

Application Materials

This package contains the following application materials for the Hometown Entrepreneur Loan Program (HELP)

1. Application
2. Personal Financial Statement
3. Business History & Market Summary
4. Credit Check Agreement
5. Confidentiality Agreement
6. HELP Requirements



Be sure to review the checklist below to ensure you have completed all of the forms and have the necessary documents in order for your loan to be considered.

RLF Application Requirement Checklist

- Application- HELP 1
- Personal Financial Statement
- Business Plan and/or Business History & Market Summary
 - If your business does not have a business plan you must fill out the Business History & Market Summary
- Signed Authorization to Obtain a Credit Report
- Signed Confidentiality Agreement
- Financial History Report (If applicable, if business has been around fewer than 3 years please substitute personal tax returns for missing years)
 - Income Statements (Profit & Loss) for the Current YTD and last 2 Years.
 - Statements of Cash Flows for the remainder of the current fiscal year.
 - Balance Sheets for the Current YTD and last 2 Years.
 - Financial Projections Report-
 - Income Statement (P&L) for the next 3 years
 - Statements of Cash Flows for the next 1 year
- Individual Financial Statement- Form HELP 3
- Personal Resume- Each owners
- Personal Tax Returns- Last 3 years (Only necessary if business has been around for fewer than 3 years)
- Corporate Documents
 - Articles of Incorporation & Bylaws (if Corporation)
 - Articles of Organization & Operating Agreement (if LLC or LLP)
- \$150.00 non-refundable loan application fee

You may submit individual components of this application to our office however; the application process will not begin until all items on the checklist are submitted in their entirety.

If you have questions regarding specific application materials please feel free to contact our office at 262-741-8527 or email us at info@walworthbusiness.com



Hometown Entrepreneur Loan Program Application

Walworth County Economic Development Alliance

BUSINESS INFORMATION

Type of Organization: <i>(enter or select one)</i>		Sole proprietorship General Partnership	Limited Liability Corporation Limited Liability Partnership	Corporation Sub S Corporation
Legal Name			Tax ID #	
DBA Name			Business start date	Start date--current owner
Current Address		City	State	Zip Code
Mailing Address		City	State	Zip Code
Business Telephone	Business Fax		Business Website / E-Mail	
Business Description			SSN	# Current employees

LOAN INFORMATION, COLLATERAL TO BE PLEDGED & PROJECT DESCRIPTION

Type of Loan Working Capital Equipment/Construction	Real Estate	Amount Requested \$	Term Requested
Collateral to be pledged			
Accounts Receivable: \$	Inventory: \$	Equipment: \$	
Real Estate Address :		Value: \$	
Project Description(What are funds being used for?):			
Private Loan Funds Leveraged: \$		Amount of Owner Equity Invested: \$	
Third Party Equity Invested: \$		Other Funds (Please Describe Below): \$	
Total Project Cost: \$			

MANAGEMENT/OWNERSHIP:

Name	Title	Salary	Ownership %	Sign at closing? (yes or no)
		\$		
		\$		
		\$		

BUSINESS FINANCIAL INFORMATION

As of date:	Total Assets	Total Liabilities	Net Worth	Sales (last full year) \$	Net Profit (last full year) \$
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Deposits (Checking/ Savings/ Money Market):

Type	Account Number	Financial Institution	Current Balance
			\$
			\$
			\$

Loans (Term/ Lines of Credit/ Real Estate/ Bank Card/ Other):

Type	Creditor	Collateral	Balance	Payment	Maturity
			\$	\$	
			\$	\$	

TOTAL \$			\$
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Hometown Entrepreneur Loan Program Application

Walworth County Economic Development Alliance

DISCLOSURES

Is the business in the process of a change of ownership?	yes (explain)	no	Has a loss been incurred in the last 3 years?	yes (explain)	no
Is Business contingently liable as a Guarantor?	yes (explain)	no	Is there any pending litigation?	yes (explain)	no
			Is Business delinquent on any debt including loans, trade payables and taxes?	yes (explain)	no

Explanation(s):

Current Positions Summary

Job Title	Number of FTE/PTE Positions	Wage Scale

New Positions Summary

Job Title	Number of FTE/PTE Positions	Wage Scale

APPLICANT NOTICES

Information For Government Monitoring Purposes: The following information is requested by the Federal Government in order to monitor the lender's compliance with equal credit opportunity, fair housing and Federal laws prohibiting discrimination against applicants seeking to participate in this program. You are not required to furnish this information, but are encouraged to do so. This information will not be used in evaluating your application or to discriminate against you in any way. However, if you choose not to furnish it, we are required to note the race/national origin of individual applicants on the basis of visual observation or surname.

