
| Loan Application |  | Articles of Incorporation |
| Borrower Information completed for each owner  |  | Business Plan |
| Personal Financial Statement completed for each owner |  | 3 Years of Business Balance Sheets |
| Borrower’s Resume (can be included in Business Plan) |  | 3 Years of Business Income Statements |
| Borrower’s Personal Tax Return |  | Project Narrative |
| Borrower’s Credit Report |  | \*Current expenditures related to this project |
|  |  | Operating Agreement |
|  |  | Proof of Hazzard/Liability Insurance |
|  |  | \*Bank Loan Agreement |
|  |  | \*Document of Non-Substitution |
|  |  | \*Environmental Reports |
|  |  | \*Certificate of Life Insurance on owners |
|  |  |  |
| \*If applicable  |

**Borrower Information** *Any owner with more than 20% Ownership must complete the following:*

Name: Last name, First Name Middle Initial Other names used: Include Maiden name

Title: Title Owner Percentage: Owner Percentage

Date of Birth: Click here to enter a date. Place of Birth: City, County, State

Home Address: Address City/State/Zip: City/State/Zip

1. Are you a Citizen of the United States? Yes or No
2. Have you ever declared bankruptcy? Yes or No
3. Are you presently under indictment, on parole or probation? Yes or No
4. Have you ever been convicted, placed on pretrial diversion or placed on any form of probation including adjudication withheld pending probation for any criminal offense other than a minor vehicle violation? Yes or No
5. Are you presently a plaintiff or defendant in any legal action? Yes or No

If yes, please explain: Explanation.

1. Have you ever been charged for any criminal offense other than a minor traffic violation? Yes or No

If yes, please explain: Explanation.

1. Are there unsatisfied judgements against you? Yes or No

If yes, please explain: Explanation.

1. Have you cosigned or guaranteed someone else’s obligations? Yes or No

If yes, please explain: Explanation.

1. Have you ever requested government financing? Yes or No

If yes, please explain: Explanation.

First Name Middle Initial Last NameSocial Security Number

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 ***Print Applicant’s Name Social Security Number:***

Click here to enter a date.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 ***Signature Date***

1. Personal Financial Statements: *To be completed by the Borrower and each Co-Borrower (if applicable)*

|  |
| --- |
| **Summary of Net Worth Personal Financial Statement:** Last Name, First Name Middle Initial |
| **Date:** Click here to enter a date. |  |  |
|  |  |  |
|  |  |  |
| **Assets** | **Amount in Dollars** |
| Cash - checking accounts | $$$$ | Notes |
| Cash - savings accounts | $$$ | Notes |
| Certificates of deposit | $$$ | Notes |
| Securities - stocks / bonds / mutual funds | $$$ | Notes |
| Notes & contracts receivable | $$$ | Notes |
| Life insurance (cash surrender value) | $$$ | Notes |
| Personal property (autos, jewelry, etc.) | $$$ | Notes |
| Retirement Funds (eg. IRAs, 401k) | $$$ | Notes |
| Real estate (market value) | $$$ | Notes |
| Other assets (specify below) | $$$ | Notes |
| Other assets (specify below) | $$$ | Notes |
| **Total Assets** | **$**$$$ | Notes |
|  |  |  |
| **Liabilities** | **Amount in Dollars** |
| Current Debt (Credit cards, Accounts) | $$$$ | Notes |
| Notes payable (describe below) | $$$ | Notes |
| Taxes payable | $$$ | Notes |
| Real estate mortgages (describe below) | $$$ | Notes |
| Other liabilities (specify below) | $$$ | Notes |
| Other liabilities (specify below) | $$$ | Notes |
| **Total Liabilities** | **$** $$$ | Notes |
|  |  |  |
| **Net Worth** | $$$$ | Notes |

1. Other Personal Income: *To be completed by the Borrower and each Co-Borrower (if applicable)*

|  |
| --- |
| **Income Details Personal Finance Statement of:** Last Name, First Name Middle Initial |
|  |  |  |  |  |
| **Date:** Click here to enter a date. |
|  |  |  |  |  |
| ***Personal Income*** |
|  | Amount | Is this income expected to remain over the term of the loan? |  |
| Gross Annual Income | $$$ | Yes or No |  |
| Alimony | $$$ | Yes or No |  |
| Child Support | $$$ | Yes or No |  |
| Dividends | $$$ | Yes or No |  |
| Spouses Income | $$$ | Yes or No |  |
| Other | $$$ | Yes or No | Describe |

**Business Information**

Legal Name of Business: Click here to enter text.

