

Inter-Agency Public Financing Programs

The following is a compilation of public financing program opportunities currently available within Jefferson County.

Please contact the agency listed for each financing program for more information regarding project eligibility and application process"

An Application for Financial Assistance is enclosed.

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North Country Alliance (NCA) Regional Revolving Loan Fund (RRLF)

Purpose:	The loan fund targets for profit and not-for-profit businesses in all sectors of the local economy.
Area of Availability:	Businesses located in Jefferson, Lewis, St. Lawrence, Franklin, Clinton, and Essex Counties.
Eligible Activities:	All sectors of the local economy are eligible to apply. Some retail businesses are eligible but must provide proof of newly created employment opportunities. Federal/State environmental clearance must be obtained.
Employment Eligibility:	Businesses must have 100 or fewer employees.
Funding Uses:	Fixed assets, inventory and working capital.
Funding Limitations:	\$25,000 to \$225,000 for fixed assets and working capital. Loans are limited to a maximum of 40% of total project costs or \$225,000 whichever is less. Full collateralization is required. Lien positions determined on a case-by-case basis.
Equity Participation:	Cash equity participation of at least ten (10) percent of total project costs.
Interest Rate:	½ of Prime fixed at closing, or 6% whichever is greater.
Repayment Terms:	Working capital - up to five (5) years, Fixed assets - up to 15 years.
Administered By:	Development Authority of the North Country (DANC) Dulles State Office Building 317 Washington Street Watertown, New York 13601
Application:	All applications for the NCA RRLF <u>must</u> be developed in conjunction with a NCA member organization loan packager.
Application Deadline:	Must be submitted 30 days prior to the monthly board meeting. The Board typically meets the fourth Friday of each month.
Application Fee:	Application fee of \$100.00 is payable to the NCA at the time the application is submitted. There is a commitment fee of ½% of the loan amount.
Additional Comments:	The NCA is an Equal Opportunity Lender, Provider and Employer. Complaints of Discrimination should be sent to: USDA, Director, Office of Civil Rights, Washington, D.C. 20250
Point of Contact:	Michelle Capone, DANC, 315-785-2593

Development Authority of the North Country (DANC) Community Development Loan Fund

Purpose:	The loan fund targets projects that positively affect the region or enhance particular business sectors.
Area of Availability:	Businesses in Jefferson, Lewis and St. Lawrence Counties, with priority given to projects of regional significance to the North Country.
Eligible Activities:	Manufacturing, warehousing and distribution, industrial reuse, downtown/commercial revitalization, infrastructure facilities, and selected agricultural projects.
Employment Eligibility:	Project specific basis.
Funding Uses:	Real estate, machinery and equipment, and working capital.
Funding Limitations:	Limited to a maximum of 50% of the project costs.
Equity Participation:	Cash equity participation of at least ten percent of the total project costs.
Interest Rate:	A target rate of six to eight percent has been established, however will be reviewed on a case by case basis.
Repayment Terms:	Flexible and primarily driven by the project need and useful life of the assets being financed.
Administered By:	Development Authority of the North Country Dulles State Office Building 317 Washington Street Watertown, New York 13601
Application:	The completed loan application, including schedules and attachments, must be submitted.
Application Deadline:	Must be submitted 30 days prior to the bi-monthly Board meeting, which is typically held the first week of the month.
Application Fee:	None.
Point of Contact:	Michelle Capone, DANC, 315-785-2593

