

# REVOLVING LOAN FUND PROGRAM APPLICATION PACKAGE

## INTRODUCTION

Merrimack Valley Economic Development (MVED) Corporation is a non-profit, corporation set up in 1995 to improve the economy of Merrimack Valley cities and towns by assisting small businesses to start-up, expand and create new jobs. MVED covers the municipalities of Amesbury, Andover, Boxford, Georgetown, Groveland, Haverhill, Lawrence, Methuen, Newbury, Newburyport, No. Andover, Rowley, Salisbury, and West Newbury.

## MVED's LOAN PROGRAM

MVED provides Gap financing in amounts usually ranging from \$25,000 to \$200,000, but there is no set maximum amount. These loans can be used for working capital, real estate for the use of the small business and/or machinery and equipment. Many small businesses may be eligible.

MVED expects that jobs will be created or retained as a result of its loans. The purpose of MVED financing is to assist small businesses which cannot obtain the entire financing they need from a bank or other private source.

## APPLICATION PROCESS

If you are interested in a loan, please fill out the application form and return it to MVED. Make sure that all items that apply in the "List of Information Needed" are included with your package. If you are starting up a small business please include your **Business Plan**.

It is important that you submit all the requested information in order for MVED to expedite a decision on your local request. Loan decisions are made on the basis of the following: the small business' ability to create jobs and/or provide a community service; the character and management ability of the principals; the cash flow available to repay the loan; and collateral.

Please feel free to call MVED at (978) 374-0519 with any questions regarding the application. MVED is an equal opportunity lender. Please submit a **\$50.00 non-refundable** application fee with your application.

## SMALL BUSINESS LOAN PROGRAM

### INFORMATION NEEDED

**(PLEASE PROVIDE ALL THE ITEMS THAT APPLY TO YOUR REQUEST)**

- \_\_\_\_\_ 1.     Application Form and a Business Plan for a Start-Up Business.
- \_\_\_\_\_ 2.     Documentation on the Use of Loan Funds such as Purchase and Sale Agreements, Quotes and Estimates
- \_\_\_\_\_ 3.     Collateral Information such as Appraisals, Tax Assessments and Invoices.
- \_\_\_\_\_ 4.     A Balance Sheet and Profit and Loss Statement and Income Tax Returns for the Business for the Previous Three Years.
- \_\_\_\_\_ 5.     A Current Balance Sheet and a Current Profit and Loss Statement for the Business.
- \_\_\_\_\_ 6.     Projected Profit and Loss Statement and Day One Balance Sheet for a Start-Up Business.
- \_\_\_\_\_ 7.     A Monthly Cash Flow for the First 12 Months of Operation or Three Months Beyond the Break-Even Point for a Start-Up Business.
- \_\_\_\_\_ 8.     List of Obligations for the Business (MVED Form).
- \_\_\_\_\_ 9.     Letter from Financial Institution Providing Financing or Proof of Other Private Investment; Proof of Financing Gap.
- \_\_\_\_\_ 10.    Resumes of Principals, or Personal Data Sheet (MVED Form).
- \_\_\_\_\_ 11.    Current Personal Financial Statements of Principals with 20 Percent or More Ownership (copy of current statement prepared for bank or MVED Form), and Personal Income Tax Returns for the Past Three Years.

STAFF USE:  ML  EF  RLF#1  RLF#2  RLF#3  HCF

**REVOLVING LOAN FUND PROGRAM - APPLICATION FORM**

**BUSINESS INFORMATION**

BUSINESS NAME: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

FEDERAL TAX I.D. NUMBER: \_\_\_\_\_ SIC NUMBER: \_\_\_\_\_

DATE ESTABLISHED: \_\_\_\_\_ ANNUAL SALES: \$ \_\_\_\_\_

NATURE OF BUSINESS: \_\_\_\_\_

IS YOUR BUSINESS OR CASH FLOW SEASONAL?  YES  NO

EXPLAIN:

\_\_\_\_\_  
\_\_\_\_\_

TERMS OF SALE YOU OFFER YOUR CUSTOMERS: \_\_\_\_\_  
\_\_\_\_\_

TERMS OF SALE YOUR SUPPLIERS OFFER YOU: \_\_\_\_\_  
\_\_\_\_\_

EMPLOYEES:  TOTAL  FULL TIME  PART-TIME

**OWNERSHIP TYPE:**

SOLE PROPRIETORSHIP  C CORPORATION  S CORPORATION

GENERAL PARTNERSHIP  LIMITED PARTNERSHIP

OTHER/EXPLAIN: \_\_\_\_\_

**PRINCIPAL/OWNERS**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

SOCIAL SECURITY NUMBER \_\_\_\_\_ BIRTHDAY \_\_\_\_\_

PERCENTAGE OF OWNERSHIP \_\_\_\_\_ TITLE \_\_\_\_\_

TELEPHONE \_\_\_\_\_

NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
SOCIAL SECURITY NUMBER \_\_\_\_\_ BIRTHDATE \_\_\_\_\_  
PERCENTAGE OF OWNERSHIP \_\_\_\_\_ TITLE \_\_\_\_\_  
TELEPHONE \_\_\_\_\_

NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
SOCIAL SECURITY NUMBER \_\_\_\_\_ BIRTHDATE \_\_\_\_\_  
PERCENTAGE OF OWNERSHIP \_\_\_\_\_ TITLE \_\_\_\_\_  
TELEPHONE \_\_\_\_\_

**LOAN REQUEST**

AMOUNT REQUESTED FROM MVED \$ \_\_\_\_\_  
USE OF LOAN/PROJECT \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<u>ITEM</u>	<u>COST</u>
_____	\$ _____
_____	_____
<b>TOTAL</b>	\$ _____

NEW EMPLOYEES TO BE HIRED IN TWO YEARS \_\_\_\_\_

WILL YOUR EMPLOYEES REQUIRE TRAINING (EXPLAIN) \_\_\_\_\_  
\_\_\_\_\_

IS A BANK PROVIDING A PORTION OF THE TOTAL FINANCING YOU NEED FOR ABOVE PROJECT \_\_\_\_\_ YES \_\_\_\_\_ NO

IF NO, WHY? \_\_\_\_\_

IF YES, WHICH BANK? \_\_\_\_\_

AMOUNT OF LOAN \_\_\_\_\_

LOAN OFFICER \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

WERE YOU REFERRED TO US BY A BANK? \_\_\_\_\_ YES \_\_\_\_\_ NO

WHICH BANK? \_\_\_\_\_

LOAN OFFICER \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

COLLATERAL FOR MVED LOAN \_\_\_\_\_  
\_\_\_\_\_

VALUE OF COLLATERAL \_\_\_\_\_

(PLEASE ATTACH INVOICES, APPRAISALS OR TAX ASSESSMENTS)

EXISTING LIENS ON COLLATERAL \_\_\_\_\_  
\_\_\_\_\_



**MERRIMACK VALLEY ECONOMIC DEVELOPMENT (MVED) CORPORATION**

**LIST OF OBLIGATIONS**

<b>Creditor</b>	<b>Original Date</b>	<b>Original Amount</b>	<b>Present Balance</b>	<b>Interest Rate</b>	<b>Monthly Payment</b>	<b>Maturity Date</b>	<b>Collateral</b>	<b>Status (Current or Delinquent)</b>

TOTAL BALANCE  
OUTSTANDING = \$ \_\_\_\_\_

TOTAL MONTHLY  
PAYMENT = \$ \_\_\_\_\_

COMMENTS:





