



Introduction

Thank you for your interest in the Johnson County Micro Loan Program. We have provided this package to assist you in applying for a business loan. We hope, also, that the package is helpful to you in thinking about your business plans. All information you provide to the Loan Committee will be kept confidential.

This loan application package refers to a number of statements we would like to include with the application. The information is further explained on the following pages. The statements will be used by the Loan Committee to make a credit evaluation and to evaluate your project for consideration. However, completion of the package, in and of itself, does not guarantee approval of your loan request.

The information you provide with this application is important. You should try to complete all areas that are applicable to your business. Additionally, there may be other information requested of you upon review of this application.

This application is not complete or accepted until all requested information is received.

If you need assistance with the preparation of a business plan or some other guidance, the University of Central Missouri - Small Business and Technology Development Center may be able to assist you. They can be reached at (660) 543-4402.

If you need assistance with the application or have questions regarding the loan program, please call the Johnson County Economic Development Corporation at 660-747-0244.

The information we will need is divided into three parts.

- I. Information about you.
- II. Information about your business.
- III. Information about your loan request.

Submit the completed application along with the necessary supporting documentation to:

Johnson County Economic Development Corporation
Johnson County Micro Loan Program
300 N Holden St, Suite 301
Warrensburg, MO 64093

Johnson County Economic Development Corporation
300 N. Holden Street, Suite 301 ~ Warrensburg, MO 64093

Phone: 660.747.0244 Fax: 660.747.0620 Email: brantner@growjocomo.com



A Fresh Approach

MICROLOAN PROGRAM INFORMATION SHEET

Personal Information

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home # _____ Cell # _____

Fax # _____ Email _____

Business Information

Business Name: _____

Federal Tax ID Number: _____

Address: _____

City: _____ State: _____ Zip: _____

Tel # _____ Fax # _____

Email: _____

Website Address: _____

Information About You

The success of your business is primarily dependant upon the background and financial strength of the people running the business. That is why we need information regarding your experience and financial position. This section allows you to introduce yourself and other key individuals of your business to the program. Please remember to sign any statements you submit. If more forms are needed, simply request them from our office.

Resume: Any owner of 20% or more of the business or other principals actively involved in the business should indicate their qualifications, experience, and education. The form attached or a resume should provide the basic information we need.

Personal Financial Statements: In addition to experience, the financial position of any owner of 20% or more of the business, other principals, and any guarantors should be identified by completing the enclosed personal financial statements. If you already have a current statement prepared, it may be substituted for the enclosed form. The personal financial statements should be as of the same date as your business financials.

Tax Returns: Personal tax returns for the last three years are requested (IRS Form 1040's and attachments) for anyone providing a personal financial statement.

Finally, each individual providing personal financial statement should answer the following questions (Check Yes or No):

1. Are you a Citizen of the United States? Yes No
2. Have you ever declared bankruptcy? Yes No
3. Are you presently under indictment, on parole or probation? Yes No
4. Have you ever been charged for any criminal offense other than a minor traffic violation?
 Yes No
5. Have you ever been convicted, placed on pretrial diversion, or placed on any form of probation including adjudication withheld pending probation for any criminal offense other than a minor vehicle violation?
 Yes No
6. Have you ever requested government financing? Yes No

Applicant's Signature

Social Security Number

Date of Birth

Place of Birth

Attach Resume or Complete Information Below

Resume Form

<p><u>Details of Education:</u></p> <p>High School _____</p> <p>Year Graduated _____ (if applicable);</p> <p>Trade/vocation school name (if attended) _____, year(s) attended _____</p> <p>Types of studies completed _____</p> <p>_____</p> <p>Colleges and/or universities attended _____</p> <p>_____</p> <p>Types of studies completed _____</p> <p>_____</p>

<p><u>Details of Work Experience</u> (begin with the most recent employer).</p>	
Employer:	Dates of Employment:
	From: To:
Job Duties and Responsibilities:	
Employer:	Dates of Employment:
	From: To:
Job Duties and Responsibilities:	
Employer:	Dates of Employment:
	From: To:
Job Duties and Responsibilities:	
Employer:	Dates of Employment:
	From: To:
Job Duties and Responsibilities:	

Personal Financial Statement

All individuals applying for a business loan, a guarantor, or any individual with at least a 20% ownership is required to submit a personal financial statement along with copies of the past three years income tax returns.

Assets	Value	Liabilities	Balance
Cash on hand or Checking Account		Credit Cards & Charge Accounts	
Savings Accounts			
Certificates of Deposit			
US Savings Bonds & Treasury Securities		Property Taxes Payable	
Other Marketable securities (attach list)		Accrued/Unpaid Income Taxes	
		Loans on Life Insurance Policies	
Cash Value of Life Insurance (attach list)		Term Notes Payable to Banks	
Accounts/Note Collectible			
		Loans from family & other individuals	
Total Current Assets:		Other Current Liabilities	
		Total Current Liabilities:	
Business Investments		Automobile Loans	
Automobiles & Recreational Vehicles			
		Installment Loans	
Personal Residence		Real Estate Loans	
Other Real Estate			
401(k), IRA Accounts (attach list)		Other Long Term Loans	
Other Personal Property			
Other Non-Current Assets		Total Non-Current Liabilities:	
Total Non-Current Assets		Total Liabilities:	
Total Assets:		Net Worth:	

Continued on next page

Information About Your Business (Business Plan)

This section allows you to explain your business and detail its performance to date. The series of questions in this section is designed to help you think about your business operations and needs.