Jefferson County Industrial Development Agency (JCIDA) Microenterprise Loan Fund

- Purpose:** The loan fund targets small businesses to create and retain job opportunities, for low to moderate-income residents, in all sectors of the local economy. The program provides equal access to public loan funds and stimulates small business development activity, through start-up and expansion projects.
- Area of Availability:** Businesses in Jefferson County.
- Eligible Activities:** Business owners must be income eligible or plan to create jobs that will be held by income eligible individuals.
- Employment Eligibility:** Businesses having five (5) or less employees including the owner(s).
- Funding Uses:** Acquisition of machinery and equipment, working capital, furniture, fixtures, and real property.
- Funding Limitations:** Loans can be up to \$40,000 (including any amounts provided for technical assistance), and will not exceed 40% of total project costs, which ever is less. Multiple loans can be made with a maximum aggregate amount not to exceed \$120,000.
- Equity Participation:** Equity participation of at least ten (10) percent of the total project costs.
- Interest Rate:** Generally, interest rates range from Prime minus 1% to Prime plus 2%. Rates determined on a project specific basis.
- Repayment Terms:** The term of the loan shall not exceed 12 years.
- Administered by:** Jefferson County Job Development Corporation (JCJDC)
800 Starbuck Avenue, Suite 800
Watertown, New York 13601
- Application Deadline:** Must be submitted by the 15th day of the month.
- Fees:** Application fee of \$100.00 is payable to the JCIDA at the time the application is submitted. A loan closing fee of 1% is due at the time of closing. A ½% fee is for any loan modification request is due at the time of request.
- Point of Contact:** Lyle Eaton, JCJDC, 315-782-5865

Jefferson County Industrial Development Agency (JCIDA) Revolving Loan Fund (RLF)

Purpose:	The loan fund targets manufacturing and eligible service businesses.
Area of Availability:	Businesses in Jefferson County.
Eligible Activities:	Manufacturing businesses either start-up or expanding; however, deviation for service based businesses will be addressed on a case by case basis. Also, entities that will enhance the community and economic development initiatives of the County.
Employment Eligibility:	None.
Funding Uses:	Fixed assets, working capital and inventory.
Funding Limitations:	Loans generally range from \$25,000 to \$250,000 or 40% of the total project costs, whichever is less. Multiple loans can be made with a maximum aggregate amount not to exceed \$500,000.
Equity Participation:	Equity participation of at least ten (10) percent of the total project costs.
Interest Rate:	Generally, interest rates range from Prime minus 1% to Prime plus 2%. Rates determined on a project specific basis.
Repayment Terms:	Working capital – up to five (5) years, Equipment 7 to 10 years, and Real Estate 10 to 20 years.
Administered By:	Jefferson County Job Development Corporation (JCJDC) 800 Starbuck Avenue, Suite 800 Watertown, New York 13601
Application Deadline:	Must be submitted by the 15 th day of the month.
Fees:	Application fee of \$250.00 is payable to the JCIDA at the time the application is submitted. A loan closing fee of 1.5% is due at the time of closing. A ½% fee is for any modification request is due at the time of request.
Point of Contact:	Lyle Eaton, JCJDC, 315-782-5865

Watertown Economic Growth Fund (WEGF)

Purpose:	The loan fund targets eligible businesses in all sectors.
Area of Availability:	Businesses located within the Watertown City Limits.
Eligible Activities:	All business sectors are eligible to apply.
Employment Eligibility:	None.
Funding Uses:	Fixed assets and working capital.
Funding Limitations:	Limited to a maximum of 40% of the total project costs or \$250,000 whichever is less.
Equity Participation:	Equity participation of at least ten (10) percent of the total project costs.
Interest Rate:	Rates are determined on an individual project basis.
Repayment Terms:	Working capital - up to five (5) years. Equipment 7 to 10 years, and Real Estate 10 to 20 years.
Administered By:	Jefferson County Job Development Corporation (JCJDC) 800 Starbuck Avenue, Suite 800 Watertown, New York 13601
Application Deadline:	Must be submitted by the 15 th day of the month.
Fees:	Application fee of \$250.00 is payable to the JCIDA at the time the application is submitted. A loan closing fee of 1.5% is due at the time of closing. A ½% fee is for any modification request is due at the time of request.
Point of Contact:	Lyle Eaton, JCJDC, 315-782-5865

