



VERMONT DIRECT LOAN PROGRAM APPLICATION (SUBCHAPTER 5)

I. BUSINESS INFORMATION

Borrower Name:		Business Name (if different):	
Business Address:		Year Bus. Established:	Federal Tax ID No.:
Business Telephone:		Business Fax:	Business E-Mail:
NAICS Code:⁽¹⁾		DUNS #⁽²⁾	Website:
Form of Organization: C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Limited Liability Corp. <input type="checkbox"/>			
Limited Liability Partnership <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Other (Please Specify): _____			
Project Description (briefly describe what is to be purchased and/or built with the project proceeds):			

(1) The North American Industry Classification System (NAICS) is the standard used by Federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy. <http://www.naics.com/search/>

(2) The Data Universal Numbering System or D-U-N-S Number is a means of identifying business entities on a location specific basis. Instructions on how to obtain this number can be found at the end of this application or by following this link <http://fedgov.dnb.com/webform> . The number is required by federal regulation.

II. OWNERSHIP/PRINCIPALS

Name and Title or Position with Business	Home Address	SS#	Ownership %	Telephone #'s	E-Mail
				c)	
				w)	
				c)	
				w)	
				c)	
				w)	
				c)	
				w)	
				c)	
				w)	

Please attach resumes for all key personnel, management and principals, outlining education and employment history.

III. **LOAN INFORMATION**

A. **Amount requested:** \$ _____

B. Loan Purpose:

In the table below please provide a detailed listing and descriptions (where applicable) of how loan proceeds will be utilized. Please attach copies of all purchase agreements for real estate and invoices for machinery and equipment.

Purpose and Description	Amount
1. Land Purchase (# of acres):	\$
2. Building Purchase (# of sq. feet):	\$
3. Land and Building Purchase - if purchased together (# of acres and # of sq. feet):	\$
4. Construction – New	\$
5. Renovation of Existing Real Estate (describe):	\$
6. Machinery, Equipment, Furniture, & Fixtures (describe):	\$
7. Leasehold Improvements (describe):	\$
8. Legal Professional Fees:	\$
9. Other Soft Costs (describe):	\$
10. Contingency:	\$
11. Other (describe):	\$
12. Other (describe):	\$
Total	\$

B. **Additional Sources of Funding for Project:** Please list the other sources of funding for the project. Attach commitment letters from the other lenders (if available).

Lender Name	Loan Amount	Interest Rate	Term	Amortization	Collateral
	\$	%	Mos.	Mos.	
	\$	%	Mos.	Mos.	
	\$	%	Mos.	Mos.	
	\$	%	Mos.	Mos.	

D. **Equity Investment:** Please list all source(s) and corresponding amount(s) of equity investment for the project.

Source of Equity	Amount
	\$
	\$
	\$

IV. COLLATERAL INFORMATION

Collateral Description (for real estate please give full address)	Collateral Value	Source of Valuation (Ex.: cost, appraisal, tax assessment)	Owner of Collateral	Existing Lien(s)	Name of Lienholder
	\$			\$	
	\$			\$	
	\$			\$	
	\$			\$	
	\$			\$	
	\$			\$	

V. SCHEDULE OF EXISTING BUSINESS LIABILITIES (Note: You may skip this section if all the requested information is provided in your financial statements.)

Lender Name & Contact Info.	Original Loan Amount	Current Loan Balance	Maturity of Loan (date)	Monthly Payment	Interest Rate	Payment Status (Current or # days Past Due)
Direct Liabilities:						
	\$	\$		\$	%	
	\$	\$		\$	%	
	\$	\$		\$	%	
	\$	\$		\$	%	
	\$	\$		\$	%	
Contingent Liabilities:						
	\$	\$		\$	%	
	\$	\$		\$	%	
	\$	\$		\$	%	

VI. BUSINESS PLAN AND FINANCIAL INFORMATION

- A. **Business Plan:** Please provide a complete business plan.
(A template containing suggested information and format is appended.)

- B. **Business Financial Information:** Please provide the following:
 - a. CPA prepared business financial statements or tax returns for the last three years (or since inception if business is less than three years old). These should include both income statements and balance sheets for all years.
 - b. If the applicant is a subsidiary or is closely affiliated with another corporation, please provide financial statements for the parent corporation or affiliate for the last three years.
 - c. Current interim income statement and balance sheet for this year-to-date.
 - d. Projected income statements and balance sheets for the present year and at least two years going forward. (List all material assumptions used in the projections.)
 - e. For start-up businesses: In addition to item d. above, monthly cash flow projections for at least one year or until the business is projected to reach break-even.

