

## **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.

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

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 \_\_\_\_\_