Watertown Local Development Corporation (WLDC) Revolving Loan Fund

Purpose:	The loan fund targets eligible businesses situated in or having an economic impact on the City of Watertown.
Area of Availability:	City of Watertown.
Eligible Activities:	Business must be a for-profit, private firm with a demonstrated need for financing from the WLDC. The project must create or retain employment and must be a net economic benefit to the City of Watertown.
Employment Eligibility:	None.
Funding Uses:	Real estate, machinery and equipment. The WLDC will also consider guaranties of working capital line of credit to Borrowers for private banking institutions.
Funding Limitations:	Maximum loan amounts are limited to 40% of the total project costs or 10% of total WLDCs assets, whichever is lower.
Equity Participation:	Cash equity participation of 10% to 20% of total eligible project costs.
Interest Rate:	Interest rates will be determined by the Board of Directors and will normally be on a fixed rate basis.
Repayment Terms:	Real estate - 10 to 20 years; Machinery and equipment - 7 to 10 years.
Administered By:	Watertown Local Development Corporation (WLDC) The Buck Building 82 Public Square Watertown, New York 13601
Application:	<u>Four</u> (4) copies of the completed loan application, including schedules and attachments, must be submitted. <u>Also</u> , financial projections of three to five years are required with the application.
Application Deadline:	Must be submitted 30 days prior to the Board meeting, which is held the third Thursday of each month.
Loan Closing Fee:	A loan closing fee of one (1%) percent is due at the time of closing.
Point of Contact:	Donald Rutherford, WLDC, 315-786-3494 "

Jefferson County Chamber of Commerce (JCCOC)

- Purpose:** The loan fund targets for profit businesses in all sectors of Jefferson County needing funding to start up or enlarge existing business and increase county employment.
- Area of Availability:** Residents of and for new or existing business in Jefferson County.
- Eligible Activities:** Varies by industry.
- Employment Eligibility:** Varies by industry.
- Funding Uses:** Fixed assets, working capital and inventory.
- Funding Limitations:** Maximum amount available limited to 25% of the project cost up to a maximum of \$25,000.
- Equity Participation:** Cash equity participation of at least (10) percent of the total project cost.
- Interest Rate:** Rates will be determined on an individual basis considering collateral value, loan term, number of new job positions and project in general.
- Repayment Terms:** Monthly interest and principal payments up to five years (60 months).
- Administered By:** Jefferson County Chamber of Commerce
Shelly Higgins, Sec.
P.O. Box 482
Cape Vincent, NY 13618
- Application:** Fourteen (14) copies of the completed loan application, including schedules and attachments, must be submitted.
- Application Deadline:** None. Loan applications are considered upon submission.
- Application Fee:** Application fee of \$100.00 is payable to the JCCOC at the time the application is submitted.
- Additional Comments:** The JCCOC requires all applicants to obtain the assistance of the NYS Small Business Development Center at Jefferson Community College in completing the application. Completion of their NYS Small Business Development Program is a definite plus when applying for this loan if you are a current business owner looking to expand and **mandatory** if the project is the borrower's first business venture.
- Point of Contact:** Allen Benas, Pres. Ph. 686-2381, 335 Riverside Dr., Clayton, NY 13624.

Empire Zone / Statewide Zone Capital Corporation (ZCC)