C. Personal Financial Information:

- a. Full, signed IRS personal tax return(s) for the most recent year for each individual owning 20% or more of the business.
- b. Complete, signed and dated personal financial statement for each individual owning 20% or more of the business, dated within 90 days of the application. (See attached Personal Financial Statement form or you may use another lender’s form if already completed and dated within 90 days of application.)

VII. EMPLOYMENT / BENEFITS INFORMATION

Please provide the following information regarding current and projected employee compensation and benefits.

	<u>Before Project (at time of application)</u>		<u>Within 3 Years</u>			
No. of Full-Time Hourly Employees						
Average Hourly Wage Without Benefits	\$	Per hour	\$	Per hour		
Average Hourly Wage With Benefits	\$	Per hour	\$	Per hour		
No. of Salaried Employees						
Average Annual Salary Without Benefits	\$	Per year	\$	Per year		
Average Annual Salary With Benefits	\$	Per year	\$	Per year		
Employee Benefits as % of Total Payroll	%		%			
Total Payroll Last 3 Years	FY	20__	FY	20__	FY	20__
	\$		\$		\$	

Please Mark All Benefits Offered to Employees:

Cafeteria Plan	
Health Insurance	
Life Insurance	
Disability Insurance	
Dental Insurance	
Vision Plan	
401 K Match	
Vacation / Sick/Holiday Time	
Other (please describe)	

Additional Comments / Information on Benefits (optional):

VIII. GENERAL INFORMATION

	No	Yes	
1) Does this business have a subsidiary or is a subsidiary of a parent corporation?			If Yes , please explain:
2) Is this business a co-borrower or guarantor for any other business or individual?			If Yes , please explain:
3) Is this business or any principal stockholder or affiliate a party to any claim or lawsuit?			If Yes , please explain:
4) Has this business or any principal stockholder or affiliate ever filed for protection under the bankruptcy laws?			If Yes , please explain:
5) Is the business / applicant an out-of-state domiciled company?			If Yes , attach Certificate of Authority to do Business in Vermont.
6) Does the business owe any taxes for prior years?			If Yes , please explain:
7) Are any payroll withholding taxes delinquent?			If Yes , please explain:
8) Will these loan proceeds be used for a project that will require the approval of a governmental authority, such as a Zoning Board, Planning Commission, or District Environmental Commission?			If Yes , please submit completed VEDA Form 4A (appended). Describe what permits have been obtained and those which will be obtained and the status of each permit application.
9) Does the business currently produce products for export outside the United States?			If Yes , would you be interested in learning about VEDA's Export Assistance Program? Yes_____ No_____

X. ATTACHMENTS (Please check all attachments included with your application)

Required:	Check if Attached
Business plan (sample template appended below)	
All business financial information listed in Section VI.B	
All personal financial information listed in Section VI.C	
Resumes of all key personnel, management & principals	
Additional attachments, if applicable	
Authorization to Order Credit Reports (see instructions on form appended below)	
Commitment Letters from other lenders in the project (if available)	
Purchase & Sale Agreement(s)	
Machinery & equipment purchase invoice(s)	
Lease agreement(s)	
Real estate appraisal(s)	
Equipment appraisal (s)	
Environmental site assessment(s)	
Business formation documents /agreements	
Certificate of Authority to do Business in Vermont (for out-of-state applicants)	
VEDA Form 4A (for construction / renovation projects – appended below)	
Project Timetable	
Other (describe):	
Other (describe):	

(Note: Additional information may be requested by the Lender as deemed necessary.)

VEDA’s enabling legislation limits financing for real estate projects to those which are able to establish compliance with applicable local and state environmental, zoning, planning and sanitary laws and regulations. The submission of an application for VEDA financing constitutes a representation that, to the best of the applicant’s knowledge, the project and its plans will comply with all such laws and regulations. Prior to or contemporaneous with the closing of a transaction, evidence such as an opinion of legal counsel or an engineer’s or architect’s certificate, as appropriate, shall be submitted establishing final project plan compliance with applicable laws and regulations.

I/We, the undersigned, affirm that all statements made on this Application are accurate and complete. I/We also agree to notify VEDA of any material changes in the information shown on this application or the accompanying documents. VEDA or any of its component units is hereby authorized to gather credit information about me/us in order to help determine our creditworthiness, and to respond to credit inquiries about my/our accounts. I/We understand that all application information will remain the property of VEDA. I/We understand that VEDA’s lending decision may be a matter of public record.

