

Keith County Area Development (KCAD)

Revolving Loan Fund Application

I. BASIC INFORMATION

Name of business: _____
 Address: _____
 City: _____ Zip Code: _____
 Business contact person: _____ Phone: (____) _____
 Fax Number: _____ Alternate Phone No. _____
 Federal Tax ID #: _____ (or Social Security # if a sole proprietorship)
 D & B DUNS #: _____

Other contact(s)/application assistance providers:

Name	Telephone #
_____	(____) _____
_____	(____) _____
_____	(____) _____

Type of business:
 _____ Sole Proprietorship _____ Corporation _____ L.L.C. _____ Partnership

Have you ever filed personal or corporate bankruptcy? No___ Yes___ If yes, please explain

II. NATURE OF THE LOAN REQUEST

Amount of loan request \$ _____ Total Project Cost \$ _____
 New Business _____ Business Expansion _____
 # of existing jobs _____ # of jobs created _____ #of jobs retained _____
 Average Wage per Hour _____

III. FINANCING PURPOSE AND SOURCES

Purposes for Which funds Are to be used	IRP RLF	Bank #1	Bank #2	Other #1 (Specify)	State of NE (Specify)	New Equity	TOTAL
Property Acquisition	_____	_____	_____	_____	_____	_____	_____
Site Improvements	_____	_____	_____	_____	_____	_____	_____
Building Renovation	_____	_____	_____	_____	_____	_____	_____
New Construction	_____	_____	_____	_____	_____	_____	_____
Machinery & Equipment	_____	_____	_____	_____	_____	_____	_____
Working Capital	_____	_____	_____	_____	_____	_____	_____
Inventory	_____	_____	_____	_____	_____	_____	_____
Other (Specify)	_____	_____	_____	_____	_____	_____	_____
Total	_____	_____	_____	_____	_____	_____	_____

IV. FINANCING TERMS AND CONDITIONS

	RLF	Bank #1	Other #1 Bank #2	Other #2 (Specify)	State of NE (Specify)	Equity	TOTAL
Amount	_____	_____	_____	_____	_____	_____	_____
% of Project Costs	_____	_____	_____	_____	_____	_____	_____
Term (years)	_____	_____	_____	_____	_____	_____	_____
Interest Rates	_____	_____	_____	_____	_____	_____	_____
Debt Service	_____	_____	_____	_____	_____	_____	_____
Collateral Offered:							
Asset	_____	_____	_____	_____	_____	_____	_____
Lien Position	_____	_____	_____	_____	_____	_____	_____
Collateral Offered:							
Asset	_____	_____	_____	_____	_____	_____	_____
Lien Position	_____	_____	_____	_____	_____	_____	_____
Participating Bank #1:	_____						
Contact Person:	_____					Phone #:	(____) _____
Participating Bank #2:	_____						
Contact Person:	_____					Phone #:	(____) _____
Other Lender #1:	_____						
Contact Person:	_____					Phone #:	(____) _____
Other Lender #2:	_____						
Contact Person:	_____					Phone #:	(____) _____

V. QUESTIONS

- A. Will you agree to make a conscientious effort to hire your employees from this area when possible, paying particular attention to displaced farm families, the underemployed and the unemployed in county? _____ Yes _____ No
- B. Will any current employees lose their jobs if this project is not approved?
_____ Yes _____ No
- C. Explain why our assistance is needed and why it is not feasible to obtain assistance elsewhere (i.e. specific reasons why the project could not be or would not be accomplished without our assistance).
- D. Is this company willing to give preference in hiring to low and moderate income persons _____ Yes _____ No
- E. Are you related to any current or former Director of the Keith County Area Development Board, current or former officer of KCAD, Loan Review Committee member for the Revolving Loan Fund, or the Development Finance Director of KCAD?
_____ Yes _____ No

"This institution is an equal opportunity provider."

IV. BUSINESS PLAN OUTLINE

A. Executive Summary of the Company and the Project

B. Brief History of Business

1. Describe the past operation of the business and/or the events leading to its creation
2. Current or proposed ownership
3. Number of employees; average wage; benefit and training package

C. Market Analysis and Strategy

1. Description of current buyers and target markets (provide verification of purchase orders, contracts, etc., which relate to reasons for the loan request)
2. Competition
3. Pricing
4. Distribution
5. Advertising
6. Sales Promotion

D. Products

1. Description of product line
2. Proprietary position of patents, copyrights, legal and technical considerations
3. Comparison to competition

E. Manufacturing Process

1. Materials
2. Production Methods

F. Describe the Project

1. Describe the project to be undertaken & Timeline
2. Has the project started? If yes, please explain
3. Breakdown the number of new employees to be hired within next 24 months including average wage
4. Include construction blueprints and/or a list of equipment to be purchased as part of the project. If contractor, architect, or equipment vendor have been selected, please include information on that business.