- Purpose:** The loan fund targets projects that encourage the development of new businesses, the expansion of existing businesses and the development of human resources in the Zone.
- Area of Availability:** Watertown Empire Zone.
- Eligible Activities:** Business must be or become a Watertown Empire Zone Certified Business.
- Employment Eligibility:** None.
- Funding Uses:** Acquisition of facilities or renovations, machinery and equipment, working capital and inventory.
- Funding Limitations:** Generally, loans range from \$30,000 to \$300,000 and will not exceed 50% of the total project costs.
- Equity Participation:** Cash equity participation of at least ten (10) percent of the total project costs is required.
- Interest Rate:** Generally, loans will carry an interest rate of 5% for one to three year loans and 7% for four and five year loans.
- Repayment Terms:** Generally, the term of the loan shall not exceed three to 15 years based on project.
- Administered By:** Watertown Empire Zone
c/o Michael N'dolo
Camoin Associates
P.O Box 3367
Saratoga Springs, NY 12866
- Application:** Four (4) completed loan applications, including schedules and attachments, must be submitted to the Zone Coordinator. The loan application will be presented to the Local Zone Board by the Zone Coordinator. Statewide ZCC will process and underwrite all loan applications.
- Application Deadline:** First of each month.
- Application Fee:** Application fee of \$250.00 is payable to the New York Business Development Council (NYBDC).
- Additional Comments:** If the Zone Board passes a resolution approving the proposed loan, it forwards the preliminary application to NYBDC. NYBDC will then proceed to work with the lender to finalize loan package and underwrite the loan. After the underwriting process is completed, NYBDC will make its recommendation to the Investment Committee for Statewide ZCC, and if that approval is granted, a closing is scheduled. NYBDC will also provide all post-closing servicing of loan and investments.
- Point of Contact:** Michael N'dolo, Watertown Empire Zone, 315-782-1167
michael@camoinassociates.com

Economic Development Corporation of Carthage (EDCC)

Purpose:	The Economic Development Corporation of Carthage provides loans to all sectors of the local economy to stimulate business development activities through the start up and expansion of businesses, the creation and retention of jobs and the reduction of blight.
Area of Availability:	Greater Carthage Area.
Eligible Activities:	All sectors of the local economy are eligible to apply.
Employment Eligibility:	None.
Funding Uses:	Fixed assets, inventory and working capital, real property.
Funding Limitations:	Loans are limited to a maximum of forty (40%) percent of the total project costs, but may be increased to 60% if it will help to rectify a blighted or unsafe condition. Full collateralization is required. Lien position must be third or better.
Equity Participation:	Cash equity participation must be at least ten (10) percent of the total project costs.
Interest Rate:	Generally, loans will carry a fixed interest rate of 5% percent.
Repayment Terms:	The term of the loan shall not exceed ten years. Interest only payments for the first six months are determined on a case-by-case basis.
Administered By:	Economic Development Corporation of Carthage (EDCC) 120 South Mechanic Street Carthage, New York 13619
Application:	<u>Twelve</u> (12) copies of the completed loan application, including schedules and attachments must be submitted.
Application Deadline:	Must be submitted by the second week of the month, and are reviewed by the Board on the last Monday of each month. Recommendation is made to the Village of Carthage Board for consideration on the first Monday of each month.
Application Fee:	Application fee of \$50.00 is payable to the EDCC at the time the application is submitted.
Additional Comments:	The EDCC strongly recommends and encourages applicants to obtain the assistance of the Jefferson Community College Small Business Development Center in completing the application.
Point of Contact:	Lori Borland, 493-0311 or 493-7413, 23490 County Route 42, Carthage, New York 13619

Application For Financial Assistance

Check all financing programs for which you are applying:

- North Country Alliance Regional Revolving Loan Fund
- Development Authority of the North Country Community Development Loan Fund
- Jefferson County Industrial Development Agency Microenterprise Loan Fund
 - Business Loan
 - Technical Assistance Loan
- Jefferson County Industrial Development Agency Revolving Loan Fund
- Watertown Economic Growth Fund
- Watertown Local Development Corporation Revolving Loan Fund
- Empire Zone / Statewide Zone Capital Corporation
- Economic Development Corporation of Carthage (EDCC)

