

Total Sources \$ _____ % of total **100 %**
TOTAL PROJECT COST

Acquisition of M & E \$ _____
Real Estate Acquisition \$ _____
Renovation/Construction \$ _____
Working Capital \$ _____
Other _____ \$ _____

Total Project Cost: \$ _____

BUSINESS INFORMATION

Do you have a business plan? Yes _____ No _____

Your business plan should include:

1. A brief history of your business
2. Detailed description of the project, the use of loan proceeds, including written estimates of proposed costs from suppliers and contractors and the projects anticipated completion date.
3. Financial Information
 - a. Current financial information (within the last 90 days).
 - b. Financial Statements for the previous three (3) years.
 - c. Personal Financial Statements (for each owner/principal).
 - d. Cash Flow Pro Forma (3 years minimum).
 - e. Schedule of business debt.
4. Market Analysis
 - a. Describing your product.
 - b. Describing and defining your market area.
 - c. Projected return on investment.
5. Proof of other Funds
 - a. Letter from participating bank stating loan terms and conditions.
 - b. Letter from bank stating bank account balance for equity contributions.
6. A description of security offered for this loan request.
7. Personal resume of each owner/principal.
8. Credit references.

APPLICANT'S CERTIFICATION

I/We certify that all information in this application and all information furnished in support of this application are true and complete to the best of my/our knowledge and belief. Verification may be obtained from any source named, and I/We agree to submit to a personal and business credit checks.

Signature

Date

Signature

Date

CITY OF FITZGERALD

Economic Development and Revolving Loan Fund Supplemental Information and Documentation

(TO BE COMPLETED BY RLF)

Applicant:

RLF Amount Requested: _____

Total Project Cost: _____

1. Job Creation/Retention

Total number of existing jobs: _____

Total number of jobs to be created: * _____

Total number of jobs to be retained: * _____

Number of jobs created for low and moderate income persons:

*** _____

Percent of total: _____

Number of jobs retained for low and moderate income persons: **

RLF dollars per job created: _____

RLF dollars per job retained: _____

Describe the methodology to be utilized for ensuring the number of jobs listed above for low and moderate-income persons: (provide documentation where applicable). Applicants should note that jobs paying minimum wage do not necessarily qualify as low and moderate-income jobs. Individuals family income levels adjusted for family size at the time of application for employment determine qualification.

*Permanent full-time positions of at least one year's duration (except in certain cases of agricultural businesses whose operations are necessarily seasonal, the RLF will consider as permanent any full-time job of at least twelve (12) consecutive weeks' duration, and will count it as the equivalent of one-fourth ($\frac{1}{4}$) of a permanent job. For example, if an agricultural business proposed to employ 100 persons, each for twelve (12) full-time consecutive weeks, the number of jobs created would be counted as 25. Likewise, were 100 persons to be employed, each for 24 full-time consecutive weeks, the number of jobs created would be counted as fifty (50).

**For retained jobs, the application should contain summary information on the number and percent of the retained jobs that are held by low and moderate income individuals. This would normally require that workers be surveyed prior to the application being submitted.

***Must meet the 51% threshold for low/mod persons (i.e., at least 51% of the jobs created or retained must be low/mod income persons).

2. Private Investment*

Dollar amount of private investment: \$_____

Source(s): _____

Private investment as percent of total project: _____

Private to RLF funds leverage ratio: _____

Private to RLF/other public funds leverage ratio: _____

*Private investment must be documented by letters of commitment.

3. Other Public Investment*

Amount: \$_____

Source(s): _____

Other public investment as percent of total project: _____

*Other public investment must be documented by grant awards, grant commitments or letters of commitment.

4. Recapture Provisions

Describe the rate, terms, period and other applicable elements of the RLF loan's repayment (be specific and detailed); also describe what entity will be responsible for servicing the RLF loan:

Any direct assistance to private for profit entities must be "recaptured".