

Gregory Business and Industry Development (BID) Financing Application

Please type or print clearly. Be sure to fill in each blank and answer each question. If not applicable, mark N/A and explain. If there is not enough room in a section, use the additional page at the end of the form and indicate the section you are adding.

SECTION 1. APPLICANT INFORMATION

Name of applicant: _____

Company Contact: _____

Business Address: _____

City/State/Zip Code: _____

County: _____

Business Telephone: _____

Fax Number: _____

E-Mail Address: _____

Applicant Social Security Number: _____

Amount Applying for: _____

Proposed Term: _____

Employer's Identification Number

Federal: _____

State: _____

The business is a:

_____ Sole Proprietorship _____ S-Corporation

_____ Partnership _____ C-Corporation

_____ LLC _____ Non-Profit Development Corp.

_____ LLP _____ For Non-profit Development Corp.

_____ Other (specify) _____

Date Applicant Business Established: _____

Primary Business Activity:

_____ Retail _____ Wholesale _____ Manufacturing

_____ Service _____ Other (specify) _____

Business Description (include Legal Structure, Ownership, & Primary Activity or Service):

Brief History of Company: _____

Location(s)

Owners, Partners, or Proprietors:

(Provide most recent year-end personal financial statement on each principal owner (owning more than 10 percent) or guarantor, or the most recent personal Federal income tax returns (previous three years) for each principal. Please provide details of all existing personal debt. Attach resumes for each principal owner, guarantor, and management personnel of company.)

Name	% Ownership	Address & Phone	Social Security #

Identify collateral and Guarantors for this loan:

Bank Where Business Accounts are Maintained:

Primary Lender Information

Name	City/State	Phone Number	Type of Account	Account	90 Day Average Balance

Working (Operating Line)

Limit	Based On	Current Balance
_____	_____	_____
_____	_____	_____
_____	_____	_____

Present Business References:

Name	City/State	Phone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____

SECTION 2. PURPOSE OF THE LOAN

Description of the Project and Reason for the Loan:

The Estimated date construction or acquisition will commence: _____

The Estimated completion or acquisition and installment date: _____

Date by which the project will be fully operational: _____

Is the loan applicant the proposed occupant of the project: _____ YES _____ NO

Requested Sources of Financing:

Name of Lending Institution	Contact Person	Phone#	Address
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

This section includes all uses of funds

Use of All funds	Useful Life	Total Cost
Land Acquisition	_____	_____
Land Improvements	_____ Years	_____
Building	_____ Years	_____
Site Improvements	_____ Years	_____
Repairs/Renovations	_____ Years	_____
Construction Fees	_____ Years	_____
Equipment & Installation	_____ Years	_____

SECTION 5. PROJECTED FINANCIAL STATEMENTS

Submit projected financial statements reflecting the performance of the applicant under the conditions for the term of the loan for the next three (3) years. Projected financial statements must include: Balance sheet, income statement, cash flow, and must be supported by notes and justifiable assumptions.

If you need assistance completing projections, contact a member from the BID Group.

In addition, all applications MUST include a personal financial statement on the applicant and all principals with a 25 percent or greater interest in the business. Other personal and business records may also be requested.

2. Describe the market that exists for your product or service and your ability to complete.

3. Describe your method of selling and distribution

4. How do you price your product or service?

5. Where is your market heading? Describe the trend in the industry.

6. What are the most important factors affecting your ability to compete in the market place?

PART 1. CURRENT EMPLOYMENT INFORMATION

(Please provide current employment levels as of the date of the application.)

	Jobs Created	Jobs Saved	Total Employees	Anticipated Wage Range
Full Time				
Part Time*				
Seasonal/Temp**				
Total Employees				

*Works less than 30 Hrs. per week

** Works only during peak season (please specify length of peak season _____ months.)

EMPLOYEE BENEFIT PACKAGE

1. Please provide a detailed listed employer paid benefits.

2. Please provide a detailed description of all other benefits offered.

3. Has the Company or principals (over 10 percent) ever been involved in any bankruptcy? Please explain.

SECTION 8. APPRAISALS

The board may require an appraisal of the project prior to loan closing and its conformance to values presented to the Board. An independent appraiser must be acceptable to the Board. Projects involving real estate will require proper title insurance and a survey at the borrower's expense.

SECTION 9. COMMUNITY IMPACT

Enclose a statement concerning how the project will benefit the community and impact on the tax base. Include any tax abatements of other tax or assessment waivers.

SECTION 10. BUSINESS ORGANIZATION DOCUMENTS

IF A CORPORATION WE WILL NEED:

- Articles of incorporation and bylaws, or partnership agreement letters describing the legal operation of the business.
- Statement of licensing needs.

APPLICATION CHECKLIST:

Please review your application to make sure all relevant information has been submitted.

ENCLOSED

N/A

I. Completed Application		
II. Schedules Attached:		
• Historical Financial Statements		
• Projected Financial Statements		
• Personal Financials (10% or greater ownership)		
• Resumes of Management & Principals		
• Supporting Cost Documents		
• Business Plan		
• Management & Organizational Chart		
• Employment Plan		
• Litigation		
• Appraisal		
• Letters of Commitment		
• Affiliate Statements		
• Community Impact		
• Business Organization Documents		
• Other Enclosures		

SECTION 11. CONFIDENTIALITY STATEMENT

South Dakota Codified Laws 1-16G-11 (BED); 1-16B-14.1 (EDFA);. DOCUMENTARY MATERIAL CONSISTING OF TRADE SECRETS EXEMPT FROM DISCLOSURE- Discussion of or action on trade secrets at meeting closed to the public. Any documentary material or data made or received by the Board or the BID Group for the purpose of furnishing assistance to a business, to the extent that such material or data consists of trade secrets or commercial or financial information regarding the operation of such business, may not be considered public records, and shall be exempt from disclosure pursuant to the provisions 1-16G-3 to 1-16G-11 inclusive. Any discussion, consideration of , or action upon such trade secrets or commercial or financial information by the Board may be done in executive session closed to the public, notwithstanding the provisions of the open meeting laws of this state.