Applicant's Legal Name _____

Contact Person _____

Address _____

City, State, Zip Code _____

Telephone Number _____

Fax Number _____

Date of Application _____

Checklist of Schedules

	Included	Not Applicable
Schedule "A" - Business Name and Form	_____	_____
Schedule "B" - Income Eligibility	_____	_____
Schedule "C" - Principals and Officers	_____	_____
Schedule "D" - Resumes	_____	_____
Schedule "E" - Personal Financial Statements and Tax Returns	_____	_____
Schedule "F" - Bankruptcy, Litigation, Felony History	_____	_____
Schedule "G" - Physical Description of Project	_____	_____
Schedule "H" - Business Plan	_____	_____
Schedule "I" - Employment Plan	_____	_____
Schedule "J" - Project Costs and Financing Sources	_____	_____
Schedule "K" - Profit and Loss Statements/Balance Sheets	_____	_____
Schedule "L" - Outstanding Debt Details	_____	_____
Schedule "M" - Projected Profit and Loss Statements	_____	_____
Schedule "N" - Projected Cash Flow Statement	_____	_____
Schedule "O" - Projected Realty Taxes	_____	_____
Schedule "P" - Bank References	_____	_____
Schedule "Q" - Security Collateral	_____	_____
North Country Alliance Form IA (NCA RRLF Only)	_____	_____
Certification and Authorization to Release Credit Information	_____	_____

Description of Schedules

Schedule "A" - Business Name and Form

Indicate legal name, address, telephone number and Federal Employment Identification Number if available. Indicate form of Business (corporation, partnership, sole proprietorship), year of organization, Federal Tax Identification Number, New York State Unemployment Insurance Identification Number and Standard Industry Classification (SIC) Code.

Schedule "B" - Income Eligibility (Schedule Included)

(For Microenterprise Loan Applicants Only) An employee questionnaire is provided for this purpose. Check the line that best describes your income **for your family size**. Each owner must complete a copy of Schedule "B" and include it with the application.

Schedule "C" - Principals and Officers

Indicate names and addresses including percentage of ownership of all principals and officers.

Schedule "D" - Resumes

Attach resumes of principals including date of birth, business experience, length of association with business, salary, other compensation and outside directorships and business affiliations.

Schedule "E" - Personal Financial Statements (Schedule Included) & Tax Returns, Including All Supporting Data

Provide personal financial statements for each proprietor, partner, officer, and stockholder with ten percent or more ownership in the business. Also, include copies of personal tax returns for the last three (3) years for each personal financial statement.

Schedule "F" - Bankruptcy, Litigation, Felony History (Schedule Included)

Describe any bankruptcy history, litigation history having a material effect on the business solvency, or convicted felony activity associated with the owners, management, or officers of the business.

Schedule "G" - Physical Description of Project

Indicate the address of the project and provide a narrative description of the physical components of the business or project. Please attach diagrams and pictures if relevant.

Schedule "H" - Business Plan (Format Included)

Describe in detail the history of the business, location of business, management, market and competition. Include significant developments in operation and financial condition. A description of information to be included in each section is provided herewith.

Schedule "I" - Employment Plan (Schedule Included)

Information regarding the types, number and wage levels of current and anticipated positions must be provided for new and existing businesses.

Schedule "J" - Project Costs and Financing Sources

Provide details on total project costs and sources of financing. All costs associated with the project should be supported by third party quotations, purchase offers, appraisals, contractors estimates or similar documentation as appropriate. Explain how each component of the project will be financed, including the use of a loan through these programs. Indicate the order of lien preference and all sources of financing (include participants, amounts, percent of total, interest rate, and term). **IN ALL CASES**, where other lenders are proposed in the capital structure of the project, attach commitments from banks or other lending institutions. Where funding from these programs are the only lending source, provide documented evidence of the unavailability of other funding.

Schedule "K" - Profit and Loss Statements/Balance Sheets

For existing businesses, provide profit and loss statements and balance sheets for the last three (3) fiscal years. Statements must include or be accompanied by separate expense schedules for Cost of Goods Sold, Selling and General Administrative Expenses, including depreciation, salaries, and dividends. **If the most recent available statements are more than ninety (90) days old, interim statements must be provided. Where the request represents a refinancing, or where the business exhibits a degree of financial distress, an aging of accounts payable and receivable must be provided.** Provide business income tax returns for the last three (3) years.

Schedule "L" - Outstanding Debt Details (Schedule Included)

Describe outstanding debt for the business including installment loans, notes and mortgages payable, and capitalized leases showing to whom payable, balance, interest rate, maturity date, monthly payment, security, and whether current or delinquent. A form for the completion of this schedule is provided herewith. Notes to existing financial statements are also sufficient satisfaction of this requirement.

Schedule "M" - Projected Profit and Loss Statements

Provide projected profit and loss statements for three (3) years in the same format as Schedule "K". Statement must include projected interest payments and depreciation expenses. Describe assumptions on which projections were based. The projections should be supported by and be relevant to the narrative contained in Schedule H. *Note: Different programs require projections for different numbers of years into the future. It is important to consult program representatives before investing in the development of financial projections.*

Schedule "N" - Projected Cash Flow Statement

Provide projected cash flow statements, by month, for the first year of operation of the project. *Note: Different programs require projections for different numbers of years into the future. It is important to consult program representatives before investing in the development of financial projections.*

Schedule "O" - Projected Realty Taxes

List realty taxes for the first year of operation of the project. If the project is the subject of a Payment-In-Lieu-Of-Tax (PILOT) Program, describe the details of that agreement and the

resulting payment for the first year. Where a project is subject to full taxation, provide an estimate of taxes based on the latest tax rate.

Schedule "P" - Bank References

Provide bank references including name, address, telephone number and contact person.

Schedule "Q" - Security Collateral

List any additional collateral (such as land, buildings, machinery, equipment) available for security. Indicate cost, net book value (cost less depreciation), an estimate of present market value and present loan balance. **For each item of collateral listed, provide a description of all associated liens thereon.**

Jefferson County Microenterprise Loan Fund Employee Questionnaire"

Your business has requested assistance from Jefferson County through the US Department of Housing and Urban Development. A condition of receipt of this assistance is that your business must provide certain information regarding the income of the owner(s) as of the day that assistance was provided. Please provide the information requested below. Your responses will be kept entirely confidential.

COMPANY NAME _____

OWNER'S NAME _____ DATE ____/____/____

Please circle the appropriate number of persons in your family. (Family is defined as all persons living in the same household who are related by birth, marriage or adoption). Check the income range that most closely matches the total of the annualized income(s) of your family. Be sure to indicate an income range" **for only your family size.**

	BELOW		BETWEEN		ABOVE
1 Person		\$14,500		\$23,200	
2 Persons	_____	\$16,550	_____	\$26,500	_____
3-Persons	_____	\$18,650	_____	\$29,800	_____
4-Persons	_____	\$20,700	_____	\$33,100	_____
5 Persons	_____	\$22,350	_____	\$35,750	_____
6-Persons	_____	\$24,000	_____	\$38,400	_____
7-Persons	_____	\$25,650	_____	\$41,050	_____
8-Persons	_____	\$27,300	_____	\$43,700	_____

The above information provided is true to the best of my knowledge.

SIGNED _____ DATE ____/____/____

In order to ensure that non-discrimination requirements of this federal program are met, you are requested to complete the following:

"I consider myself to be one of the following." (Check appropriate category)
 White Asian Black Hispanic Native American

Is the head of your household female? Yes No

***Make additional copies as needed.**
 "

Bankruptcy, Litigation and Felony History

Describe any bankruptcy history, litigation history having a material effect on the business solvency, or convicted felony activity associated with the owners, management, or officers of the business.

