

NEWPORT NEWS MICRO-LOAN PROGRAM

How To Use This Application Form

We are pleased to provide you with this Loan Application Form for the Micro-Loan Program. The purpose of the Micro-Loan program is to encourage the creation, expansion and stability of the microenterprises by providing financing and technical assistance referrals. A microenterprise business is defined as a company having five or fewer employees at the time of application. The program is sponsored by the City of Newport News, the Industrial Development Authority for the City of Newport News and the Newport News Redevelopment and Housing Authority.

Thank you for your interest. If you have questions, please call the Micro-Loan Program Coordinators at 926-8428 or 247-9701.

Before you begin filling out this Loan Application Form, please review the questions below. This will help you move forward as quickly as possible. **PLEASE SUBMIT TWO COPIES OF ALL MATERIALS.**

- 1. Have you read the program guidelines brochure?** This brochure will answer some of the basic questions about the operation of the program and help you decide if you want to apply.
- 2. Are you a new business (less than two years in business)?** If so, the Micro-Loan Program may require that you provide a Business Plan and provide verifiable financial reports.
- 3. Have you completed your Business Plan?** If yes, be sure to enclose a copy of the Business Plan with your Loan Application and the information requested in Section IV.
- 4. If you have not completed your Business Plan** complete only Section II of the Loan Application and return the application as soon as possible. We will provide you with information concerning resources available to you to assist in the preparation of a good business plan.
- 5. Have you been in business for more than a year?** If so, please enclose at least two (2) years of tax returns, financial statements and your last four quarterly withholding tax submissions with this application. If three (3) years are available, that would be preferable. Also please include business financial information such as balance sheets, profit and loss statements, and cash flow projections. If unavailable please explain and forward copies of your business checking account statements for the last six months.

NEWPORT NEWS MICRO-LOAN PROGRAM APPLICATION

Please provide the following information. If you need more space, attach additional sheets to this application.

SECTION 1: BUSINESS INFORMATION (Use additional paper if necessary)

1. Business Owner(s):

Name(s) _____ SS# _____

Name(s) _____ SS# _____

Address _____

City/State/Zip _____

2. Business Telephone: () _____ Fax _____ Home _____

3. Business Trade Name: _____

4. A) Business Location (if different): _____

B) Own or Lease _____ If Leasing, monthly rent: \$ _____

5. City, State and Zip Code _____

6. Describe Type of Business (Product or service): _____

7. Business: (Check one) **New** (under 24 months - See section 11) **Existing**

8. Have you met all the legal requirements necessary to establish your business?
YES NO

9. Federal Tax ID Number _____

10. Type of Business Organization: (Check one)

Partnership Sole Proprietorship Not yet established

S Corporation C Corporation Other

11. Date Business was established: _____

12. Current Number of Employees: Full-time _____ Part-time _____
Employment increase expected over next 2 years _____

13. Any personal/business judgments, past due taxes, unsettled lawsuits or major disputes? YES NO
If YES, Please Explain: _____

14. Has the business, or any owner of the business been involved in bankruptcy or insolvency proceedings? YES NO
If YES, give date and explain: _____

15. Demographic Information: The following information is being obtained for statistical purposes only. Please check all those that apply:

Business Owned by: Female (100%) Female (51% or more)

Male (100%) Male (51 % or more)

Race/Ethnicity Black Hispanic White Asian/Pacific

Eskimo American Indian Multi-Group

Other: (Please indicate) _____

As of the date of this application the number of people in your household is _____ and the combined household income is: (PLEASE CHECK)

less than \$25,000 less than \$35,700 less than \$44,250

less than \$28,550 less than \$38,550 less than \$47,100

less than \$32,100 less than \$41,400 more than \$47,101

SECTION II: FOR NEW BUSINESSES ONLY: Individuals applying for loans to establish a new business will be required to prepare a Business Plan which adequately describes the operation of their proposed business.

1. Have you completed a Business Plan ? YES NO
If so, please attach a copy of the Business Plan to this Application.

2. When and by whom was the Business Plan prepared?

3. If a consultant/advisor prepared the plan, please provide their name, address and telephone number.

4. If you have not completed a Business Plan, would you like information on assistance available to help you prepare a Business Plan YES NO

SECTION III: FINANCING INFORMATION: Please be specific.

1. Purpose of Loan Request: _____

2. How will the loan help the business? _____

3. Have you contacted a bank for financing? YES NO
If YES, What Bank? _____

- Bank Contact Person _____ Telephone # _____
4. Have you ever received financing for your Business? YES NO
If yes please specify amount and describe the use of funds. _____

5. Total Amount of this Loan Request \$ _____ Please specify and describe the use of Loan Funds below.

Item	Description	Amount
Payables	_____	\$ _____
Inventory	_____	\$ _____
Equipment	_____	\$ _____
Furniture/Fixtures	_____	\$ _____
Leasehold Improvements	_____	\$ _____
Operating Expenses	_____	\$ _____
Total		\$ _____

6. Proposed Repayment Terms _____ Months _____
7. Source of Repayment: (Check one)
 Operating Profit Personal Income Other (Specify) _____
8. Proposed Collateral:
 Personal Guaranty Business Guaranty
 Lien on Equipment Mortgage Co-signer
 Other (Explain) _____
-
9. Other sources of income: _____
-
10. Amount and source of personal or private (non-city loan) funds available to invest in the business/project: \$ _____
11. **Please provide all information if available as requested in Section IV. (if not available, explain below.)**

SECTION IV: PLEASE SUBMIT THE FOLLOWING INFORMATION: The following information is needed if applicable to your project, along with this Application Form, so that we can consider your loan request and decide on its feasibility for processing:

- _____ Personal Financial Statements for All Business Owners
- _____ Personal Tax Returns for 2 Years for All Business Owners
- _____ Resume(s) or Profile for All Owners and Management
- _____ Company Tax Returns for 2 Years
- _____ Company Financial Statements for 2 Years
- _____ Type of Company Financial Management/Bookkeeping System
- _____ Bank Statements from Business Last 6 months
- _____ Business Plan (Start-ups and Existing less than 2 yrs)
- _____ Month-to-Month Cash Flow Projection for One Year
- _____ Collateral Verification
- _____ List of Customers and Suppliers for Receivables and Payables
- _____ Three Business References (banks, suppliers etc.)
- _____ Copy of Business License
- _____ Company Product/Service Brochures/Samples/Other Information
- _____ Other (Describe)

Please provide as much of this information as possible and add any additional information that will assist our staff and loan review committee in evaluating your request.

VERIFICATION OF FINANCIAL FEASIBILITY

The undersigned authorizes the City of Newport News and/or the Newport News Redevelopment and Housing Authority representatives to verify all information furnished in connection with the application for a loan under the Newport News Micro-Loan program. The information that may be verified includes, but is not limited to, the following: employment, pensions, mortgages, deposits, and any other income, personal or business loan applications, hazard insurance, and further, to obtain a credit report.

Applicant's Signature

Applicant's Signature

Date _____

Date _____