



Economic Development Corporation  
Of Jackson County

Served By The Enterprise Group

## REVOLVING LOAN FUND (RLF) APPLICATION

Each applicant is subject to a nonrefundable application fee

Loan requests of \$15,000 to \$50,000: \$100 Application Fee

Loan requests of \$51,000 to \$100,000: \$200 Application Fee

Loan requests of \$101,000 to \$200,000: \$300 Application Fee

Contact Person \_\_\_\_\_ Date of Application \_\_\_\_\_

Name of Business \_\_\_\_\_

Is this a business located in Jackson County? Yes No City of Jackson? Yes No

Address of Business \_\_\_\_\_

Home Address \_\_\_\_\_

Business Phone No. \_\_\_\_\_ Home Phone No. \_\_\_\_\_

Email Address \_\_\_\_\_ Website \_\_\_\_\_

Employer Identification # \_\_\_\_\_ Social Security # \_\_\_\_\_

List names of all owners, officers, directors or partners:

Name (list first, middle, maiden, last)	Office Held	Annual Comp.	Percent Owner-Ship	Insurance Carried for Benefit of Applicant
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Type of Organization: \_\_\_\_\_ Sole Proprietorship \_\_\_\_\_ Partnership \_\_\_\_\_ Corporation \_\_\_\_\_

Other (describe) \_\_\_\_\_

Is this business: \_\_\_\_\_ New \_\_\_\_\_ Existing \_\_\_\_\_ Purchasing an Existing

\*FTE Employment \_\_\_\_\_ at present \_\_\_\_\_ after completion \_\_\_\_\_ after one year

**\*Employment estimates will be confirmed annually at on-site visits. Company will provide verification letter on company letterhead on anniversary date of loan closing.**

**Taxes:** Has applicant or any officer of the applicant or any affiliates or any other concern with which such officer may have been connected with have any past due taxes? (Federal withholding taxes, Social Security Taxes, Personal Income Taxes, Corporate Income Taxes, State Sales and Use Taxes, Single Business Tax, Property Taxes etc.)  
 ( ) Yes ( ) NO If yes, give name, amounts and details on separate sheet.

**Receivership/Bankruptcy:** Has applicant or any officer of the applicant or any affiliates or any other concern with which such officer has been connected with ever been in receivership or adjudicated a bankruptcy?  
 ( ) Yes ( ) No If "yes" give name and details on separate sheet.

**Lawsuits:** Has applicant or any officer of the applicant or any affiliates or any other concern with which such officer has been connected with any past or present lawsuits?  
 ( ) Yes ( ) No If "yes" give name and details on separate sheet.

Total Dollar Amount of Project (100%) \_\_\_\_\_

Cash Equity from Applicant for Total Project \_\_\_\_\_  
**(10% cash equity investment required)**

\*Amount of Bank Participation (if any) \_\_\_\_\_

Amount of EDC Loan Requested \_\_\_\_\_  
**(minimum is \$15,000/maximum is \$200,000)**

Use of Total Funds:

FINANCING SOURCES, USES, TERMS AND CONDITIONS:

	Primary Lender	Gap Financing	Owner's Cash Equity-at least 10%	TOTALS
<b>USES (examples)</b>	BANK	EDC	Equity	Totals
Acquisition of Furniture & Fixtures	\$	\$	\$	\$
Acquisition of Machinery & Equipment	\$	\$	\$	\$
Working Capital (Closing Costs)	\$	\$	\$	\$
Other (describe)	\$	\$	\$	\$
<b>TOTALS</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

*Company must furnish quotations from dealer/manufacture indicating price and purchase agreement, when applicable.*

Has any equipment to be financed been ordered? \_\_\_\_\_  
If so, when? \_\_\_\_\_

Has any inventory to be financed been ordered? \_\_\_\_\_  
If so, when? \_\_\_\_\_

**Summary of Collateral Offered (if any):**

<u>Collateral Itemized List</u>	<u>Cost</u>	<u>Book Value</u>	<u>Present Lien/Mortgage with:</u>
(Example) Machinery & Equipment	\$500,000	\$300,000	Lender Name
	\$	\$	
	\$	\$	
	\$	\$	
TOTALS:	\$	\$	

**Participating Bank/Underwriter:** \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

By initialing, the applicant(s) hereby authorizes the EDC to work directly with your primary lender to coordinate consideration of this loan and to schedule a closing: ( ) Yes ( ) No \_\_\_\_\_Initials

**Accounting Firm:** \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**Legal Counsel Firm:** \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Failure to disclose this information may result in being disqualified for assistance.

(I) or (We) certify that the information contained in the application and in other supporting documents is true and accurate. Any other use of EDC funds than as requested constitutes fraud. In consideration for accepting this application, the undersigned hereby authorizes the EDC to seek and obtain from whatever sources necessary, information needed to evaluate the credit worthiness of the applicant and the business for which the loan is being requested.

Penalty for false or fraudulent statement: U.S.C. Title 18, Sec. 1001, provides: "Whoever, in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies...or makes any false, fictitious or fraudulent statements or representation or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry, shall be fined not more than \$10,000 or imprisoned not more than five years, or both."

