

**BALDWIN COUNTY ECONOMIC DEVELOPMENT ALLIANCE, INC.
ECONOMIC DEVELOPMENT
REVOLVING LOAN FUND APPLICATION**

I. BASIC INFORMATION

Name of Business: _____
 Address: _____
 City/Community: _____
 Zip Code: _____
 Business contact person: _____ Phone: () _____
 Social security no.: _____ (if business is a sole proprietorship)
 Other contact(s) application assistance providers:
 Name Telephone No.
 _____ () _____
 _____ () _____
 _____ () _____

Type of Business: Sole Proprietorship Corporation Partnership

Have you ever filed personal or corporate bankruptcy? No Yes

If yes, please explain:

II. NATURE OF THE LOAN REQUEST

Amount of the request \$ _____ Total project cost \$ _____
 New Business Business Expansion
 # of existing jobs over three year period _____
 # of new jobs created over a three year period _____
 # of jobs retained over a three year period _____

III. FINANCING PURPOSE AND SOURCES

Purpose for which funds are to be used

	RLF	Bank #1	Bank #2	Other #1 (Specify)	Other #2 (Specify)	New Equity	TOTAL
Property Acquisition							
Site Improvement							
Building Renovation							
New Construction							
Machinery & Equipment							
Working Capital							
Inventory							
Other (Specify)							
TOTAL							

TOTAL PROJECT COST _____

IV. FINANCING TERMS AND CONDITIONS

	RLF	Bank #1	Bank #2	Other #1 (Specify)	Other #2 (Specify)	New Equity	TOTAL
Amount							
Percent of Project Cost							
Term (years)							
Interest Rates							
Debt Service							
Collateral Offered:							
Asset:							
Lien Position:							

Participating Bank #1:
 Contact Person: _____ Phone No.: () _____

Participating Bank #2:
 Contact Person: _____ Phone No.: () _____

Other Lender #1
 Contact Person: _____ Phone No.: () _____

Other Lender #2
 Contact Person: _____ Phone No.: () _____

V. BUSINESS PLAN OUTLINE

- A. History of Business**
 Briefly describe the past operation of the business and/or the events leading to its creation.
- B. 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
- C. Products**
 1. Description of product line.
 2. Proprietary position of patents, copyrights, legal and technical considerations.
 3. Comparison to competition.
- D. Manufacturing Process (if applicable)**
 1. Materials
 2. Production methods
- E. Financial Projections**
 1. Monthly Cash Flow Analysis for next 12 months.
 2. Profit and Loss Statement: last three years and current quarter, plus two-year projection.
 3. Balance Sheet: last three years and current quarter, plus two-year projection.

- F. Schedule of Existing Business Debt**
List of outstanding balance, interest rate, term, maturity date, and collateral on all existing debt.
- G. Statement of Proposed Collateral**
A detailed list of all collateral offered, its value, and security position by funding source.
- H. Resumes and Personal Financial Statements**
Include resumes of all principals as well as current, dated, and signed personal financial statements of all principals with significant financial interest in this business.
- I. Commitment Letters**
Include Commitment letters from banks or others, which state the terms and conditions of their participation.
- J. 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.
- K. 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 proposed lease(s), purchase options or agreements, or any other financial arrangements.
- L. Partnership Certificate of Authorization, or Corporate Certificate of Authority and Incumbency**
Include minutes of the corporate meeting adopting this certification, where applicable.

VI. 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. Evidence of payment of last quarter's payroll tax.
4. Evidence of Worker's Compensation insurance coverage.

VII. OTHER REQUIRED DOCUMENTS

The following is a checklist of the information and documentation necessary to submit a final application.

- A. History of Business
- B. Market Analysis of Strategy
- C. Products
- D. Manufacturing Process
- E. Financial Information
 - Monthly cash flow analysis for the next 12 months
 - Profit and loss statement; last three years, current statement (less than 90 days) and two projections
 - Balance sheet: last three years, current, and two-year projections
- F. Schedule of Business Debt
- G. Statement of Collateral
- H. Resumes and Personal Financial Statements
- I. Commitment Letters

- J. Affiliates
- K. Appraisals/Proposed Lease/Purchase Agreements
- L. Corporate/Partnership Authorization

VIII. ADDITIONAL ATTACHMENTS

- 1. Last year's business income tax statement
- 2. Last year's personal income tax statement
- 3. Evidence of payroll tax payment
- 4. Evidence of worker's compensation insurance

TO BE SIGNED BY APPLICANT

I have willfully furnished this confidential information to the Baldwin County Economic Development Alliance for the purpose of applying for a loan. I understand that the Revolving Loan Fund staff will review this information. I further understand that this information will become available to the Revolving Loan Fund Committee. I further authorize RLF staff to be in contact with those individuals and institutions involved in the proposed project.

Applicant Signature

Date

Applicant Signature

Date