EIN: Click here to enter text. MO Tax Number: Click here to enter text.

DUNS Number: Click here to enter text.

Legal Address of Business: Click here to enter text.

Does the Business operate separately from the legal address? Yes or No

If Yes, what is that address? Click here to enter text.

What is the legal formation of the business? Sole Proprietor/LLC/S-Corp/C-Corp

Date of incorporation: Click here to enter text.

Has the business ever declared bankruptcy? Yes or No

**List the officers and percentage of ownership**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Percentage Owned | Social Security Number | Year Started with Company | Company held Life Insurance? |
| Last Name, First Name MI | % | Last Name, First Name MI | Year | Yes or No |
| Last Name, First Name MI | % | SS# | Year | Yes or No |
| Last Name, First Name MI | % | SS# | Year | Yes or No |
| Last Name, First Name MI | % | SS# | Year | Yes or No |
| Last Name, First Name MI | % | SS# | Year | Yes or No |

*If Company holds Life Insurance on officers, please provide a copy of the policy*

Does the company have an Operating Agreement? Yes or No

Who is the fiscal manager? Last Name, First Name MI

Who is responsible for the day-to-day operations? Last Name, First Name MI

Briefly describe the businesses operations including target customer: Click here to enter text.

Is your company engaged in exporting? Yes or No

If No, will the company engage in exporting after receiving the loan? Yes or No

How many employees does the company currently employ? ##

How many employees will the company employ after receiving the loan? ##

Does the company have three (3) years of Tax Returns\*? Yes or No

*\*To apply for the Revolving Loan Fund, the company will need to provide 3 years of Profit/Loss Statements and Balance Sheets, 3 years of projections or a combination of both.*

Does the company have a current Business Plan? Yes or No

If the business has been in business for ***over three years***, please provide a page business plan that includes the following:

* + 1. Mission
		2. Vision
		3. Income Streams
		4. Pricing and Billing Strategy
		5. Customer
		6. Customer Reach Strategy
		7. Competitive Advantage
		8. Strengths, Weakness, Opportunity and Threat (SWOT) Analysis
		9. Three Year Strategic Plan

If the business is a start-up or been in business ***for less than three (3) years***, a complete business plan will be required with the application. Our office can help guide facilitate introduction to the following Small Business Administration (SBA) organizations if you need assistance.

1. Service Corp of Retired Executives (SCORE) - (314) 854-6861.
2. Small Business Development Center (SBDC) - 660-665-3348
3. Veterans Business Resource Center (VBRC) – 314-531-VETS (8387)
4. Grace Hill Women’s Business Center - 314-584-6700

**III Project Details: Please provide a detailed project narrative in addition to completing the following:**

1. Complete the Use of Proceeds Worksheet. *Note the requested amount cannot exceed $150,000*

|  |
| --- |
| **Company Name:** Company Name |
| **Date:** Click here to enter a date. |
| **Use of Proceeds**  | **Amount** |
| Commercial Real Estate | $$$ |
| Land Acquisition | $$$ |
| New Build/Construction/Expansion/Repair | $$$ |
| Contingency | $$$ |
| Machinery/Equipment | $$$ |
|  Acquisition of Existing Business | $$$ |
| Working Capital | $$$ |
| Inventory | $$$ |
| Research/Technology/Patents/Intangible Assets | $$$ |
| Other Click here to enter text. | $$$ |
| Other Click here to enter text. | $$$ |
| Total Loan Requested | $$$ |

1. Collateral Worksheet

|  |
| --- |
| **Company Name:** Company Name |
| **Date:** Click here to enter a date. |
| **Collateral Worksheet** |
| **Description/Manufacturer** | **Year Purchased** | **Purchase Amount** | **Market Value** | **Current Lien Balance** | **Lien Holder** |
| Click here to enter text. | Year | $$$ | $$$ | $$$ | Lien Holder |
| Click here to enter text. | Year | $$$ | $$$ | $$$ | Lien Holder |
| Click here to enter text. | Year | $$$ | $$$ | $$$ | Lien Holder |
| Click here to enter text. | Year | $$$ | $$$ | $$$ | Lien Holder |
| Click here to enter text. | Year | $$$ | $$$ | $$$ | Lien Holder |
| Click here to enter text. | Year | $$$ | $$$ | $$$ | Lien Holder |
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| Click here to enter text. | Year | $$$ | $$$ | $$$ | Lien Holder |
| Click here to enter text. | Year | $$$ | $$$ | $$$ | Lien Holder |
|  |  |  |  |  |  |