

_____	_____	_____
%Ownership	SS#	
_____	_____	_____
Name	Title	
_____	_____	_____
%Ownership	SS#	

5. TYPE OF PROJECT

- Retention
- Expansion
- Start Up *

*Provide a Business Plan and Resumes of Principal/Officers with the completed RLF Application

6. BUSINESS DESCRIPTION

A. Check if:

- Minority Business Enterprise
- Woman Business Enterprise

B. Organizational Structure:

- | | |
|--------------------------------|---------------------------|
| Public Corporation _____ | Sole Proprietorship _____ |
| Closely Held Corporation _____ | Limited Partnership _____ |
| Chapter S Corporation _____ | General Partnership _____ |

Federal Tax Identification Number: _____

C. Describe operational and/or financial relationships with any parent and/or subsidiaries.

D. Describe the business' existing location(s), activities, history, and products/services. Attach company and/or product line brochures if available. _____

E. Is the company or any officers currently involved in bankruptcy or any other business-related lawsuits, or are there any contingent liabilities included in the company financial statements?

Yes _____ No _____

If Yes, explain. _____

7. PROJECT OVERVIEW

A. Describe the general scope and purpose of the project. Highlight in particular how RLF funds will be used. _____

B. Size of project site: _____ acres

Site is/will be:

- owned leased purchased on land contract
 optioned for purchase optioned for lease optioned for purchase on land contract

Attach general location map and site map, and provide evidence of site control.

C. What is the current zoning for the project site? _____
 Is the zoning appropriate for the proposed project? Yes No

If no, what is the target date for the required zoning change? _____

8. TIMEFRAME

Project Startup: _____ Construction Complete: _____
 Project Complete: _____ Job Creation Start: _____
 Job Creation Complete: _____

9. PROJECT SOURCES AND USES

	<u>TOTAL</u>	<u>RLF</u>	<u>CASH EQUITY</u>	<u>PRIVATE LENDER</u>	<u>OTHER PUBLIC</u>
Acquisition Land/Bldg	_____	_____	_____	_____	_____
Construction	_____	_____	_____	_____	_____
Renovation	_____	_____	_____	_____	_____
Leasehold Improvements	_____	_____	_____	_____	_____
Machinery/Equipment	_____	_____	_____	_____	_____
Moving Costs	_____	_____	_____	_____	_____
Other	_____	_____	_____	_____	_____
Professional Fees	_____	_____	_____	_____	_____
TOTAL FIXED COSTS	_____	_____	_____	_____	_____
Working Capital	_____	_____	_____	_____	_____
Non-Capital Equipment	_____	_____	_____	_____	_____
TOTAL PROJECT COSTS	_____	_____	_____	_____	_____

Note: Third-party cost estimates are to be attached for all line item costs included in the project budget above.

10. FINANCING/COLLATERAL

<u>Holder</u>	<u>Principal</u>	<u>Rate</u>	<u>Term</u>	<u>Annual D/S</u>	<u>Security Position</u>	
					<u>Real Estate</u>	<u>M&E</u>
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Note: Attach signed commitment letters for all non-RLF financing sources listed above. All letters are to include the dollar amount of the loan, rate and term, and any special conditions if applicable.

11. EMPLOYMENT

Total Existing: _____	#New: _____
# Women Current: _____	# Women Projected: _____
# Minority Current: _____	# Minority Projected: _____
# Retained: _____	# Total LMI: _____
	Total % LMI _____

Fulltime employee is one employee working a 40-hour week, year around; if the company's normal workweek is not 40 hours, certify the hours in a fulltime employee's workweek on company letterhead.

Part-time employees are to be adjusted to FTE (fulltime equivalents).

Fifty-one percent (51%) of the jobs to be created or retained in conjunction with the proposed project must be taken by, or made available to, persons from low and moderate-income households.

12. PROJECT IMPACT (Projections)

	<u>Expected Results of the Project</u>		
	<u>Year One</u> _____	<u>Year Two</u> _____	<u>Year Three</u> _____
Annual Sales Revenue	_____	_____	_____
Employment Level	_____	_____	_____
For New Jobs Created			
Indicate Annual Pay			
Pre FTE Employee	_____	_____	_____
Annual Payroll	_____	_____	_____

A Complete Profit & Loss Proforma Must Accompany This Application

13. HISTORICAL FINANCIAL INFORMATION

Note: Company must provide complete year-ending financial statements for the last three years; if these statements are not available, tax returns for the same period may be submitted instead.

	20__	20__	Most Current Year
Annual Sales Revenue	_____	_____	_____
COGS	_____	_____	_____
Earning Before Tax	_____	_____	_____
Profit After Tax	_____	_____	_____

14. Please submit a copy of the most recent Business Plan for the business, incorporating the proposed RLF Project into this Plan.

15. Please describe briefly the need for RLF funds, including a description as to the appropriateness of using the RLF funds for this project. Include a description of how the financing gap was calculated.

As an authorized agent of the Applicant Company, I hereby submit this Application for Revolving Loan Fund assistance. I understand that any false statement in this Application may subject the Applicant Company and signer to criminal prosecution. I further understand that Delaware County may request additional information as set forth in the RLF Guidelines, during the review of this Application.

Signature

Typed Name and Title

Date

8/1/02