	YES	NO
1. Are any of the officers, owners, or management of the business presently under indictment, on parole, or probation? If yes, describe below:	_____	_____

2. Have any of the owners, officers, or management of the business ever been charged with or arrested for any criminal offense other than a minor traffic infraction? If yes, describe below.	_____	_____
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3. Have any of the owners, officers, or management of the business ever been convicted of any criminal offense, other than a minor traffic infraction? If yes, describe below.	_____	_____
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4. Has the business, its present owners, officers, or management ever been the subject of bankruptcy proceedings? If yes, describe below.	_____	_____
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Signature _____

Date _____

Printed Name and Title _____

..

Section 3. Stocks and Bonds. (Use attachments if necessary. Each attachment must be identified as a part of this statement and signed.)

Number of Shares	Name of Securities	Cost	Market Value Quotation/Exchange	Date of Quotation/Exchange	Total Value

Section 4. Real Estate Owned. (List each parcel separately. Use attachments if necessary. Each attachment must be identified as a part of this statement and signed.)

	Property A	Property B	Property C
Type of Property			
Name & Address of Title Holder			
Date Purchased			
Original Cost			
Present Market Value			
Name & Address of Mortgage Holder			
Mortgage Account Number			
Mortgage Balance			
Amount of Payment per Month/Year			

Status of Mortgage"

Section 5. Other Personal Property and Other Assets. (Describe, and if any is pledged as security, state name and address of lien holder, amount of lien, terms of payment, and if delinquent, describe delinquency).

Section 6. Unpaid Taxes. (Describe in detail, as to type, to whom payable, when due, amount, and to what property, if any, a tax lien attaches).

Section 7. Other Liabilities. (Describe in detail).

Section 8. Life Insurance Held. (Give face amount and cash surrender value of policies, name of insurance company and beneficiaries).

I authorize the Lender to make inquiries as necessary to verify the accuracy of the statements made and to determine my creditworthiness. I certify the above and the statements contained in the attachments are true and accurate as of the stated date(s). These statements are made for the purpose of either obtaining a loan or guaranteeing a loan.

Signature: _____ Date: _____ Social Security Number: _____
 Signature: _____ Date: _____ Social Security Number: _____

Bankruptcy, Litigation and Felony History

"

Describe any bankruptcy history, litigation history having a material effect on the business solvency, or convicted felony activity associated with the owners, management, or officers of the business.

	YES	NO
1. Are any of the officers, owners, or management of the business presently under indictment, on parole, or probation? If yes, describe below:	_____	_____

2. Have any of the owners, officers, or management of the business ever been charged with or arrested for any criminal offense other than a minor traffic infraction? If yes, describe below.	_____	_____
---	-------	-------

3. Have any of the owners, officers, or management of the business ever been convicted of any criminal offense, other than a minor traffic infraction? If yes, describe below.	_____	_____
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4. Has the business, its present owners, officers, or management ever been the subject of bankruptcy proceedings? If yes, describe below.	_____	_____
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Signature

Date

Printed Name and Title

Business Plan

"

Description of the Business

Describe the business including history if an existing business. Please be sure to include descriptions of the following: type of business; status of business; when did (will) it start; hours of operation; who are your customers; why is your business successful (will succeed); and any seasonal fluctuations in sales or employment. Include significant developments in operation and financial condition. Indicate current number and titles of employees for business start-up; describe how the background of the principals will contribute to the success of the new business.

If applicable, indicate the names and addresses of all concerns that may be parent companies, subsidiaries, or affiliates of the business including concerns in which the business, or any of its principals, hold an interest greater than ten (10%) percent.

Location of the Business

Describe the location of the business and be sure to include information about the following: physical address of business; is site leased or owned; physical features and characteristics of the site including size and use of space; description of neighborhood and surrounding businesses; any renovations needed; and the reason for choosing this location.

Management

Describe the business background, management experience, and education for each key partner or key manager with 10% or greater interest in the business. Include both formal and informal learning experience, which have a bearing on your managerial abilities.

