

Gunter Economic Development Corp.

Revolving Loan Fund Application

Thank you for your interest in the Gunter Economic Development Corporation Revolving Loan Fund Program. Below you will find instructions for application and a checklist of items that must be provided to the GEDC in order for your application to be considered. Applications must be submitted to the Economic Development Office upon completion. The loan review committee will review application for completion and notify the applicant if any further documentation is necessary. No application will be considered until all documentation is submitted.

Eligibility Requirements:

Applicants must comply with the following terms in order to be eligible for application:

- Small private business with 50 or fewer employees and has less than \$1 million in gross revenue
- Located within the city limits or ETJ of the City of Gunter
- Loan proceeds must be used for acceptable business expenses only
- Sufficient collateral must be available
- At least 51% of the outstanding interest must be owned by those who are citizens of the United States or reside in the United States after being legally admitted for permanent residence
- Applicants may request up to \$10,000 per job created or retained
- Greater priority will be given to applicants demonstrating investment beyond this application
- Application fee of \$100

Eligible Projects:

- Acquisition and development of land, easements, and rights-of-way
- Construction, conversion, enlargement, repairs or modernization of buildings; façade repairs, machinery, equipment, parking areas, utilities, and access streets
- Start-up operating cost and working capital
- Technical assistance for private business enterprises

Loan Decision Process:

Once a completed application is submitted, the Loan Review Board will review the application and take it to a five-person loan committee made up of the EDC board and a local banker. The loan committee will review completed applications at their monthly meetings. Applicants will be informed of the loan committee's decision in writing.

Interest Rate & Term:

Upon approval, the loan committee will assign an interest rate based on financial standing and job creation. Applicants may request a desired term in their application. The committee will make a final decision on term upon approval; however, the interest rate will typically range from 2%-5% and typically will not exceed prime by more than 1%.

Fund Distribution:

Loan proceeds will be distributed based on the terms of the signed agreement. Loans can be amortized over the lesser of 7 years or the life of the security.

Application Checklist

- Gunter Economic Development Corporation **revolving loan fund application**
- Business plan** consisting of the following information:
 - Company profile
 - History and description of industry
 - Explanation of competition & how company will compete
 - Market study and strategy
 - Financial statements (see next item)
- Financial Statements** must include:
 - **Projections**
 - Month to month cash flow projections for three years
 - Projected balance sheet and profit & loss statements for three years
 - Justification for projections
 - What is the basis for assumptions in sales and expenses
 - **Current Statements**
 - Income statement and balance sheet for existing businesses
 - List of start-up costs for new businesses including written estimates of all estimated purchases
 - List of current obligations for business
 - **Tax Returns**
 - Returns for past three years for business if available
 - Substitute personal returns if business returns not available (new businesses)
- Statement of Equity**
 - Detailed explanation of investment beyond this loan
- Statement of Collateral**
 - Detailed explanation of collateral offered to secure the loan
- Personal Financial Records** for each owner owning at least 20% interest:
 - Personal Financial Statement form for each owner
 - Credit report – detailed report for each owner.
- Resumes** of owners and other key personnel
- Documentation of jobs** created or retained:
 - List of each job created or retained, short job description, indication of full time or part time status, and pay of job.
 - Description of hiring process
 - Certification form for employees claiming low to moderate income.

If you would like help in writing a business plan or other business documents, please contact the

Grayson County Small Business Development Center

6101 Grayson Drive Denison, TX 75020 | [903-463-8787](tel:903-463-8787)

graysonsbdc.org/contact-us

Revolving Loan Fund Application

General Information

Applicant Name _____

Address _____

Street

Phone _____

Email _____

Business Name _____

Business

Address _____

Street

Business Phone _____

Business Email _____

Legal Structure
of Business

C-Corp

S-Corp

LLC

Partnership

Sole Proprietorship

List of persons or corporations who would be obligated as either applicants or designated guarantors of loan:

List of principal officers, directors, and anyone who has at least a 20% ownership interest in the business:

Use of Loan Proceeds

Use	Amount Requested
Land & Building Acquisition	\$
Land & Building Improvements	\$
Machinery & Equipment	\$
Working Capital	\$
Other	\$
TOTAL	\$

Requested term of loan (in years or months): _____

Detailed Use

I Will loan proceeds be used for construction? Yes No (skip to II)

a Expanding or replacing existing facility? Yes No

b New building? Yes No

i. Specify type and size of building: _____

c Name and address of contractor/architect:

I Will loan proceeds be used for purchase of machinery or equipment? Yes No

a Describe items to be purchased:

I Will loan proceeds be used for "other" uses? Yes No

a Describe other uses:

Loan Analysis

- I. Has additional financing (whether through loans or outside investment) been arranged?
 Yes No
If yes, please attach documentation of financing and a description.
- II. Has additional financing been sought for this project through other sources?
Yes No
If yes, please attach description.
- III. How many years has the applicant business existed? _____
- IV. Are company funds financing any portion of this project? Yes No
If so, what portion? _____
Please note: applicants are encouraged to contribute equity funds to project.
- V. Is the applicant business facing any litigation? Yes No
If so, please attach a description of all pending or threatened litigation.