Signature: _____ Title: _____ Date: _____

Please print name: _____

Signature: _____ Title: _____ Date: _____

Please print name: _____

If application was prepared and by someone other than the owner(s) listed in this application:

Name of individual who prepared this application:	
Relationship to applicant:	
Telephone #:	
E-mail Address:	

VEDA is an equal opportunity lender and employer

PERSONAL FINANCIAL STATEMENT

Submitted to: ***Vermont Economic Development Authority***

Date: _____

IMPORTANT: Read these directions before completing this Statement

- If you are applying for individual credit in your own name and are relying on your own income, or assets and not the income or assets of another person as the basis for repayment of the credit requested, or if this statement relates to your guaranty of the indebtedness of other person(s), firm(s), or corporation(s), complete only Sections 1, 3, and 4.

- If you are applying for individual credit but are relying on income from alimony, child support, or separate maintenance or on the income or assets of another person as a basis for repayment of the credit requested, complete all Sections. Provide information in Section 2 about the person whose alimony, support, or maintenance payments or income or assets you are relying on. Alimony, child support, or separate maintenance income, need not be revealed if you do not wish to have it considered as a basis for repaying this obligation.

Section 1 – Individual Information	Section 2 – Other Party Information
Name:	Name:
Address:	Address:
City, State & Zip:	City, State & Zip:
Social Security #:	Social Security #:
Date of Birth:	Date of Birth:
Position or Occupation:	Position or Occupation:
Business Name:	Business Name:
Business Address:	Business Address:
City, State & Zip:	City, State & Zip:
Length at Present Address:	Length at Present Address:
Length at Present Employer:	Length at Present Employer:
Res. Phone:	Res. Phone:
Bus. Phone:	Bus. Phone:

- 1) Have (either of) you or any firm in which you were a major owner ever declared bankruptcy, or settled any debts for less than the amounts owned? Yes No
If yes, please provide details on a separate sheet.

- 2) Are (either of) you a defendant in any suit or legal action? Yes No

- 3) Are (either of) you presently subject to any unsatisfied judgments to tax liens? Yes No

- 4) Have (either of) you been audited by IRS? Yes No If Yes, what year(s)? _____

Section 3 – Statement of Financial Condition As Of:

Assets (Do not include assets of doubtful value)	Individual \$	Joint \$	If Joint, with whom	Liabilities	Individual \$	Joint \$	If Joint, with whom
Cash, Checking & Savings, CD's- See Schedule A				Notes payable to banks & others—See Sch. H			
U.S. Gov't & marketable securities—See Schedule B				Due to brokers			
Non-Marketable securities—See Schedule C				Amts. Payable to others—secured			
Securities held by broker in margin accounts				Amounts payable to others-unsecured			
Restricted, control or margin account stocks				Accounts & bills due			
Real Estate owned – see Sch. D				Unpaid income tax			
Accounts, loans & notes receivable				Other unpaid taxes & interest			
Automobiles				Real estate mortgages payable – see Sch. D & H			
Cash surrender value-life ins. – See Sch. E.							
Vested interest in deferred compensation/profit-sharing plans – see Sch. F							
Business ventures – see Sch. G							
Other assets/personal property itemize – see Sch. G if applicable							
				Total Liabilities			
				Net Worth			
Total Assets				Total Liabilities & Net Worth			

Section 4 – Annual Income For Year Ended :

Annual Income	Individual \$	Joint \$	Annual Expenditures	Individual \$	Joint \$	Contingent Liabilities	Individual \$	Joint \$
Salary, bonuses & commissions			Mortgage/rental payments			Do you have any (circle Y or N)...		
Dividends & Interest			Real estate taxes & assessments			Contingent liabilities as endorser, co-maker or guarantor? *Y N		
Real estate income			Taxes-federal, state & local			On leases or contracts? *Y N		
Other Income (Alimony, child support, or separate maintenance income need not be revealed if you do not wish to have it considered as a basis for repaying this obligation.)			Other contract payments (auto payments, charge cards, etc.)			Contested income tax liens? *Y N		
			Alimony, child support, maintenance			Any estimated capital gains tax on the unrealized asset appreciation? *Y N		
			Other expenses			Other special debt or circumstances? *Y N		
Total Income			Total Expenditures			Total Contingent Liabilities		

* If "Y" to any question(s) please describe :

SCHEDULE - CASH, CHECKING AND SAVINGS ACCOUNTS, CERTIFICATES OF DEPOSIT, MONEY MARKET FUNDS, ETC.