- | | | |
|--|---|--|
| Applicant: | <input type="checkbox"/> I do not wish to furnish this information | |
| Ethnicity: | <input type="checkbox"/> Hispanic or Latino | <input type="checkbox"/> NOT Hispanic or Latino |
| Race/national Origin:
(Select One or More) | <input type="checkbox"/> American Indian or Alaska Native (not Alaskan) | <input type="checkbox"/> Asian |
| | <input type="checkbox"/> Black or African American | <input type="checkbox"/> Native Hawaiian or Other Pacific Islander |
| | <input type="checkbox"/> White | <input type="checkbox"/> Other (Specify) _____ |
| | <input type="checkbox"/> Female | <input type="checkbox"/> Male |

USA Patriot Act: In accordance with Section 326 of the USA Patriot Act, all persons and business entities are subject to identity verification requirements. If you request to open an account (any formal banking relationship, including deposits, loans, safe deposits, trusts, etc), the Bank will request documentary verification on your identity and will perform appropriate background checks in compliance with the Act.

APPLICANT ACKNOWLEDGMENT, CERTIFICATION AND AUTHORIZATION:

The Business and its Principals and or Owners (collectively the "Applicant") acknowledge this Application is given to Walworth County Economic Development Alliance for the purposes of obtaining credit and that WCEDA may retain the Application whether or not credit is granted. The Applicant certifies that all information included in the Application and provided in support of the Application is true, accurate and complete and that there are no bankruptcy proceedings involving the Applicant neither in process nor anticipated. The Applicant authorizes WCEDA to obtain information from others on the trade and credit standings of the Business and Principals or Owners along with other relevant information impacting this Application. In addition, if credit is granted, WCEDA is authorized to obtain updated trade or credit reports throughout the term of the loan and, except as prohibited by law, to provide information to others about WCEDA's transactions and experiences with the Applicant.

SIGNATURE(S)

As an authorized agent for the Applicant, I/we confirm that I/we have read fully this Application and its Notices, Acknowledgements, Certifications and Authorizations and concur with all.

Signature:	Date
Print Name:	Title
Signature:	Date
Print Name:	Title



PERSONAL FINANCIAL STATEMENT

As of _____

Complete this form for: (1) each proprietor, or (2) each limited partner who owns 20% or more interest and each general partner, or (3) each stockholder owning 20% or more of voting stock, or (4) any person or entity providing a guaranty on the loan.

Name	Business Phone
Residence Address	Residence Phone
City, State, & Zip Code	
Business Name of Applicant/Borrower	

ASSETS	(Omit Cents)	LIABILITIES	(Omit Cents)
Cash on hand & in Banks	\$ _____	Accounts Payable	\$ _____
Savings Accounts	\$ _____	Notes Payable to Banks and Others	\$ _____
IRA or Other Retirement Account	\$ _____	(Describe in Section 2)	
Accounts & Notes Receivable	\$ _____	Installment Account (Auto)	\$ _____
Life Insurance-Cash Surrender Value Only ...	\$ _____	Mo. Payments \$ _____	
(Complete Section 8)		Installment Account (Other)	\$ _____
Stocks and Bonds	\$ _____	Mo. Payments \$ _____	
(Describe in Section 3)		Loan on Life Insurance	\$ _____
Real Estate	\$ _____	Mortgages on Real Estate	\$ _____
(Describe in Section 4)		(Describe in Section 4)	
Automobile-Present Value	\$ _____	Unpaid Taxes	\$ _____
Other Personal Property	\$ _____	(Describe in Section 6)	
(Describe in Section 5)		Other Liabilities	\$ _____
Other Assets	\$ _____	(Describe in Section 7)	
(Describe in Section 5)		Total Liabilities	\$ _____
Total	\$ _____	Net Worth	\$ _____
		Total	\$ _____

Section 1. Source of Income	Contingent Liabilities
Salary	As Endorser or Co-Maker
Net Investment Income	Legal Claims & Judgments
Real Estate Income	Provision for Federal Income Tax Other
Other Income (Describe below)*	Special Debt

Description of Other Income in Section 1.

*Alimony or child support payments need not be disclosed in "Other Income" unless it is desired to have such payments counted toward total income.

Section 2. Notes Payable to Banks and Others.(Use attachments if necessary. Each attachment must be identified as a part of this statement and signed.)

Name and Address of Noteholder(s)	Original Balance	Current Balance	Payment Amount	Frequency (monthly,etc.)	How Secured or Endorsed Type of Collateral

Section 3. Stocks and Bonds. (Use attachments if necessary. Each attachment must be identified as a part of this statement and signed).					
Number of Shares	Name of Securities	Cost	Market Value Quotation/Exchange	Date of Quotation/Exchange	Total Value

Section 4. Real Estate Owned. (List each parcel separately. Use attachment if necessary. Each attachment must be identified as a part of this statement and signed.)			
	Property A	Property B	Property C
Type of Property			
Address			
Date Purchased			
Original Cost			
Present Market Value			
Name & Address of Mortgage Holder			
Mortgage Account Number			
Mortgage Balance			
Amount of Payment per Month/Year			
Status of Mortgage			

Section 5. Other Personal Property and Other Assets. (Describe, and if any is pledged as security, state name and address of lien holder, amount of lien, terms of payment and if delinquent, describe delinquency)

Section 6. Unpaid Taxes. (Describe in detail, as to type, to whom payable, when due, amount, and to what property, if any, a tax lien attaches.)

Section 7. Other Liabilities. (Describe in detail.)

