

COUNTY OF NEOSHO, KANSAS
MICRO-LOAN PROGRAM
LOAN APPLICATION

I. General Information

Name of Applicant	Date of Request
Name of Business	Telephone Number
Street Address and/or P. O. Box Number	Fax Number
City, State and Zip Code	E-mail Address

Provide the names, addresses, and telephone numbers of all persons or corporations who would be obligated as either the applicant or personal guarantor(s) of loans.

Name, Address, and Telephone Number
Name, Address, and Telephone Number
Name, Address, and Telephone Number
Name, Address, and Telephone Number

Provide the names, addresses, and telephone numbers of the owner(s), principal officers and directors of the applicant's business.

Name, Address, and Telephone Number
Name, Address, and Telephone Number
Name, Address, and Telephone Number
Name, Address, and Telephone Number

Nature of the Business: _____

Products to be assembled, manufactured or services to be rendered:

Describe the organizational structure of the applicant (sole proprietorship, partnership, subsidiary, corporation)?

How many years has the applicant been in business? _____

Describe all threatened or outstanding litigation: _____

Describe the business' contemplated market area: _____

Is or will the applicant be in direct competition with any local businesses? If so, who and in what way?

Attach pro forma statements for the first three (3) years of operation after the issuance of the loan, including revenue and expense projections. Explain the assumptions used and any deviations from trend or industry standards. (Please utilize the attached format.)

Applicant's Attorney's Name (if any), Address, and Telephone Number.

Applicant's Accountant's Name (if any), Address, and Telephone Number.

Applicant's Financial Advisor's Name (if any), Address, and Telephone Number.

List of Credit References:

Name	Account Number	Telephone Number
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Name	Account Number	Telephone Number
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Name	Account Number	Telephone Number
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Name	Account Number	Telephone Number
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Name	Account Number	Telephone Number
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Name	Account Number	Telephone Number
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II. Information and Specifics

Amount of Loan	\$ _____
Amortization Requested	_____
Amount Requested for:	
Purchase of Land	\$ _____
Land Improvements	\$ _____
Machinery and Equipment	\$ _____
Working Capital	\$ _____
Other (_____)	\$ _____

Describe the purpose of the loan and complete the attached Project Source and Use of Funds statement:

Describe additional financing arrangements, which have been made or are being made, include both internally generated and externally generated:

Has conventional financing been sought? If so, what was the result?

III. Proposed Location

What is the location and size of the proposed facility or expansion?

If the facility is a proposed expansion or replacement of another facility, state the size of the location of the current operation?

What percentage of the facility will the applicant occupy? _____

Is the prospective location properly zoned? _____

If a zoning change is pending, briefly describe what change will be needed and the plans for submitting a rezoning application:

If unusual demands for electricity, natural gas, water, sewer service, solid waste disposal, or police or fire protection will be made, specify the demands:

IV. Measures of Economic Growth and Benefit

How many people will the business employ? _____

Number of Employees by Classification

Professional: _____
Technical: _____
Clerical: _____
General Labor
 Skilled: _____
 Semiskilled: _____
 Unskilled: _____
 Total General Labor: _____

Number of current full-time employees at present location: _____

Number of Low to Moderate-Income persons that will benefit: _____

What is the ratio of Micro-Loan funds to be jobs created? _____

What percentage of sales will be made in:

Town (_____) where located: _____
Neosho County: _____
State of Kansas: _____

What is the estimated amount of merchandise and services that will be purchased per year in Neosho County? Provide specific examples.

V. Other Information and Documentation Requirements

1. Copies of the applicant’s financial statements for the past three (3) years and three (3) years of projections (use the attached format). Include any interim financial statements, to date, for the current fiscal year.
2. Aged accounts payable and accounts receivable report.
3. Schedule of all term debt (use attached format).
4. A personal financial statement for each guarantor with a twenty percent (20%) or more ownership in the proposed project (use attached format).
5. A brief narrative or letter of intent of the scope of the project with estimated costs and time frames for initiation and completion.
6. A business plan, specifying markets, plans, strategies, cost breakdowns, cash flow analysis, revenue/sales projections and other information relevant to the business and/or project.
7. Other items as they apply:

(a) Leases	(e) Plans and Specifications
(b) Purchase Agreements	(f) Partnership Agreements
(c) Copy of Licenses	(g) Articles of Incorporation
(d) Letters of Reference	(h) Letters of Intent, Contracts, and Purchase Orders

VI. Please Read and Agree to the Following Information Prior to Signing:

1. The Applicant is aware that additional financial data shall be required, if requested.
2. The Applicant acknowledges and agrees that said requirements, as well as this application, are a set of guidelines and any of the provisions stated therein, may be waived or added to at the discretion of the Neosho County Board of Commissioners, the County’s Governing Body.
3. The Applicant expressly agrees and understands that any monetary pledge of monies from the Micro-Loan Program and commitments made in any agreement shall be contingent upon the availability of funds.

Applicant Signature

Date

Typed or Printed Name and Title