Please note that the job projection and creation numbers provided to this office do not fall under these confidentiality laws.

SECTION 12. CERTIFICATION

All information contained in schedules attached hereto are true and complete to the best knowledge and belief of the applicant. There is no intent to deceive or defraud the BID Group or any potential participant in any loans to finance this project.

The applicant recognizes that the BID group or any of the Board Members may not process any application that is not complete. Incomplete applications will be returned to the applicant for completion.

The Gregory Business and Industry Development Group prohibits discrimination in all its programs and activities on the bases of race, color, national origin, gender, religion, age, political beliefs, sexual orientation, marital or family status.

I declare and affirm under the penalties of perjury that the claim (petition, application, information) has been examined by me, and to the best of my knowledge and belief, is in all things true and correct.

Applicant Business: _____

Officer's Signature: _____

Officer's Name/Title: _____

Telephone Number: _____ Date: _____

ADDITIONAL INFORMATION

1. Zoning: Is the project location zoned for the intended purpose?

YES

NO

N/A

Explain: _____

2. Environmental Checklist: Will the project have an impact on the following factors:

	YES	NO
• Agricultural Land		
• Wetlands		
• Surface or Ground Water Quality		
• Drinking Water Supplies		
• Sewage Treatment Facilities		
• Air Quality		
• Solid Waste Disposal		
• Transportation Access or Facilities		
• Wildlife		

IF the answer was "yes" to any of the categories, attach an explanation.

3. Special Hazards:

- Will the Business produce, use or store toxic or hazardous material or chemicals?

YES

NO

Explain: _____

- Will the project be located in a flood hazard area?

YES

NO

Explain: _____

4. Historical Properties:

Will the project have an effect on a historical district, historical property, or archaeological site?

YES

NO

Explain: _____

BORROWER RECORDKEEPING AND REPORTS

Gregory RFL borrowers will be required to provide and maintain various administrative documents. The following examples represent the types of information that may be required.

1. Periodic Reports, including, but not limited to:
 - Financial statements
 - Employment performance
 - Equity and private financing verification
2. Equipment Inventory (for those projects involving the purchase of equipment)
 - Model or serial numbers
 - Location information
 - Maintenance records
3. Proof of Insurance
 - Fire
 - Extended coverage
 - Liability
 - Hazard

CERTIFICATION STATEMENT AND SIGNATURE

1. All of the information contained in the application is true and completed to the best belief and knowledge of the applicant and there is no intent to deceive or defraud the City of Gregory
2. The applicant further authorizes BID to conduct any background and credit checks it deems necessary to determine the creditworthiness of the applicant.
3. The applicant understands and agrees to accept any and all recordkeeping and reporting requirements that may be associated with a BID loan.
4. The applicant acknowledges that the purpose of the RLF is to support business activities for which credit is not otherwise available on terms and conditions which would permit completion and/or the successful operation or accomplishment of the project in the following eligible areas: City of Gregory. The applicant further acknowledges that BID reserves the right to recall the loan if these requirements are not met.
5. The applicant recognizes that BID may not process an incomplete application and that future evidence of application fraud or other misrepresentations may result in the immediate calling of the loan should an application be accepted and funds dispersed.

Name of applicant: _____

Name of Authorizing Official: _____

Title of Authorized Official: _____

Signature: _____

Schedule 1- Need for Assistance

Part A- Documentation of Need

Applicants must provide evidence that financing is unavailable from conventional lending sources. Please check the following condition(s) that apply to your project and explain your response.

1. Conventional financing is not possible under local credit conditions, even though the applicant is eligible for commercial credit;

YES

NO

Explain: _____

2. The project represents an unacceptable risk to local lenders;

YES

NO

Explain: _____

3. The location of the project within a distressed area or another risk factor, results in the need for innovative financing to reduce the potential of business failure and increase public benefits;

YES

NO

Explain: _____

4. Although potential financing is possible, the successful completion of the loan package is dependent upon RLF participation;

YES

NO

Explain: _____

Part B- “But-For” Acknowledgement

Applicants must certify that “but-for” the involvement of the Business Industrial Development Group, Inc., (BID) the project will not go forward. The following statements must be signed in order for your project to receive assistance.

But-For the involvement of the Gregory Revolving Loan Fund the number of jobs specified in the application could not be created or retained; and

But-For involvement of the Gregory Revolving Loan Fund the amount of private financing and applicant equity specified in this application would not be leveraged by the applicant for the proposed project.

Signature

Date

Title

I certify that everything I have stated in the application and on any attachments is correct. Lender may keep this application whether or not it is approved. By signing below I authorize Lender to check my credit and employment history and to answer questions others may ask Lender about my credit record with Lender. I understand that I must update credit information at Lender’s request if my financial condition changes.

Applicant’s Signature

Date

Other Signature (Where Applicable)

Date