

Coles County
Community Development Corporation
Application

A. Applicant Information

Chief Executive Officer _____
 Company Name _____
 Address _____
 City, Zip _____ County _____
 Chief Contact _____
 Telephone Number _____

Amount of Financing Requested: _____
 Total Jobs Created/Retained: _____
 Total Project Cost: _____
 Term of Loan: _____

B. Participating Bank or Other Investor

Name of Institution _____
 Name of Contact _____
 Title _____ Phone _____
 Address _____
 City, State, Zip _____

C. Source and Use of Funds

	Total	Bank	CDC	Equity
Land	_____	_____	_____	_____
Building	_____	_____	_____	_____
Machinery	_____	_____	_____	_____
Inventory	_____	_____	_____	_____
Other	_____	_____	_____	_____

D. Current and Projected Employment

Job Title	Jobs Created	Jobs Retained	Hourly Wage/ Monthly Salary	Hiring Schedule mo/yr
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Total	_____	_____		

E. Project Implementation Schedule

Project Activity	Starting Date
Construction	_____
Renovation	_____
Purchase	_____
Installation of M&E	_____
Advertising	_____
Other	_____

F. Description of Project

G. Description of Collateral

H. Applicant Certifications

The applicant certifies that this project is eligible under guidelines. The applicant certifies that project will comply with all applicable laws and regulations prohibiting discrimination on the basis of race, sex, religion, national origin, age or handicap. The applicant certifies that all information contained in this application, including the documentation, is true to the best of his/her knowledge and belief.

Signature of Chief Executive Officer

Date

Information Checklist

Please be sure all applicable items are attached to your application. Failure to provide requested information will delay review/ decision process.

- A. **History of the Company** - - Submit a brief history of the business and past employment growth.
- B. **Market Information** - - Submit information on your company's products or services and identify existing and potential major customers and competitors.
- C. **Financial Statements** - - Submit historical financial statements for the past three years and interim statements dated no more than 90 days prior to application including: Profit and Loss Statements; Balance Sheets.
- D. **Three Year Projects** - - Submit three year projections of the Profit and Loss Statement. Also for the first year include a Monthly Cash Flow Projection of your project.
- E. **Land and Building Information** - - For land and/or building acquisition, attach an appraisal, copy of the purchase option or agreement, or contractor or architect's cost estimate in case of construction or renovation.
- F. **Description of Machinery and Equipment** - - Identify major equipment to be acquired with the requested funds. For acquisition of new machinery and equipment acquisition, provide an appraisal demonstrating that the fair market value is in line with the purchase price.
- G. **Description of Working Capital** - - Provide a detailed explanation of the need for and use of the funds for working capital.
- H. **Company Management** - - List those people who are responsible for the management of the company and indicate their positions and percentages of ownership. Include Personal Resumes for each management staff.
- I. **Personal Financial Statement** - - Submit a personal financial statement(s) for each principal owning more than 20 percent of the company
- J. **Letters of Commitment** - - Document all sources of leveraging in commitment letters. Loans from Financial institutions must have language indicating the loan amount, the specified term and interest, collateral, conditions attendant to the loan, and the fact that the loan is approved.