

WHEN SUBMITTING AN APPLICATION YOU MUST INCLUDE THE FOLLOWING

<u>Existing Businesses</u>	<u>New Businesses</u>
<input type="checkbox"/> Business Plan: including three years of business financial statements, and business cash flow	<input type="checkbox"/> Business Plan: including three years of business cash flow projections
<input type="checkbox"/> Completed Loan Application	<input type="checkbox"/> Completed Loan Application
<input type="checkbox"/> Three years of <u>personal</u> income tax information	<input type="checkbox"/> Three years of <u>personal</u> income tax information
<input type="checkbox"/> Three years of <u>business</u> income tax information	<input type="checkbox"/> Copy of Business Structure and Licenses (Limited Liability Company, S-Corp, etc.)
<input type="checkbox"/> Copy of Business Structure & Licenses (Limited Liability Company, S-Corp, etc.)	<input type="checkbox"/> Letter from primary lender explaining why partial or no funding is available.
<input type="checkbox"/> Letter from primary lender explaining why partial or no funding is available.	

<p>Have you, or a business that you own(ed) received funding from the Revolving Loan Fund program in the past? (If yes please provide attachments with the past loan's information.)</p> <p align="center"> <input type="checkbox"/> YES <input type="checkbox"/> NO </p>

BUSINESS INFORMATION

Business Name: _____ Date: _____

DBA: _____ SIC/NAICS: _____

Contact Person: _____ Title/Position: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Fax #: _____

Primary Email Address: _____

BUSINESS TYPE

<input type="checkbox"/> Limited Liability Company
<input type="checkbox"/> Sole Proprietor
<input type="checkbox"/> Partnership Type: _____
<input type="checkbox"/> Corporation Type: _____ Incorporation Date: _____

BUSINESS DESCRIPTION

<input type="checkbox"/> Start Up	<input type="checkbox"/> Industrial
<input type="checkbox"/> Expansion	<input type="checkbox"/> Commercial
<input type="checkbox"/> Retention	<input type="checkbox"/> Service

	Part Time	Full Time	Full Time Equivalent
Total Projected Employees			
Expected # of Permanent Jobs to be Created			
Expected # of Permanent Jobs to be created and Made Available to Low to Moderate-Income Individuals			

ACKNOWLEDGEMENTS AND ACCEPTANCE

It is understood the Revolving Loan Fund Program’s (RLF) purpose is to retain and/or create new permanent private sector jobs and assist low and moderate-income citizens, women, and minorities to better themselves through employment opportunities.

Please initial the following statements and sign when you have reviewed all the documents.

_____ I certify that that I have been provided with and understand the guidelines to be met and compiled as a condition of receiving this funding.

_____ The company/ business agrees to participate in the monitoring reporting process and site visits while participating in the loan program and that I have been provided with the details of what this entails.

_____ Included in this application are complete and accurate listings of current and projected employees. The current and projected employees are:

Business Name

Type and Title

Signature

Date

Signature

Date

APPLICANTS AGREEMENT

The purpose of the Revolving Loan Fund is to support business activities for which credit is not otherwise available with terms and conditions which would permit completion and/or the successful operation of accomplishment of the project in the following eligible areas: Carbon Emery, Grand, and San Juan Counties.

The undersigned understands that this application has been prepared solely for determining eligibility for the SEUEDD's Revolving Loan Fund Program. Any false statements or misrepresentation made on this application are cause for rejection of this application and prohibition of the undersigned or their business from participating in this or any other programs offered by the Southeastern Utah Association of Local Governments. The applicant agrees that all information included in the application is valid, honest, and complete; and that stipulations in the guidelines will be met and followed.

It is understood that any discussion with or any information provided by loan fund staff regarding application for the loan fund program, prior to the receipt of a formal commitment letter from the Southeastern Utah Economic Development District committing a specific amount of funds to the project, is only for program information and may not be considered a binding commitment on the part of the Revolving Loan Fund program or the Southeastern Utah Economic Development District to provide funds or technical assistance to the project.

The undersigned acknowledges and agrees to pay the scheduled fees for the program which have been provided to the client.

Upon receiving funding, the applicant agrees that the business will move forward with the project and that the funds will be used as indicated on the application. If funding is approved, the applicant agrees to comply with the federal and state laws that are outlined in the documents that have been provided to the client.

The REVOLVING LOAN FUND reserves the right to call the loan if these requirements are not met.

Signature

Date

Printed Name

Title

Signature

Date

Printed Name

Title

COVID SPECIFIC FUNDING

If your application is to obtain funding due to the impacts of the COVID-19 Pandemic, please answer the following questions.

Businesses applying for COVID-19 specific funding will be required to provide a statement of the project details with cash flow projections in lieu of a business plan for the first year of the loan. After the first year, businesses will be required to provide a full business plan.

How have you and/or your business been negatively impacted by the COVID-19 pandemic?

What are your plans to ensure that your business will remain viable in the event of similar situations that force your business to operate in a non-traditional manner? Examples: remote working options, social distancing requirements, cleaning and PPE equipment, sick leave, etc.

What training or other preparation methods do you intend to implement to ensure that your staff will be knowledgeable about and able to follow appropriate safety measures?