



REGIONAL BUSINESS FUND, INC.

AN ECONOMIC DEVELOPMENT PARTNER PROMOTING BUSINESS AND ECONOMIC DEVELOPMENT IN WEST CENTRAL WISCONSIN

Micro Loan Application

revision date 1.2012

Applicant's Name and Contact Information

Date of Submission: _____

Company Name: _____ Date Established: _____

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

Company Mailing Address: _____

Project Address (If Different): _____

Contact Person: _____ Title: _____

Contact's Address: _____

Telephone Number: _____ Tax ID #: _____

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	Minority Owner	Woman Owner
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

*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: _____

Micro Loan 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 (\$)
Total:			Total:	

Existing and Projected Employment

Number of Existing Employees				Projected Job Creation				
Full Time	Part Time	Women	Minorities	Year One		Year Two		Total Created
				Full Time	Part Time	Full Time	Part Time	

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 Centers
- SCORE or
- 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.
- agrees to complete a direct payment authorization form allowing loan payments to be electronically debited via automatic clearing House (ACH) in the event credit is extended.
- agrees to pay a fee equal to 2% of the loan amount to enroll the loan into the Capital Access Program, and may finance this fee with loan proceeds in the event credit is extended.

Signature	Title
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Print Name	Date	Social Security #
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Signature	Title
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Print Name	Date	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
 Beth Waldhart – bwaldhart@wcwrpc.org; Levi Wagner – lwagner@wcwrpc.org

Checklist for Micro Loan Committee Approval

- The micro loan committee has conducted basic financial underwriting prior to approval and the recipient can pay the proposed assistance.
- Project costs are reasonable and all sources of project financing are committed.
- Private capital is invested.
- Does not enable a business to compete unfairly with existing businesses in the community offering similar goods or services.

LOAN DETAILS

Business Name: _____

Amount: _____ (\$5,000 to \$25,000)

Purpose: _____

Term*: _____

Amortization*: _____

*Term & amortization must be less than 10 years. If the request is for working capital, the term & amortization shall be for no more than 3 years.

Repayment: Monthly principal and interest payments for the term of the loan with no deferral period unless indicated in exceptions.

Interest Rate: 4% fixed

Security (check all that apply):

Purchase money security interest in the equipment as described as:

 A lien on all business assets

Real Estate Mortgage on the property described as:

 Personal Guarantees (required on all owners of 20% or greater)

Any additional security should be noted in exceptions

- The request complies with all requirements of Micro Loan Program policies and guidelines except as noted below:

Exceptions/Additional Conditions:

Approved: _____

Denied: _____

Date: _____

Committee Members Initials:
