



CITY OF DE PERE
APPLICATION FOR
REVOLVING LOAN FUND

Date: _____

Read all instructions provided before completing. If additional space is needed, attach additional pages. Type or use black ink.

SECTION 1: Business Applicant Information			
Applicant Name (Business)	Authorized Representative (CEO)		
Mailing Address	City	State	ZIP Code
Email Address	Phone Number (incl. area code)	Fax Number (incl. area code)	
SECTION 2: Contact Information (complete these fields when project site owner is different than applicant)			
Name (Ind. Org. or Entity)	Contact Person	Title	
Mailing Address	City	State	ZIP Code
Email Address	Phone Number (incl. area code)	Fax Number (incl. area code)	
SECTION 3: City Loan Information			
Type of Loan Request:	Working Capital Equipment / Machinery Land / Site Acquisition Construction		
Use of RLF Funds:			
# of Jobs to be Created or Retained:			
Loan Amount Requested (\$20,000 per FTE):			
Target Loan Closing Date:			
SECTION 4: Project Financing Information			
Project Sources of Funding		Project Uses of Funding	
Personal financing for Project:		Land & Building:	
Private Financing for Project:		Equipment:	
Other Financing for Project:		Working Capital:	
City RLF Financing for Project:		Other:	
TOTAL Project Sources:		TOTAL PROJECT Uses:	
Please attach the detailed loan application materials as defined below.			
SECTION 5: Certification and Permission			
Certification: I hereby certify that I am the owner or authorized representative this RLF Application. I certify that the information contained in this form and attachments is true and accurate. I certify that the project will be in compliance with all permit conditions. I understand that failure to comply with any or all of the provisions of the permit may result in permit revocation and a fine and/or forfeiture under the provisions of applicable laws.			
Name of Owner/Authorized Representative (please print)	Title	Phone Number	
Signature of Applicant		Date Signed	

City of De Pere RLF Program Procedures Standard Application Documentation

Please include the following supporting documentation, if applicable, along with each revolving loan fund application. All information must be signed and dated.

1. Business Description. A written description of the business, including the following:
 - (a) A brief history of the existing or proposed business, including when it started or is to start, type of operation, legal structure, markets, and products.
 - (b) Key customers and clients.
 - (c) A personal resume of each principal associated with the business, including: number of years of experience in the business; educational background; and role in the proposed or existing business.
 - (d) Three years of financial history including balance sheets, profit/loss statements, cash flow statements and accountant notes.
 - (e) Three years business tax returns.
 - (f) Current interim financial statements.
 - (g) Accounts Receivable Aging Report.
 - (h) Accounts Payable Aging Report.
 - (i) Articles of Incorporation and bylaws or partnership agreement and operating agreement.
2. Project Description. A description of how the business plans to use the requested funds.
3. Commitments from Private Lenders. This consists of commitments from all private lenders making loans to the project. Lender commitment letters should include:
 - (a) Description of the type of loan being made by the lender (first mortgage, permanent financing, construction financing, etc.)
 - (b) The amount of the loan, interest rate, term, and security, availability, and repayment schedule and amounts. These commitments shall be obtained concurrently with the negotiation of the terms and conditions of the RLF Program loan to insure the interest of The City are secured.
4. Projections. Provide proformas (a balance sheet & income statement and cash flow statement). These should cover a three-year period and should be based on the assumption that the business will receive the requested loan.
5. Statement of anticipated benefits (job creation) from proposed loan.
6. Current payroll spreadsheet listing number of employees and pay scales. For each position indicate whether full-time or part-time; percentage of male/female; and minority/non-minority.
7. Personal financial statements of the principals, owners, officers, directors with ownership of 20% or more.
8. Three years personal tax returns for the above noted people.
9. A source and use statement for the project.
10. A copy of lease, purchase agreement, or other financing arrangements.
11. An independent appraisal on an as-completed basis.
12. A letter from the Chief Executive Officer committing the business to proposed project.
13. Third-party documentation of the availability of private funds included in the package to include "but for" clause.
14. A list of collateral to be offered as security.
15. Copies of specifications, equipment description, and detailed cost estimates for all items to be included in total loan package. Provide third-party documentation to support estimates.
16. A Memorandum of Agreement between the Green Bay Office of Wisconsin Job Service and the recipient business, documenting the commitment to recruit low and moderate income persons for the low and moderate skilled jobs to be created.
17. Documentation that the project is in compliance with local and state building codes and zoning regulations and other applicable ordinances.
18. A copy of the lease for the space where the business is/will be located.
19. Additional information as may be required by the Loan Review Committee or the RLF Administrator.