Section 8. Life Insurance Held. (Give face amount and cash surrender value of policies - name of insurance company and beneficiaries)

I authorize WCEDA to make inquiries as necessary to verify the accuracy of the statements made and to determine my creditworthiness. I certify the above and the statements contained in the attachments are true and accurate as of the stated date(s). These statements are made for the purpose of either obtaining a loan or guaranteeing a loan. I understand FALSE statements may result in forfeiture of benefits and possible prosecution by the U.S. Attorney General (Reference 18 U.S.C. 1001).

Signature: _____ Date: _____ Social Security Number: _____

Signature: _____ Date: _____ Social Security Number: _____

BUSINESS HISTORY & MARKET SUMMARY

In order to best represent your business in the application process, please provide the following information. If you already have a business plan, it can be substituted for this form. Be sure that the business plan addresses all the areas requested on this form. If not, use this form to address those specific items. Feel free to provide any additional information, which you feel is important in describing and explaining your business.

BUSINESS NAME: _____

THE DESCRIPTION AND HISTORY OF BUSINESS

A. What is the "essence" of the business and what makes it unique?

B. When and why did it start?

C. What have been its stages of growth?

D. What are the company's strengths and weaknesses?

E. What business moves are important this year and future years? (Provide timetable)

THE PROJECT

A. Describe the proposed project, what will be purchased and need for financing.

B. Project timetable.

C. How will project help achieve the company's goals?

THE PRODUCTS AND / OR SERVICES OF THE BUSINESS

A. Describe current product lines and/or services.

B. Are you planning any new product and/or service offerings? If yes, describe.

THE MARKET

A. Describe your company's market area.

B. Is the market growing? shrinking? changing in emphasis?
(include statistical and trade information supporting trends)

C. Are your company's sales cyclical? Yes_____ No_____ If yes, describe the cycle.

D. Describe who your company's customers are. (age, demographics, income, etc.)

E.. Identify specific competitors (direct and indirect) and their strengths and weaknesses.

F. How have you addressed competition?

THE MARKET STRATEGY

A. What is your company's niche in the market? How will you set yourself apart?

B. Explain your company's pricing system.

C. What sales methods are used and how do they help you to achieve your goals?

D. What methods of advertising and promotion will be used and why will they work?

THE OPERATION

A. Describe the current facility and any proposed changes.

B. Describe the current staffing pattern and anticipated changes.



Developing Talent, Building on Innovation

1000 East Centralia Street
Elkhorn, WI 53121-2032

Office 262-741-8527
Facsimile 262-741-8529

PERMISSION TO RELEASE CONFIDENTIAL INFORMATION

I authorize Walworth County Economic Development Alliance, Inc. to release the
(Lender)

following confidential information for the use of publication:

Signed _____ Date _____

Title _____ Company _____

Address _____

Hometown Entrepreneur Loan Program (HELP) Requirements

The Hometown Entrepreneur Loan Program is a small revolving loan fund pool managed by the Walworth County Economic Development Alliance, Inc. It was acquired in 2008 from the United States Department of Agriculture - Rural Development for the use of providing small loans to new and emerging businesses in Walworth County. Under HELP entrepreneurs can secure funds for start-up, business acquisition, and expansion.

Eligibility

To be eligible to borrow funds from HELP, business must be:

- Located in Walworth County
- Have fewer than 50 employees
- Have gross sales under \$1,000,000

Eligible Use of Funds

Funds from Help May be used to:

- Real Estate Acquisition
- Equipment Purchases
- Working Capital
- Construction or renovation

Ineligible Use of Funds

Funds from HELP may not be used to:

- Produce agricultural products except for commercial nurseries
- Timber Operations
- Limited agricultural production related to technical assistance projects
- Programs operated by cable television systems
- Funds can only be used for planning given projects and cannot be used for area wide type planning
- Funds may not be used to refinance existing debt

Types of Financing Available

The following forms of financing are available:

- Real Estate
- Equipment & Construction
- Working Capital

Leveraged Funds

One dollar of private sector investment should be obtained for each dollar of RLF investment. Private sector investment is defined as financing from a private lending institution, public sector business loan programs, other than the Community Development Block Grant program, or new equity that is injected into the business as part of the expansion project. Grants from the Department of Vocational Rehabilitation are not considered eligible matches for loan purposes.

Equity Requirements

Borrower must show a minimum of 10% equity in the project being funded.

Personal Guarantees

In most cases the Budget & Finance Committee will ask the business owner to sign a personal guarantee.

Loan Terms

The maximum funding available to loan applicants is \$50,000, of which matching funds may be required by the loan applicant.

- Working capital loans – up to seven (7) years
- Machinery, equipment & construction – up to ten (10) years
- Real estate – up to twelve (12) years, amortized over 20 years

The interest rate for each loan is set by WCEDA's board of directors and will vary depending upon the borrower's credit and ability to repay funds.

Fees

All fees are taken off of the top of the loan approval.

- \$150 non-refundable loan application fee
- 1% loan origination fee
- All applicable attorney fees
- All title and other collateral security fees