



MICRO LOAN PROGRAM MANUAL

Oconto County Economic Development Corporation (OCEDC)

June 2016

OCEDC Micro Loan Program Application

Date of Application:

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:

Telephone Number:

Company Tax ID #:

Email Address:

Company Website:

Management Information - all owner(s), officer(s), director(s), and shareholder(s) who own 20% or more of the company)*

Name	Title	% Ownership	Minority Owner	Woman Owner

***Personal financial statements** and **tax returns** are required for those with 20% or greater ownership interest. The OCEDC reserves the right to obtain **credit reports** on any business or individual in connection with this application.

Bank Information

Name of Lead Bank:

Contact Person:

Phone Number:

E-mail Address:

Micro Loan Amount and Terms Requested

Amount of Loan: \$

Repayment Terms:

Anticipated Uses and Sources of All Project Funds

Sources include the loan you are requesting from the OCEDC 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 OCEDC 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/resume 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 not 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).

Please answer the following questions:

- Has the company, any officer, subsidiary or affiliate of your company been involved in any bankruptcy or insolvency proceedings in the last 36 months?
Yes No If yes, please provide the details as a separate exhibit.
- Has the company, any officer, subsidiary or affiliate of your company been involved in any lawsuits in the last 36 months?
Yes No If yes, please provide the details as a separate exhibit.
- Does the company, any officer, subsidiary or affiliate have any outstanding tax liens?
Yes No If yes, please provide the details as a separate exhibit.

4. Does the company, owner(s), or member of Management Team have a controlling interest in other businesses?

Yes No 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.

5. 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?

Yes No If yes, please provide the details as a separate exhibit.

6. Are any of the individuals listed under "Management" on parole or probation?

Yes No If yes, please provide the details as a separate exhibit.

7. Have any of the individuals listed under "Management" been convicted of a crime?

Yes No If yes, please provide the details as a separate exhibit.

By signing below the applicant-

- certifies that to the best of its knowledge and belief, the information being submitted to the OCEDC 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 OCEDC 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 OCEDC 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 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.
- The applicant hereby agrees to the Non Discrimination Statement included at the end of the application.

Signature_____ Title:

Typed Name:

Date: Social Security #

Signature_____ Title:

Typed Name:

Date: Social Security #

Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

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