Name of Financial Institution	Type of Account	Owner	(J)	If Pledged, to Whom?	Balance \$

SCHEDULE B – U.S. GOVERNMENT & MARKETABLE SECURITIES (Use additional sheet if necessary)

Number of Shares or Face Value of Bonds	Description	In Name of	Are these Registered, Pledged, or Held by Others?	Market Value \$	Exchanges Where Traded

SCHEDULE C – NON-MARKETABLE SECURITIES (Use additional sheet if necessary)

Number of Shares or Face Value of Bonds	Description	In Name of	Are these Registered, Pledged, or Held by Others?	Value \$	Method of Valuation

SCHEDULE D – INVESTMENTS IN REAL ESTATE (Use additional sheet if necessary)

Description/Location of Real Estate Investment	(J)	Date of Original Investment/ Amount	% Owned by You	Market Value of Your % of Investment \$	Present Balance \$	Monthly Payment \$	Mortgage Maturity Date	Mortgage Owed To

SCHEDULE E – LIFE INSURANCE CARRIED, INCLUDING GROUP INSURANCE

Name of Insurance Company	Owner of Policy	Beneficiary and Relationship	Face Amount \$	Policy Loans \$	Cash Surrender Value \$

SCHEDULE F – VESTED INTEREST IN DEFERRED COMPENSATION/PROFIT-SHARING PLANS

% Vested	Company Name	Account Number	Manner of Payout (Annuity, Lump Sum, etc.)	Distribution Date	Beneficiary	Amount \$

SCHEDULE G – BUSINESS VENTURES (use additional sheets if necessary)

Name and Address Of Any Business Venture In Which You Are A Principal or Partner	Your Position/Title in the Business	Line of Business	Years In Business	Total Assets Listed in Section 3 \$	Your % of Ownership	Net Worth of Business \$	Present Net Value of your Investment \$

SCHEDULE H – LOANS OWING BANKS, BROKERS, FINANCE COMPANIES, AND OTHERS (MASTERCARD, VISA, ETC.)

Owing to (Name / Acct. No.)	(J)	Date of Original Borrowing/Amount	Present Balance \$	Next Due Date	Monthly Payment \$	Date of Final Payment	Secured by

The information contained in this statement is provided to induce VEDA or its affiliates to extend or to continue the extension of credit to the undersigned or to others upon the guaranty of the undersigned. The undersigned acknowledges and understands that VEDA or its affiliates are relying on the information provided herein in deciding to grant or continue credit or to accept a guaranty thereof. Each of the undersigned represents, warrants, and certifies that (1) the information provided herein is true, correct and complete and gives a correct and complete showing of the financial condition of the undersigned, (2) the undersigned has no liabilities direct, indirect or contingent except as set forth in this statement, and (3) legal and equitable title to all assets listed herein is in the undersigned’s sole name, except as may be herein otherwise noted. Each of the undersigned agrees to notify VEDA or its affiliates immediately and in writing of any change in name, address, or employment and of any material adverse change (1) in any of the information contained in this statement or (2) in the financial condition of any of the undersigned or (3) in the ability of any of the undersigned to perform its (or their) obligations to VEDA or its affiliates. In the absence of such notice or a new and full written statement, this should be considered as a continuing statement and substantially correct. VEDA or its affiliates are authorized to make all inquiries it deems necessary to verify the accuracy of the information contained herein, and to determine the credit-worthiness of the undersigned and the undersigned hereby authorizes all persons of whom VEDA or its affiliates make such inquiries to respond thereto in full. Each of the undersigned authorizes VEDA or its affiliates to answer questions about its credit experience with the undersigned.

Date Signed _____ Signature (individual) _____

Date Signed _____ Signature (other party) _____

VEDA is an equal opportunity lender and employer

VEDA Form No. 4A
VERMONT ECONOMIC DEVELOPMENT AUTHORITY

(To be completed by Municipal Planning Commission, Town Board of Selectmen or other appropriate municipal entity.)

