



MicroLoan Fund Application

revision date 2.2010

Applicant's Name and Contact Information

Date of Submission: _____

Company Name: _____ Date Established: _____

Type of Company/Organization: LLC S Corporation C Corporation LLP Partnership
 Sole Proprietorship Non-Profit Organization

Company Mailing Address: _____

Project Address (If Different): _____

Contact Person: _____ Title: _____

Contact's Address: _____

Telephone Number: _____

Email Address _____ Website: _____

Management Information (owner(s), officer(s), director(s), & shareholder(s) who own 20% or more shares of the company)*

Name	Title	% Ownership

***Personal financial statements** and **tax returns** are required for those with 20% or greater ownership interest. The Regional Business Fund, Inc. and/or its agents reserve the right to obtain **credit bureaus** on any business or individual in connection with this application.

Bank Information

Name of Lead Bank and Contact Person: _____

Phone Number: _____ E-mail Address: _____

Amount and Terms Requested

Amount of Loan: _____ Use of Funds: _____

Repayment Terms: _____

Anticipated Uses and Sources of All Project Funds

Sources include the loan you are requesting from the RBF, Inc. plus any other financing that will go into the project, including but not limited to bank financing and owner cash. Uses include equipment purchases, working capital, construction costs, etc. The total sources must equal the total uses.

Source(s)	Amount (\$)		Use(s)	Amount (\$)
RBF, Inc.				
Total:			Total:	

Existing Full-time Positions: _____

Projected Full-time Positions (within next 2 years): _____

Collateral

Type of Collateral	Present Market Value (\$)	Present Loan Balance (\$)
Land & Building		
Machinery & Equipment		

THE FOLLOWING EXHIBITS MUST BE COMPLETED WHERE APPLICABLE AND INCLUDED AS PART OF YOUR APPLICATION. *The RBF, Inc. reserves the right to request additional information above and beyond this list.*

- Business Plan. At a minimum this should include
 - a brief business description and company history;
 - a project summary;
 - a discussion of the business industry, sales, markets and competition; and
 - a summary of all those listed under "Management".
- Business Tax return and balance sheet/profit and loss statement for the last two years and for an interim period less than ninety days from date of application with schedule of business debt.
- Balance sheet/profit and loss statement projections for two years from date of application.
- Personal financial statement of principal owners and first two pages of most recent income tax return (all owners with 20% or more ownership).

Note: If you do not currently have a Comprehensive Business Plan, the following may be of assistance:

- **County Economic Development Corporation**
- **Small Business Development Center**
- **SCORE**
- **Wisconsin Entrepreneur's Network**

Example forms, including income statements, balance sheets, personal financial statements and business plans can be found at www.score.org/template_gallery.html.

Please Answer the Following Questions (Check box that applies)

	Yes	No
Has the company, any officer, subsidiary or affiliate of your company been involved in any bankruptcy or insolvency proceedings in the last 36 months? <i>If yes, please provide the details as a separate exhibit.</i>	<input type="checkbox"/>	<input type="checkbox"/>
Has the company, any officer, subsidiary or affiliate of your company been involved in any lawsuits in the last 36 months? <i>If yes, please provide the details as a separate exhibit.</i>	<input type="checkbox"/>	<input type="checkbox"/>
Does the company, any officer, subsidiary or affiliate have any outstanding tax liens?	<input type="checkbox"/>	<input type="checkbox"/>
Does the company, owner(s), or member of Management Team have a controlling interest in other businesses? <i>If yes, please provide their names and relationship with your company along with a current balance sheet and income statement for each as a separate exhibit.</i>	<input type="checkbox"/>	<input type="checkbox"/>
Does your company buy from, sell to, or use the services of any concern in which owner(s), shareholder(s) or member(s) of the management team have a significant financial interest? <i>If yes, please provide the details as a separate exhibit.</i>	<input type="checkbox"/>	<input type="checkbox"/>
Are any of the individuals listed under "Management" on parole or probation? <i>If yes, please provide the details as a separate exhibit.</i>	<input type="checkbox"/>	<input type="checkbox"/>
Have any of the individuals listed under "Management" been convicted of a crime? <i>If yes, please provide the details as a separate exhibit.</i>	<input type="checkbox"/>	<input type="checkbox"/>

BY SIGNING BELOW, THE APPLICANT

- certifies that to the best of its knowledge and belief, the information being submitted to the Regional Business Fund, Inc. and its agent is true and correct;
- certifies that the applicant is in compliance with all laws, regulations, ordinances, and orders of public authorities applicable to it;
- certifies that the applicant is not in default under the terms and conditions of any grant or loan agreements, leases, or financing arrangements with its other creditors;
- certifies that the Regional Business Fund, Inc. and its agent is authorized to obtain a credit check on any principal or business associated with this application for the purposes of determining credit worthiness;
- agrees to reimburse the Regional Business Fund, Inc. and its agent for any reasonable expenses made in connection with this loan request, including, but not limited to, title work, legal fees, appraisals, recording/filing fees, etc.;
- certifies that the applicant has disclosed and will continue to disclose any occurrence or event that could have an adverse material impact on the project. Adverse material impact includes but is not limited to lawsuits, criminal or civil actions, bankruptcy proceedings, regulatory intervention or inadequate capital to complete the project; and
- understands that unless it qualifies as a trade secret, all information submitted to the RBF, Inc. is subject to Wisconsin's Open Records Law.

In the event credit is extended, the applicant agrees to complete a direct payment authorization form allowing loan payments to be electronically debited via automatic clearing house (ACH).

Signature	Date	Title
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Print Name	Social Security #
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Signature	Date	Title
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Print Name	Social Security #
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Please submit application to:

Your Local Economic Development Corporation

OR

WCWRPC 800 Wisconsin St., Mail Box 9, Eau Claire, WI 54703

PH (715) 836-2918 FX (715) 836-2886

Char Gurney – cgurney@wccwrpc.org

Beth Waldhart – bwaldhart@wccwrpc.org