

Instructions for Form FSR

Financial Support Request for Phillips County Economic Development Business Loan & Microloan Programs.

Purpose

Form FSR is used to apply for loans through the PCED Business Loan Program or Microloan Program.

PCED Business Loans are for new OR existing business.

Microloans are for existing business.

eCommunity Loans may be used as a match for PCED Business Loans. Contact PCED for more information.

PCED Business Loan Program	PCED Microloan Program
<i>MATCHING FUNDS</i>	
1:2 Loan covers up to 66.6% of project cost. 33.3% match required.	No match required; must provide proof of financial viability of existing business
<i>LOAN MAX</i>	
\$45,000.00	\$5,000.00
<i>LOAN TERM</i>	
Variable up to: 60 months (loans up to \$25,000). 84 months (loans \$25,001-45,000)	Maximum two (2) Year Payback
<i>LOAN RATE</i>	
0%-4% Fixed	0% for the first year; Variable fixed rate in year two (2)
<i>PENALTY FOR EARLY PAYOFF</i>	
No	No
<i>LOAN SECURITY</i>	
Mortgage or Equivalent Collateral	Equivalent Collateral
<i>REFINANCE OPTION</i>	
Yes	No

Application Procedure

1. Form FSR must be completed in full, as true and correct. Applications that are not complete, or that include false content, will be rejected from the review process.

2. Where possible, the application should be completed in full by the borrower(s) for the project. If the borrower(s) are unable to complete application, a second party may complete the form on behalf of the applicant. In this instance, the borrower(s) must still sign the completed application to assure the integrity of the information submitted.

4. In addition to Form FSR, all applications must include the following at minimum:

- Detailed Business Plan
- Financial Documentation, including:
 - 1 year cash flow projection
 - 3-year profit and loss projection
 - 3-year revenue/sales forecast
 - 3-year historical financial statements (where business is currently operable, or individual tax returns).
- FICO Credit Report for applicant(s)
- Copy of Driver's License(s) of applicant(s)
- Resume(s) of applicant(s)

5. It is **HIGHLY** recommended that applicants either consult with an accountant, or with the Small Business Development Center via The Innovation Center in Norton, KS. PCED Staff can set you up with the **free** SBDC Direct Sign Up.

6. Supplementary information/documents are permitted in the application if they further evidence the borrower's request. All additional documentation must be clearly labeled and attached to the application as appropriate.

7. Completed applications must be submitted to the PCED office, **no later than 12:00pm on the second Wednesday of the month**. It is recommended that applications are submitted well in advance of the deadline to allow time for any corrections/alterations/requests for additional information to be made.

8. Completed/accepted applications will go before the PCED board on the last Monday of the month of submission. The borrower(s) will be expected to attend the board meeting for loan review. Staff will contact you to make your appointment.

Notification

Applicants will be notified of approval status within 48 hours of the applicable board meeting(s).

Confidentiality

The confidential information submitted in this application will be reviewed only by those committee members needing the information to determine eligibility for receipt of funds. All discussions with PCED staff regarding this information will remain confidential.

Loan Closing

If approved for a loan, the applicant must agree to sign loan closing documents as deemed necessary by Phillips County Economic Development. A loan closing date will be set with PCED Staff within 2 weeks of approval.

Refinancing

If you are refinancing your PCED Business Loan, please submit *Part 1: Form FSR Funding Request* and all relevant updates to your previously submitted business plan and financial documents. Microloans are not eligible for refinance.

Part 1: Form FSR Funding Request

Required for any loan funding requests

INFORMATION REGARDING APPLICANT

Name of business applying for the loan ("Applicant") _____

Sole Proprietorship Partnership Corporation LLC Other (specify) _____

Business Status: Business Startup Existing Business

EIN Number: _____

Business Street: _____

Business City: _____ Business State: _____ Business Zip: _____

Borrower Contact: Mr Mrs Ms Dr First: _____ MI _____ Last _____

Borrower Street: _____

Borrower City: _____ Borrower State: _____ Borrower Zip: _____

Borrower Phone: _____ Borrower Email: _____

Borrower SS#: _____ Consent to Provide FICO Credit Score: Yes No

Percent Ownership: _____ Guarantor? Yes No

Co-Borrower Contact: Mr Mrs Ms Dr First: _____ MI _____ Last _____

Co-Borrower Street: _____

Co-Borrower City: _____ Co-Borrower State: _____ Co-Borrower Zip: _____

Co-Borrower Phone: _____ Co-Borrower Email: _____

Co-Borrower SS#: _____ Consent for FICO Credit Score Inquiry by Lender: Yes No

Percent Ownership: _____ Guarantor? Yes No

OTHER OWNERS

Please note any other owners who have between 10% and 45% ownership and are not co-signing the loan. Attach other pages as needed.