Economic Growth and Development Analysis

- I. What dollar amount of sales is expected? _____
- II. What percentage of total sales will be taxed locally? _____
- III. What is the estimated dollar amount of goods and services will be sourced locally?

- IV. How many people will the project employ? _____
- V. Number of current full-time jobs: _____

Legal Disclaimers and Signatures

A complete application must include each item described in the loan application checklist. No submission will be considered until it is complete.

The Gunter Economic Development Corporation reserves the right to request additional financial data and information.

The applicant acknowledges and agrees that said requirements, as well as this application, are a set of guidelines. Any provisions stated therein may be waived or added to at the discretion of the governing body.

Each applicant expressly agrees and understands that any monetary pledge of monies from the fund and commitments made in any agreement shall be contingent upon availability of funds.

Applicant understands that this is merely a loan application and this document in no way binds or requires the Gunter Economic Development Corporation to provide any of the assistance requested.

Applicant understands that all Gunter Economic Development Corporation records are public records.

Signature	Title	Date
Signature	Title	Date
Signature	Title	Date

Gunter Economic Development
Corporation Revolving Loan Fund
Employee Certification Form

Name of Employer: _____

Name of Employee: _____ Date Employed: _____

Position Level: Skilled Semi-Skilled Unskilled

Demographic Information**

Sex: Male Female

Ethnicity:

Race: (check all that apply)

Hispanic

Non-Hispanic

White

Disabled: yes no

Black/African American

American Indian/Alaskan Native

Asian

Is employee head of household? yes no

Native Hawaiian/Pacific Islander

Income Information

Total # in Family: _____ (including yourself)

Total annual gross FAMILY income: (check one)

\$0 - \$10,000

\$10,001 - \$20,000

\$20,001 - \$30,000

\$30,001 - \$40,000

\$40,001 - \$50,000

\$50,001 - \$60,000

\$60,001+

Employee Signature: _____ Date: _____

For Employer Use:

Employee Employed: Prior to loan After loan

Employer Signature: _____ Date: _____

**Information is not required.

Gunter Economic Development
 Corporation Revolving Loan Fund
 Personal Financial Statement

Applicant Name: _____

Address: _____
Street City Zip Code

Assets		Liabilities	
Cash on Hand & Deposits	\$	Loans Outstanding	\$
Marketable Stocks & Bonds	\$	Automobile loans	\$
Notes Receivable	\$	Credit card balances	\$
Cash value of life insurance	\$	Life insurance loans	\$
Deferred compensation	\$	Real estate - residence loans	\$
Pension funds & IRA	\$	Real estate - residence loans	\$
Real Estate Owned - Residence	\$	Real estate - investment loans	\$
Real Estate Owned - Investments	\$	Other debts:	\$
Vehicles owned	\$	Business debts	\$
Business Assets	\$	Total liabilities	\$
Total Assets	\$		

Leases or obligations	<input type="checkbox"/> Yes <input type="checkbox"/> No	Are any assets pledged?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you more than 60 days in arrears of child support?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Are there any liens against you or your property?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Legal claims?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Are you a defendant in any suits or actions?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other special debts?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Are there any judgements unsatisfied against you?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Provisions for Federal Income Tax Claim?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Are you a co-maker, endorser, or guarantor on any loans or contracts?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you declared bankruptcy in the last five years?	<input type="checkbox"/> Yes <input type="checkbox"/> No		

*** Please attach an explanation for any question answered "yes" above. ***

Please attach your credit report and explanations to this form and turn in as part of your application packet. No application will be considered complete until this information is completed and submitted.

My signature below assures and warrants the information contained herein as accurate and complete and that I have not willfully or knowingly omitted any information critical to this credit application. If at any time during this credit application process I become aware of any additional information relating to my personal or business credit relationship I will immediately disclose that information to the Gunter Economic Development Corporation.

Applicant Signature: _____ Date: _____