



11) Accountant: Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

12) Legal Counsel: Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

13) Commercial bank/financial institution relationships:  
Name of organization, contact persons & telephone number:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

14) Description of Proposed Project

Location: \_\_\_\_\_

Project Description: \_\_\_\_\_

\_\_\_\_\_

Product/service to be provided: \_\_\_\_\_

Project/cost/use of funds: \_\_\_\_\_

15) Project Financing

Participating lender: \_\_\_\_\_ \$ \_\_\_\_\_

Contact: \_\_\_\_\_ Telephone: \_\_\_\_\_

Rate: \_\_\_\_\_ Term: \_\_\_\_\_ Monthly debt service: \_\_\_\_\_

Participating lender: \_\_\_\_\_ \$ \_\_\_\_\_

Contact: \_\_\_\_\_ Telephone: \_\_\_\_\_

Rate: \_\_\_\_\_ Term: \_\_\_\_\_ Monthly debt service: \_\_\_\_\_

State/Federal assistance: \_\_\_\_\_ \$ \_\_\_\_\_

Contact: \_\_\_\_\_ Telephone: \_\_\_\_\_

Rate: \_\_\_\_\_ Term: \_\_\_\_\_ Monthly debt service: \_\_\_\_\_

Cash equity contribution: \$ \_\_\_\_\_

RLF loan: (Rate: \_\_\_\_\_% Term: \_\_\_\_\_) \$ \_\_\_\_\_

Total project cost \$ \_\_\_\_\_

16) Project Impact

Current year \_\_\_\_\_ Year one \_\_\_\_\_ Year two \_\_\_\_\_

Annual sales \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

Employment\* \_\_\_\_\_

Annual payroll \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

\*Full-time employee equivalent is year-round, 40-hour work week.

17) Attach three-year historical financial information including interim financial statements if date of application is past the first quarter. (Exhibit III)

18) Attach three-year corporate or personal tax returns. (Exhibit IV)

19) Attach three-year income and expense information. (Exhibit V)

- 20) Attach a business description and plan that includes: History, products, process, major customers, major suppliers, competitors, market status, and impact of project on business. (Exhibit VI)
- 21) Attach a project description including the nature of the project, construction drawings, if applicable, capital equipment list, if applicable; and highlight the use of City of Wadsworth Revolving Loan Funds. Include construction estimates and equipment appraisals. (Exhibit VII)
- 22) Attach a budgeted project costs/sources and uses table. (Exhibit VIII) All project costs must be verified by a third party cost estimate. All project funding sources must also be verified.
- 23) Amount of funding requested of the Wadsworth Revolving Loan Fund. \$\_\_\_\_\_
- 24) Amount of equity investment by principals \$ \_\_\_\_\_. Attach evidence of equity on hand. (Exhibit IX)
- 25) Explain the need for Wadsworth Revolving Loan Fund assistance for this project. Demonstrate the lack of available private or other public funds and the rationale for public participation in the project. Include financial institution commitment or rejection letters or other appropriate documentation providing evidence that all other verified funding sources have been maximized. (Exhibit X)

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- 26) Verify all job creation or retention expected as a result of the project by providing the following information:
  - (A) Number of new full-time equivalent jobs to be created as a result of the project.
  - (B) Number of full-time equivalent jobs from (A) above to be available to low and moderate income persons.
  - (C) Number of full-time equivalent jobs to be retained as a result of the project.
  - (D) Number of full-time equivalent jobs from (C) above to be made available to low and moderate income persons.
  - (E) Method of verifying job creation for low income persons (Check one):
    - Employment agency referral
    - Individual applicant verification

Attach commitment letter for employment agency or individual applicant interview forms.  
(Exhibit XI)

Attach evidence of imminent job loss (from a third party source) if job retention is claimed as part of the project. (Exhibit XII)

Attach evidence that jobs retained are for persons of low and moderate income households.  
(Exhibit XIII)

27) List all surety and guarantors:

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28) Provide evidence of site control (deed, lease). (Exhibit XIV)

29) Provide status of all required governmental approvals.

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30) Operational plan. (Exhibit XV)

As an authorized agent of the applicant company, I hereby submit this application for financial assistance. I understand that any false statement in this application may subject the applicant company and signer to criminal prosecution.

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Name and Title

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Signature and Date

# **REVOLVING LOAN FUND APPLICATION EXHIBITS**

- Exhibit I \_\_\_\_\_ Name of Chief Executive Officer - Resume
- Exhibit II \_\_\_\_\_ Name and title of all principal operating officers - Resume
- Exhibit III \_\_\_\_\_ Three year historical financial information
- Exhibit IV \_\_\_\_\_ Three year corporate or personal tax returns
- Exhibit V \_\_\_\_\_ Three year income and expense information
- Exhibit VI \_\_\_\_\_ Business description and plan
- Exhibit VII \_\_\_\_\_ Project description
- Exhibit VIII \_\_\_\_\_ Budgeted project costs/sources and uses table
- Exhibit IX \_\_\_\_\_ Evidence of equity on hand
- Exhibit X \_\_\_\_\_ Need for Wadsworth Revolving Loan Fund
- Exhibit XI \_\_\_\_\_ Commitment letter for employment agency or ind. applicant interview
- Exhibit XII \_\_\_\_\_ Evidence of imminent job loss
- Exhibit XIII \_\_\_\_\_ Evidence of jobs retained for persons of low and moderate income
- Exhibit XIV \_\_\_\_\_ Evidence of site control
- Exhibit XV \_\_\_\_\_ Operational plan