Name: _____ Percent Ownership: _____ Guarantor? Yes No

Name: _____ Percent Ownership: _____ Guarantor? Yes No

BORROWER INFORMATION: (All Questions Must Be Answered)

	Borrower	Co-Borrower
(1) Are you presently subject to an indictment, criminal information, arraignment, or other means by which formal criminal charges are brought in any jurisdiction?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
(2) Have you been arrested in the past six months for any criminal offense?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
(3) For any criminal offense – other than a minor vehicle violation – have you ever: 1) been convicted; 2) plead guilty; 3) plead nolo contendere; 4) been placed on pretrial diversion; or 5) been placed on any form of parole or probation (including probation before judgment)?.....	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
(4) Has the Applicant previously received financial assistance from PCED or the Phillips County E-Community Fund for any other project(s)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
(5) Do you have any outstanding tax liability with Phillips County, The Kansas Department of Revenue or the IRS?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
(6) Have you, or any business entity owned by you, previously filed bankruptcy? If "Yes", in what year? _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
(7) Are you a U.S. Citizen? If "No," are you a Lawful Permanent resident alien? Provide Alien Registration Number _____	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No

LOAN REQUEST

Loan Program Selection PCED Business Loan PCED Microloan
 Loan Amount Requested _____ New Loan Refinance (*Business Loan Only*)
 Loan Purpose _____

COST BREAKDOWN

As applies to the amount requested from PCED

Description	Amount	Description	Amount (\$)
Purchase Land	_____	Purchase Inventory	_____
Purchase Land & Improvements	_____	Pay Trade or Accounts Payable	_____
Purchase Improvements	_____	Pay Notes Payable-not Same Inst.	_____
Construct a Building	_____	Pay Notes Payable-Same Inst. Debt	_____
Add an Addition to a Building	_____	Purchase a Business	_____
Make Renovations to a Building	_____	Refi Existing Loan	_____
Pay Off Interim Construction Loan	_____	Working Capital	_____
Pay of Lender's Interim Loan	_____	Guarantee Fee	_____
Leasehold Building Improvements	_____	Appraisal	_____
Purchase Equipment	_____	Environmental Fee	_____
Purchase Fixtures	_____	Other	_____
		TOTAL Project Costs	_____

LOAN FUNDING SOURCES

Include potential PCED, eCommunity, or other loan funding

Source	Amount (\$)	% of Proj.	Mo. P&I	Term	Rate	Lien Y/N
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
TOTAL Financing	_____			Annual P&I	_____	_____

PREFERRED FINANCIAL INSTITUTION (*bank, accounting firm, etc.*)

Contact Name: Mr Mrs Ms Dr First: _____ MI ___ Last _____
 Institution Name: _____
 Institution Street Address: _____
 Institution City: _____ Institution State: _____ Institution Zip: _____
 Institution Phone: _____ Institution Email: _____

SOURCE OF BORROWER CONTRIBUTION (*include existing equity in the project*)

Source of Contribution <i>(Checking, savings, cash, etc. Attach extra documentation as needed)</i>	Amount (\$)	% of Project
_____	_____	_____
_____	_____	_____
_____	_____	_____
TOTAL Borrower Contribution	_____	_____

JOBS: Retention and Creation

Number of jobs to be retained or created upon start-up:

Full Time: _____ Part Time: _____ Temporary: _____ Casual: _____ Consultancy: _____

Number of new jobs will be created within the next 24 months

Full Time: _____ Part Time: _____ Temporary: _____ Casual: _____ Consultancy: _____

REVENUE & NET INCOME:

*If this is an **EXISTING BUSINESS**, please provide ACTUAL revenue & net income for the most recent complete calendar year.*

Actual Annual Revenue: _____ Corresponding Year: _____
Actual Annual Net Income/Loss: _____ Corresponding Year: _____

*If this is for a **STARTUP**, please provide projections for a 12-month period.*

Projected Annual Revenue: _____ Corresponding Year: _____
Projected Annual Net Income/Loss: _____ Corresponding Year: _____

***Please provide other required in-depth documentation as required.*

IF THERE IS A SPECIFIC DATE BY WHICH FUNDS ARE REQUIRED, EXPLAIN:

Date (if applicable): _____

EXPLAIN:

ANTICIPATED START DATE OF YOUR PROJECT/BUSINESS LAUNCH:

Date (if applicable): _____

EXPLAIN (if applicable):

TYPE OF BUSINESS: (All Questions Must Be Answered)

(1) Applicant is or does one of the following: (If “Yes”, loan is not eligible)