Print/Signatures of Applicants \_\_\_\_\_

All applicants must submit the following additional information or indicate when the following will be obtained and submitted to EDC:

- \_\_\_\_\_ 1. Non-refundable application fee made payable to The Economic Development Corporation of Jackson County (\$100 fee for loan requests \$15,000 to \$50,000; \$200 fee for loan requests \$51,000 to \$100,000; and \$300 fee for loan requests \$101,000 to \$200,000).
- \_\_\_\_\_ 2. Project Description: A brief history and description of business to be funded. Businesses less than two years old must provide a business plan (see Attachment A-Business Plan Content Guideline).
- \_\_\_\_\_ 3. Provide Sources and Uses of proposed EDC loan funds (see Attachment B).
- \_\_\_\_\_ 4. One Year income projections with explanations (for start-up businesses; expanding companies may address their projections in the text of the application).
- \_\_\_\_\_ 5. Schedule of Business Debt and name of provider.
- \_\_\_\_\_ 6. Credit Report for applicant(s).
- \_\_\_\_\_ 7. Personal financial statement and most current tax return for each principal/guarantor
- \_\_\_\_\_ 8. Business financial statements (Balance Sheet and Income Profit and Loss Statements) for previous three (3) years or if available, income tax returns on business income. If new business, last three (3) personal income tax returns.
- \_\_\_\_\_ 9. Current (interim or latest-no more than 60 days) business financial statement.
- \_\_\_\_\_ 10. Furnish resume' of each principal including two (2) references, one (1) business and one (1) personal. If new business, two (2) personal.
- \_\_\_\_\_ 11. For Working Capital RLF requests, a Business Plan and Cash Flow projections of the business as it currently exists. These shall be compared to the business plan.
- \_\_\_\_\_ 12. If using RLF funds for machinery/equipment, invoices will be required.
- \_\_\_\_\_ 13. A full listing of products and/or services that will be sold or purchased by your business and a corresponding pricing schedule.
- \_\_\_\_\_ 14. Additional information may be requested by the EDC to satisfy underwriting requirements.

NOTE:

All applicants will be subject to personal guarantee requests.

All applicants must authorize EDC Staff to work with your lender regarding any and all necessary information as it relates to the loan application and the necessary attachments.

All applicants must submit annual financial statements, upon request.

All applicants will receive an annual on-site visit. EDC Staff will contact applicant to schedule.

**Return application and fee to:** Alexandra Masten, Executive Director  
The Economic Development Corporation of Jackson County  
100 E. Michigan Avenue, Suite 1100  
Jackson, Michigan 49201  
[amasten@enterprisegroup.org](mailto:amasten@enterprisegroup.org)  
517-788-4458

Reviewed and Updated 07/06/2020

# **LOAN APPLICATION**

## **Attachment A**

### Business Plan Content Guideline

A business plan is used to introduce your business and/or project to prospective lenders. It will show them how well your proposal has been thought out. The length and sequence of contents in a business plan will vary depending on the type of and complexity involved in a project. In addition, if the business is a start-up, the business plan should provide more detail in the areas of management, market and product or service.

The format of the business plan below is designed for a business operation. In the case of a development project, a developer can still follow the logical sequence of the business plan (even though some items may not apply). Overall length of two to five pages is sufficient.

#### **1. Description and/or Introduction of the Business**

- ❖ Name and location
- ❖ Legal Structure
- ❖ Principal owners
- ❖ Nature of the business
- ❖ History of the business

#### **2. Product or Service Offered**

- ❖ Describe product lines or type(s) of service
- ❖ Describe materials and supply source(s)
- ❖ Quality and cost of product(s) or service(s)

#### **3. Market Information**

- ❖ Describe the market area and trends in that area
- ❖ Customers and potential new customers
- ❖ Competition, location(s) and size
- ❖ Summarize advantages of your product and/or service over the competition

#### **4. Advertising and Distribution**

- ❖ Methods of advertising and promotion
- ❖ Sales methods
- ❖ Pricing policy

## Attachment A continued

- ❖ Customer service
- ❖ How you will reach your targeted buyers

### 5. **Facilities**

- ❖ Location
- ❖ Size, zoning
- ❖ Age and condition
- ❖ Expansion opportunities

### 6. **Management and Personnel**

- ❖ Management expertise
- ❖ Key personnel (position and qualifications)
- ❖ Present and future manpower requirements
- ❖ Personnel breakdown—skill level, hours, wage rates, unionization, etc.

### 7. **Benefits to Community**

- ❖ Jobs created and/or retained
- ❖ Benefit to low-moderate income residents (training agreements, etc.)
- ❖ Meeting community needs
- ❖ Increased community tax base

### 8. **Summary of Future Plans**

- ❖ Short-range and long-range goals
- ❖ Expansion plans

Note: This outline is intended only to assist in developing a business plan. The Michigan Small Business Development Center (MI-SBDC) offers clients assistance with their business plan as well as a variety of other research tools that businesses may not be aware of.

For further information regarding services offered by the MI-SBDC. Visit [www.enterprise.org](http://www.enterprise.org) and click on Small Business Development Center or call the MI-SBDC Regional Office at 734-477-8762.

**LOAN APPLICATION  
ATTACHMENT B**

**List of Loan Fund Uses:**

<b>LOAN FUND USES</b>	<b>LOAN AMOUNTS</b>
Machinery & Equipment Acquisition	\$
Inventory	\$
Working Capital	\$
Rent	\$
Supplies	\$
Account Payables	\$
Wages	\$
Advertising	\$
Other	\$
<b>TOTAL AMOUNT REQUESTED:</b>	<b>\$</b>