Include a description of the following: why this type of business was chosen; direct operational and/or managerial experience in this type of business; organizational structure (including a description of who does what); time devoted to running the business; and local resources available to management.

Market

Describe in detail who exactly is your market; where your market is located; present size and growth potential of the market; and the price you anticipate getting for your product or service. Also, include information on how you will attract and keep your segment of the market (including advertising); how you will promote your product or service; trends in your industry; future goals; and how the business can expand.

Describe business objectives in terms of production, sales, and earnings for the proposed business or project. An emphasis should be placed on describing the specific marketing actions that the business will take to meet its projected earnings in its competitive environment. Include letters of intent from prospective suppliers or any firm contracts for your business. This schedule should be supported by the projections contained in later schedules.

Competition

Describe in detail who your competition is and include information on the following: what products/services they offer; where their business and market are located; what their reputation or image is; what their marketing strategies are and how their business is doing. Also, discuss how your operation will be different and what you have learned from watching them.

Employment Plan

"

(A)	(B)	(C)	(D)	(E)	(F)	(G)
Job Title	Annual or Hourly Wages	Current Number of Positions	Jobs Created: Year One	Jobs Created: Year Two	Jobs Created: Year Three	Total Jobs to be Created
TOTALS:						

Instructions:

- Column A:** Insert the job titles that exist within the company at the time of application, as well as any job titles that will be established as a result of the project.
- Column B:** Indicate the entry level wage for each listed job title either in terms of hourly pay or annual salary.
- Column C:** For each listed job title insert the number of positions that exist at the time of application.
- Column D:** Insert the number of jobs to be created during year one of the project for each listed job title.
- Column E:** Insert the number of jobs to be created during year two of the project for each listed job title.
- Column F:** Insert the number of jobs to be created during year three of the project for each listed job title.
- Column G:** Indicate the total number of jobs to be created for each listed title as a result of the project. (Column D + Column E + Column F = Column G)

Use as many copies of this form as necessary.

CERTIFICATION AND AUTHORIZATION TO RELEASE CREDIT INFORMATION

_____, being duly sworn, deposes and says: that (s)he is the president of _____, the Project occupant (the Company) described in the foregoing application; that (s)he has read the foregoing application and knows the contents thereof; that the same is true to his/her own knowledge except as to the matters stated therein to be alleged upon his/her information and belief, and as to those matters (s)he believes it to be true; that to the best of here/his knowledge (s)he is in compliance with all federal and state legislation dealing with the hiring of illegal aliens and equal employment opportunity; that (s)he has read and understood rule 1 of the _____ (Lending Agency) as heretofore set forth; and that the execution of this application has been duly authorized by the board of directors of the Company; and authorizes the lender to investigate and obtain a report concerning my (our) credit for the purpose of processing and underwriting my (our) loan application.

President, Project Occupant

Sworn to before me this
____ day of _____, 20____

Notary Public

Applicant's Full Legal Name

Applicant's Street Address

City/State (Province)/Country, Postal Code

Current Place of Employment

Current Employment Address

Previous Employer

Previous Employer Address

Applicant's SS# or SIN#

Applicant's Date of Birth

Spouse's Name

To Be Completed By The Financing Agency

Credit Reporting Agency

Credit Report Requested

Credit Report Received

NORTH COUNTRY ALLIANCE FORM IA

The following information is requested by the Federal Government in order to monitor compliance with Federal laws prohibiting discrimination against applicants seeking to participate in this program. You are not required to furnish this information, but are encouraged to do so. This information will not be used in evaluating your application or to discriminate against you in any way. However, if you chose not furnish it, we are required to note the race/national origin of individual applicants on the basis of visual observation or surname.

Race: (mark one or more)

- White _____
- Black or African American _____
- American Indian / Alaska Native _____
- Asian _____
- Native Hawaiian or Other Pacific Islander _____

Ethnicity: (mark one)

- Hispanic or Latino _____
- Not Hispanic or Latino _____