- primarily engaged in the business of lending
- bail bond company
- life insurance company
- located outside of Phillips County, Kansas
- pyramid sale distribution plan
- any illegal activity
- principally engaged in teaching, instructing, counselling or indoctrinating religion or religious beliefs, whether in a religious or secular setting
- earns 1/3 or more of its gross annual revenue from the packaging of loans
- derives directly or indirectly more than 5% of its gross revenue through the sale of products or services, or the depiction or displays, of a prurient sexual nature or that presents any live performances of a prurient nature.
- primarily engaged in political or lobbying activities
- a speculative business (such as oil wildcatting, mining and research & development)
- a business primarily engaged in subdividing real property into lots and developing it for resale on its own account or in owning or purchasing real estate and leasing it for any purpose.

Yes No

(2) If Applicant is a pawn shop:

- More than 50% of Applicants income for the previous year was from the sale of merchandise rather than from interest on loans **(If “No”, loan is not eligible)**

Yes No
 N/A

(3) If Applicant is a mortgage service company

- Any mortgage loans funded are sold within 14 days of loan closing **(If “No”, loan is not eligible)**

Yes No
 N/A

(4) If Applicant is a motel, recreational vehicle park, campground, marina or similar type of business

- Applicant derives more than 50 percent of its gross annual income from transients who stay for periods of time not exceeding 30 days. **(If “No”, loan is not eligible)**

Yes No
 N/A

(5) If Applicant derives any of its gross annual revenue from gambling

- The revenue is from legal gambling activities and comprises 1/3 or less of gross annual revenue of Applicant business and the business is not a racetrack, casino, or otherwise having gambling as its reason for being **(If “No”, loan is not eligible)**

Yes No
 N/A

(6) If Applicant is a private club or business

- Business does not limit the number of memberships for reasons other than capacity. **(If “No”, loan is not eligible)**

Yes No
 N/A

(7) If Applicant is a government-owned entity

- Applicant is a business owned or controlled by a Native American tribe, but is a separate legal entity from the tribe **(If “No”, loan is not eligible)**

Yes No
 N/A

ACKNOWLEDGEMENT: I (we), the undersigned, hereby certify that the above statements and attached documentation are true and correct to the best of my (our) knowledge and understand that any false statement may disqualify this application.

Borrower Signature

Date

Co-Borrower Signature
(if applicable)

Date

RELEASE OF INFORMATION

Authorization to Release Information:

I/we hereby authorize Phillips County Economic Development (PCED) as the administrator for any PCED loan program, or any of its affiliates, to make all inquiries it deems necessary to verify the accuracy of the information provided herein, and to determine my/our credit worthiness for any purpose related to our credit transaction with them. I/we hereby certify that the enclosed application information including attachments/exhibits is valid and correct to the best of my/our knowledge.

I/we hereby authorize PCED and/or any of its affiliates authorized staff to furnish relevant information to all necessary sources including various federal, state and conventional funding opportunities to obtain the best sources for the project.

I/we further agree that I/we shall indemnify and hold PCED harmless from any claim or cause of action arising because of incorrect, inaccurate or incomplete information furnished by me/us, whether the furnishing of such incorrect, inaccurate, or incomplete information was accidental or intentional and in consideration of PCED assistance, I/we waive all claims against PCED and the PCED Board (individual members), its personnel or counselors arising from this assistance.

Marketing Release of Information:

By submitting an application for financial assistance from the PCED Business Loan or Microloan Program, both PCED and the Client (prospective loan recipient) agree to the following Marketing Release of Information to be used by PCED for the purpose of promoting the successful delivery of services to entrepreneurs and small business owners.

Upon receiving notification that the PCED Board has selected the Client to receive financial assistance, the Client agrees to provide pertinent information to the PCED Executive Director for the purpose of preparing a news release for distribution to other Resource Partners and media outlets as determined by the PCED Executive Director.

Information for the news release will be obtained primarily from the PCED Business Loan or Microloan application, the Resource Partner and loan recipient's web sites and previously published information and by phone interviews with representatives of both parties; PCED will make accommodations to withhold all information identified by the Client as being sensitive or competitive in nature, particularly when this information is not previously published. All parties named in the release will receive a final copy of the news release prior to distribution in order to verify the accuracy of all information contained therein.

PCED will disseminate any news release and/or related information to external media outlets only after the PCED Business Loan or Microloan is approved and closed by PCED.

In addition to disseminating the resulting news release to media outlets, PCED may distribute all or part of the news release and related information to organizations, networks and individuals via email, third-party Web sites, blogs, instant messaging, chat rooms, message boards, et. al.

Borrower Signature: _____ Date _____

Co-Borrower Signature:
(if applicable) _____ Date _____