

MICROLoan Program Application Form

Please provide the following information. Attach additional sheets to this application, if necessary. We may ask for more specific financing information and may request additional information regarding your business, if necessary.

SECTION I: BUSINESS INFORMATION (Use additional paper if necessary)

1. Owners:

Name(s) SS# Address City/State/Zip

2. Business Telephone: () Home Telephone: () Fax # ()

3. Business Name: _____

4. Business Location (if different): _____

5. City: _____ 6. State: _____ 7. County: _____ 8. Zip: _____

9. Describe Type of Business (Product or service): _____

10. Date Business was Established: _____ 11. Number of Employees: FT _____ PT _____

12. Type of Business Organization:

Partnership Sole Proprietorship S Corporation C Corporation Not yet established

13. Federal ID Number: _____ 14. Projected first years sales (per cash flow projections)
\$ _____

15. Any personal/business judgments, unsettled lawsuits or major disputes? YES NO

If YES, Please Explain: _____

16. Has the business, or any principals of the business, been involved in bankruptcy or insolvency proceedings?

YES NO If YES, Please explain: _____

17. Has the business, or any principals of the business, been convicted of a felony crime?

YES NO If YES, Please explain: _____

18. Demographic Information: The SBA has requested that we obtain the following information for statistical purposes only. Please check all those that apply:

Business Owned by: Female (100%) Female (51%) Male (100%) Male (51%)

Veteran Status: Non-Veteran Vietnam-era Veteran Other Veteran

Race/Ethnicity: Black Hispanic White Puerto Rican Asian/Pacific Islander
 Eskimo/Aleuts American Indian Multi Group

Your combined household income as of today is: Yearly: \$ _____ How many in your household: _____

SECTION II:

Individuals applying for loans to establish a new business or who have been in business will be required to prepare a Business Plan, which adequately describes the business operations.

- 1. Have you attended a MicroLoan Business Plan Workshop? Yes No
- 2. Have you completed a Business Plan? Yes No (If so, please attach a copy of the Business Plan to this Application.)
- 3. When/by whom was Business Plan prepared? _____ Phone: _____

SECTION III: FINANCING INFORMATION

- 1. Total amount of loan request: \$ _____
- 2. Purpose of loan request: Working Capital \$ _____ Equipment \$ _____ Inventory \$ _____
- 3. Personal (non-loan/equity) funds available to invest in business/project: \$ _____ Source: _____
- 4. Collateral you will pledge: _____
- 5. Have you contacted a bank for financing? YES NO What Bank? _____
 Name of Banker: _____ Telephone #: _____
- 6. Who referred you to the Program? _____ Business: _____ Phone: _____

SECTION VI: CERTIFICATIONS: *Please read the following and sign the Application Form below. All owners, officers, or partners must sign this application. If you have any questions, please call us at 293-8892.*

The information in this Loan Application is provided for the purpose of applying for funds under the MicroLoan Program. The information is accurate to the best of my knowledge. I understand that personal and/or business information may be requested pursuant to this Loan Application and I hereby give my consent for such information to be provided to Dakota Certified Development Corporation. I also understand that the MicroLoan Program retains the sole decision as to whether this Loan Application is approved, disapproved, or modified. It is my right to accept or decline the loan amount, rate and terms approved by the Program.

I AUTHORIZE Dakota Certified Development Corporation to obtain a credit report on me through the credit reporting agency of its choice.

Name (Printed): _____ Name (Printed): _____

Signature: _____ Signature: _____

Date: _____ Date: _____

For DCDC Use Only

| | |
|------------------------------------|------------|
| | Follow up: |
| SBDC/SCORE Counselor: | _____ |
| Date received: | _____ |
| Date Credit Report Run: | _____ |
| Date 1st Review Bus Plan: | _____ |
| 1st Follow up: | _____ |
| Date Pkg Sent to Review Committee: | _____ |
| Additional Notes: | _____ |
| | |
| | |
| | |

DCDC Business Plan Outline

Dakota Certified Development Corporation, 51 Broadway, Suite 500, Fargo, ND 58102

Contact: 701-293-8892, Toll Free 1-800-611-8997

I. Cover Letter

Business name, location, form of business ownership.

Indicate \$ amount of total project, \$ amount of loan you are requesting, (at 10.6% or 11.6% and the pay back duration...2 years),

\$ amount of equity (assets and cash) you have or will contribute towards this business project.

Summarize what you are using the money for and how you will repay the loan.

State general products/services, market and competition, and 3 to 5 year goals.

Remember to include your phone number or a way to contact you

II. Products & Services

List all products and services, group and prioritize

Include copies of special patents, copyrights, and/or permits

What unique products/services do you provide, why are you better than the competition

List suppliers and their terms of payment

Manufacturing Process : If applies

III. Market Analysis

Total Market: Who are they

Industry Trends: Economic or social factors that affect buying habits.

Target Market:

Geographical location or proximity

Business Type: tart ups, small business, family owned, etc.

Business Industry

Person Type: pet owner, vegetarian, sport participant

Household income level: give range, i.e. \$30,000 - \$40,000

Life styles: married, single parent, dual income family, children in college, retired.....

Age group: give range, i.e. 35 - 55 yrs old

Value of home: give range, i.e. \$50,000 - 100,000

List of current customers or provide survey, letters of intent, etc. of potential clients

Competition: Name, Address

IV. Marketing Strategy

Pricing Policy: Based on competition, cost of sales, what the market expects to pay

Discounts: To whom, how much, what do they have to do to get the discount

Credit Policy: Lay-a-way, 6 months same as cash, 50% up front, cash only...

Collection: What do you do if check bounces or someone does not pay?

Methods of selling: Where * How often * When * How much does it cost * Provide samples

V. Management Plan

Copy of all licenses and permits (vendor's license, articles of incorporation, partnership agreement, registration of name)

Resumes of key personnel and owners or job descriptions

Proof of insurance coverage (start-ups provide quote) How is policy paid, 100% up front? Qtrly? Mthly?

Copy Rental agreement (if applies)

Three to five year goals, including jobs created

Technical & professional assistance: name, business, address, phone

Sample of business brochure, business card, etc.

If Applies - Organizational chart or other personnel documents that apply

VI. Financial Data

3 years personal tax returns & current personal financial statement

Verification of collateral (as applies)

3 references

3 years business tax returns (or as applies), & Current Balance Sheet

If purchasing existing business must provide their last three years business tax returns (or as applies)

Interim Profit & Loss statements, monthly for the months that have passed in the current year

Last 3 months Business bank statements (or personal if business does not have an account)

Accounts receivable & accounts payable aging report

1 year, by month, cash flow projections with assumption statements

Source & Use Statement (provide back up for numbers)

MicroLoan Program Checklist

- 1. Completed Application form
- 2. Completed Business Plan
- 3. Personal Financial Statement(s) for all Business owners
- 4. Personal tax returns for 3 years for all Business owners
- 5. Resume(s) for all owner(s) & management
- 6. Company tax returns & financial statements
 - 3 years historical statements
 - Current within 90 days statements
- 7. Bank Statements — Business and/or Personal (Last 3 months)
- 8. Month to month cash flow projections for at least one year
- 9. Verification of Collateral
- 10. List of Customers and Suppliers and aging of receivables and payables
- 11. Three References
- 12. Copies of Permits & licenses necessary to your business
- 13. Company product/service brochures or samples.
- 14. Complete IRS 4506 form (*enclosed in packet*)
- 15. Three years of projections for the business