If you are operating an existing business or plan to acquire an existing business we need to know something about the business' past performance in order to understand what can be expected in the future. Please provide your company's most recent interim balance sheet and income statement, and at least three year-end balance sheets, income statements, and tax returns (IRS Forms 1120/1120s etc.).

A current business plan is required and should be attached to this application. Therefore, you are encouraged, but not required, to meet with the University of Central Missouri Small Business & Technology Development Center to develop or revise a business plan.

Small Business & Technology Development Center
University of Central Missouri
Dockery Suite 102, Warrensburg MO 64093
Phone: 660-543-4402
FAX: 660-543-8159
sbtcd@ucmo.edu

Start-Up Business:

Business History and Background

1. What is the legal name and address of the business? What type of structure is it, or will it be located in? (I.e. single unit building, strip mall, house, etc...)

2. Form of Business (Sole proprietorship, partnership, corporation, non-profit, S corporation, limited liability company)?

3. List of current or potential owners and their respective percentage of ownership.

<u>Name</u>	<u>Social Security Number</u>	<u>Percent Owned</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

4. Describe your business or business idea, including the following: 1) Product or service? 2) How will your product be produced? Your service provided? 3) Briefly characterize and describe your target customers (retail, commercial, etc.) 4) Sales strategy 5) Cost of production, approximate 6) Selling price, approximate 7) Growth strategy? How will you continue to succeed? _____

5. Who is your competition? Why? _____

8. Who will be your lawyer? Do you currently have them on retainer? _____

7. Who will be your accountant? Are they currently under contract with you? _____

8. Who is going to be responsible for the day-to-day financial management of the company and what are this person's qualifications (if not already provided with a resume)?

9. How many others are involved in the business (employees, staff, etc...)? _____

10. Who else will be able to assist and advise you with the business? What is there relationship to you and what strengths do they bring with them? Have they already made a commitment to the business?

11. Describe any research and development, patents, trademarks, or other intangible assets that you currently own or plan to purchase: _____

12. If you have ever declared bankruptcy, please provide details and date:

15. Will the business be engaged in export trade? Y: _____ N: _____

Information About Your Funding Request

Prepare on a separate sheet your projections of future income and expenses. The format of your projections should be similar to the historical projections you provided in the previous section. These projections should be a continuation of the historical data. Any significant changes from historical data such as increased sales or decreased expenses should be explained. You should be able to identify exactly how you will increase sales or decrease expenses. Please keep in mind that income should be sufficient to repay all of the debts of the company including your proposed loan.

1. Total Funds Required to Start your Business \$ _____
 Loan Amount Requested \$ _____
 Payment Frequency Requested _____

2. If there is a difference between the total funds required to start you business and the amount of the loan requested, please describe below where you intend to acquire the rest of the funding. (I.e. friends, family, other loans, etc...)
 - What is the source and amount of the funding? _____
 1. Under what structure have you received this funding? (I.e. loan to be repaid, gift, investment, etc...) _____
 - What is the source and amount of the funding? _____
 1. Under what structure have you received this funding? (I.e. loan to be repaid, gift, investment, etc...) _____

3. Use of Proceeds (what the funds will be used for). Please describe
 - Land Acquisition _____
 - New Construction/Repair _____
 - Machinery/Equipment Inventory _____
 - Physical Retail Inventory _____
 - Working Capital _____
 - Other _____

List all of the Collateral Available for the Loan:

Description Manufacturer & Model #	Year Acquired	Original Cost	Market Value or Fair Value	Current Lien Balance	Name of Lien Holder

Credit Report Release

The Applicant hereby certifies that all information in this application, and all information furnished in support of this application is given for the purpose of obtaining assistance under the MicroLoan Program and is true and complete to the best of the Applicant's knowledge and belief. Provided that any and all information related to the financial status of the business shall be held confidential and not subject to review by the public.

The Applicant hereby authorizes Johnson County Economic Development Corporation to obtain a credit report, through the services of Accudata Credit Systems, LLC, to verify that all of the financial information that has been stated is true and accurate. The credit report will be used for the consideration of the loan that has been applied for with the Johnson County Economic Development Corporation ONLY.

Signature of Applicant: _____

Printed Name: _____

Signature of Co-Applicant: _____

Printed Name: _____

Date signed: _____

For Office Use Only

LOAN REVIEW COMMITTEE: _____ DATE ____/____/____

RECOMMENDATIONS:

_____ APPROVAL

_____ DISAPPROVAL

REASONS: _____