Name of Board or Commission _____

Description of Proposed Project or Industrial Park _____

Municipality in which Proposed Project or Industrial Park is to be located _____

The undersigned _____
(Board or Commission)

of the City / Town of _____, Vermont, after a study of the proposed project site, a review of municipal ordinances and applicable land use plans and a general study of the effects of the Proposed Project or Industrial Park upon the municipality and region in which it is to be located, herewith submit the following findings at the request of the Vermont Economic Development Authority:

1. That the Proposed Project or Industrial Park (will) (will not) violate existing zoning ordinances, regulations or local land use plans, and will be located in a district zoned _____.
2. That the Proposed Project or Industrial Park (is) (is not) in accord with a duly adopted municipal land use plan.
3. That the Proposed Project or Industrial Park (will) (will not) involve unusual costs to the community.

If affirmative – estimate costs:

Water Mains \$ _____ Street Extension \$ _____

Sewer Mains \$ _____ Other costs (itemized) \$ _____

4. That the Proposed Project or Industrial Park (is) (is not) in the best interests of the community for the following reasons and (is) (is not) supported/approved by the above Board/Commission:

Date: _____ Signatures: _____

Dun & Bradstreet Data Universal Numbering System (DUNS) Number

There is no cost for a business to obtain a DUNS number and the process takes about 10 minutes. If you already have a DUNS number you can use the number you have. If you do not have a DUNS number, call Dun & Bradstreet (D&B) toll free at 1-866-705-5711 or register online at the D&B website: <https://www.dnb.com/>.

Telephone Instructions

1. Dial 1-866-705-5711
2. Enter "5" if registering as a government loan applicant and select "1" at the next menu for new DUNS number.
3. Enter "4" if registering as a government grant applicant and select "1" at the next menu for new DUNS number.
4. At this point a service representative will answer and suggest you buy the Credit Builder Service. **It is not necessary to purchase this service** in order to obtain your loan.
5. Provide answers to the following questions:
 - a. Name of business
 - b. Business Address
 - c. Local Phone Number
 - d. Name of CEO/Business Owner
 - e. Legal structure of the business (corporation, partnership, LLC, proprietorship)
 - f. Year business started
 - g. Primary line of business
 - h. Total number of employees (full and part time)

Online Instructions

1. After accessing the website be sure to click on the link that reads "DUNS number only" at the right hand bottom corner of the screen
2. Note: registration on the web site may take up to 14 days to complete

Instructions: Please complete this form if either of the following applies:

- You are a borrower/co-borrower/guarantor and did not sign the referenced loan application; and /or
- You submitted a non-VEDA personal financial statement(s).

AUTHORIZATION TO ORDER CREDIT REPORTS

I/We, the undersigned, affirm that all statements made on the loan application concerning my/our involvement in the applicant company dated _____ are accurate and complete. I/We also agree to notify VEDA of any material changes in our personal information shown on the referenced application or the accompanying documents. VEDA or any of its component units is hereby authorized to gather credit information about me/us in order to help determine our creditworthiness, and to respond to credit inquiries about my/our accounts. I/We understand that all application information will remain the property of VEDA. I/We understand that VEDA’s lending decision may be a matter of public record.

Print Name: _____

Signature: _____

Date: _____

Print Name: _____

Signature: _____

Date: _____

Print Name: _____

Signature: _____

Date: _____

Print Name: _____

Signature: _____

Date: _____

BUSINESS PLAN TEMPLATE

A comprehensive business plan is a very important part of your application for your lender. If properly and thoughtfully completed, it can also serve as an important tool for your business. A complete business plan should (at a minimum) include the following information:

- a. A description of the business and the products or services produced or provided including:
 1. Size and character of the past, present and future markets for the business' products.
 2. Principal competitors and their market shares.
 3. Principal customers (include names of individuals to contact, their addresses and telephone numbers); Percentage of sales represented by your top 5 customers.
 4. Principal suppliers (include names of individuals to contact, their addresses and telephone numbers).
 5. Competitive advantage of applicant (e.g., price, performance, delivery, service, etc.).
- b. Marketing plan:
 1. Organization of the sales force
 2. Distribution channels
 3. Advertising/promotion strategy
- c. Production plan:
 1. Production capabilities including programs for:
 - a) Production management and scheduling;
 - b) Inventory control (e.g., is product produced for each job or produced for stock?); and
 - c) Quality control.
 2. Present production capacity. How will the project affect production capacity?
 3. Discuss the availability and price of key raw materials. Where do you source key materials? Are you dependent on any one source?
 4. Discuss contingencies for future expansion or contraction.
- d. A description of management structure, including key personnel and their functions.
- e. Terms of trade credit.
- f. Business location including consideration for labor pool, transportation, utilities, and expansion possibilities.

Additional information and resources on business plan preparation may be found at www.thinkvermont.com/sbdc.