G. Financial Statements

1. Sources/Uses Statement for the project
2. Monthly Cash Flow Analysis for Next 12 Months
3. Profit and Loss Statement: last three years and current quarter, plus two-year projection.
4. Balance Sheet: last three years and current quarter, plus two-year projection.
5. Schedule of Existing Business Debt including outstanding balance, interest rate, term, maturity date, and collateral on all existing debt.

- H. Statement of Proposed Collateral**
A detailed list of all collateral offered, its value, and security position by funding source.
- I. Resumes and Personal Financial Statements**
Include resumes of all principals as well as current, dated, and signed personal financial statements on all principals with a significant financial interest in this business.
- J. Commitment Letters**
Include Commitment letters from banks or others which state the terms and conditions of their participation.
- K. Affiliates**
Description of any affiliates or subsidiaries of business or principals requesting assistance, as well as balance sheets and income statements for past two fiscal years on such affiliates or subsidiaries.
- L. Appraisals/Proposed Lease/Purchase Options or Agreements**
An independent appraisal will be required for any real estate which is a subject of the proposed financing or which is offered as a major source of collateral to secure the loan. Also include copies of existing or proposed leases(s), purchase options or agreements, or any other financial arrangements.
- M. Partnership Certificate of Authorization or Corporate Certificate of Authority and Incumbency;** include minutes of the corporate meeting adopting this certification, where Applicable.
- N. Other Required Documents**
1. Copy of last year's submitted business income tax statement
 2. Copy of last year's submitted personal income tax statement
 3. Articles of Incorporation (or Organization if L.L.C.)
 4. Bylaws
 5. Written verification from primary lender that project could not be funded from commercial sources—either due to underwriting guidelines, rates, and/or term.
 6. Evidence of payment of last quarters payroll tax
 7. Evidence of Worker's Compensation insurance coverage

CERTIFICATION TO BE SIGNED BY APPLICANT

The undersigned, duly authorized officers of Applicant, hereby certify that the filing of this application was duly authorized by its Board of Directors (or governing body), that the statements made in the foregoing application and in all exhibits and documents submitted in connection therewith are true and correct to be the best information and belief of the undersigned and are submitted as a basis for the loan.

Likewise, the undersigned has willfully furnished this confidential information to KCAD for the purpose of applying for a loan. I understand that this information will be reviewed by RLF staff. I further understand that this information will become available to the Revolving Loan Fund Loan Review Committee and the KCAD Board of Directors. I further authorize RLF staff to be in contact with those individuals and institutions involved in the proposed project.

In addition, the undersigned also acknowledges that the loan applicant will be responsible for all “out of pocket” expenses such as, but not limited to, attorney fees, abstract charges, filing fees, appraisals and environmental reviews.

NAME OF APPLICANT

(Individual, general partner, trade name, corporation, or political subdivision)

By _____ Date _____

Typed Name _____

Title _____

Attest by _____

Typed Name _____

Title _____

RIGHT TO FINANCIAL PRIVACY ACT OF 1978

-NOTICE-

This Act is designed to protect your right to financial privacy. This is notice to you, as required by the Right to Financial Privacy Act of 1978, of KCAD's access rights to financial records held by financial institutions that are or have been doing business with you or your business, including any financial institution participating in this loan or loan guaranty in connection with your loan application. The law provides that the access rights continue for the term of any approved loan without further notice as long as KCAD retains any interest in the loan.

ACKNOWLEDGMENT

I (We) certify that I (we) have read this notice and that I (we) have been given a copy of it.

Business Name: _____

By: _____
(Name and Title)

Date: _____

Proprietor, Partners, Principals and Guarantors

Date: _____

(Signature)

Date: _____

(Signature)

Date: _____

(Signature)

Date: _____

(Signature)

NONDISCRIMINATION STATEMENT

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or a part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.

IMPORTANT NOTICE

The following information is requested by the Federal Government for certain types of loans and grants, in order to monitor compliance with civil rights laws. You are not required to furnish this information, but are encouraged to do so. The law requires that a program recipient may neither discriminate on the basis of this information nor on whether you choose to furnish it. However, if you choose not to furnish it, under federal regulations, this program representative is required to note race/ethnicity on the basis of visual observation or surname.”

_____ I do not wish to furnish this information.

Ethnicity:

_____ Hispanic or Latino
_____ Not Hispanic or Latino

Gender:

_____ Male
_____ Female

Race: (Mark one or more)

_____ White
_____ Black or African American
_____ American Indian/Alaska Native
_____ Asian
_____ Native Hawaiian or other Pacific Islander

Information provided by:

Borrower _____

Lender _____

Free Resources for Small Business

The Small Business Administration
www.sba.gov

USDA Rural Development Programs
www.rurdev.usda.gov

Nebraska Business Development Center (NBDC)
<http://www.nbdc.unomaha.edu>