

APPLICATION

Applications may be submitted at any time and will be processed in the order received. An **Application Package** will include the following items:

Application Form – Information on the project and documentation of need.

Business Plan – Includes company history, industry trends, marketing/sales plans, identification of customers, suppliers and competitors.

Information on Principles – Resumes and personal financial statements for all principal owners (>20 percent).

Financial History – Profit and Loss Statements and Balance Sheets for the preceding three year period (and interim periods, as necessary)

Financial Projections – Must submit two sets of Profit and Loss and Cash Flow Statements for the next three years. One set shall specify RLF participation and the other shall specify no RLF funding.

Commitments for Private Sources – There shall be documentation of commitment from all private and/or public lenders making loans to the project. Documentation shall include loan conditions and terms (amount, interest rate, term and security required).

Other – Specific information on assets to be acquired.

REVIEW PROCESS

The review of loan applications will include the following:

Preliminary Review – By RLF Administrator. Application reviewed for completeness and eligibility.

Committee Review – The RLF Committee will review the package for a recommendation to the County Board Executive Committee.

Formal Review – The County Board Executive Committee will meet to officially review the application.

Negotiation – If accepted, the applicant will be contacted to negotiate final terms specified by the Executive Committee.

Closing

FOR MORE INFORMATION OR

TO OBTAIN AN

APPLICATION PACKAGE

CONTACT:

Mary Wegmann

Sheboygan County RLF Administrator

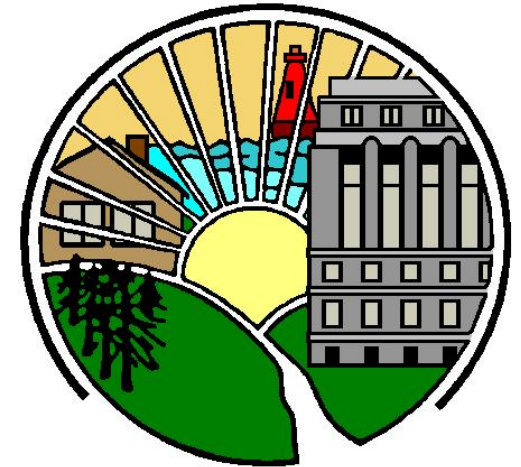
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Sheboygan, WI 53081

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SHEBOYGAN COUNTY ECONOMIC DEVELOPMENT REVOLVING LOAN FUND

A Business Loan Program



DESIGNED TO FACILITATE

- ◆ Creation of new permanent employment
- ◆ Retention & expansion of existing business
- ◆ Recruitment of new business to Sheboygan County
- ◆ Leveraging of new private investment in Sheboygan County

Sheboygan County through its participation in the Wisconsin Community Development Grant (CDBG) Program has retained funds for the establishment of a Business Revolving Loan Fund (RLF). This fund is designed to create employment opportunities, encourage private investment, and provide a financing alternative for small start-up or expanding businesses in the County. The RLF program includes interest rates and loan maturities that are designed to encourage business development, while providing for the recapitalization and growth of the RLF.

ELIGIBLE ACTIVITIES:

These include the following uses –

- Acquisition of land, buildings, equipment and fixed assets
- Installation of fixed equipment
- Working capital when supported by sufficient collateral

INELIGIBLE ACTIVITIES:

Loans will not be made for –

- Refinancing
- Soft costs such as design and legal fees or promotional activities

MINIMUM REQUIREMENTS:

To be eligible, the proposed project must at least meet all of the following requirements:

- **Private Fund Leveraging** - Must leverage at least one dollar of private funds for every dollar of RLF funds requested.
- **Job Creation** – At least one permanent full-time equivalent (FTE) position must be created or retained for every \$20,000 of RLF funds requested.
- **Employment** – At least 51 percent of the jobs created or retained must be made available to persons of low to moderate income (LMI) as defined by the Federal government.
- **Location** – Activities financed under the RLF must be located within **Sheboygan County**. Corporate headquarters may be located elsewhere.
- **Demonstrated Need** – The applicant must demonstrate that the project is not eligible for other financing on comparable terms and that RLF assistance is necessary to remain competitive.
- **Feasibility** – Applicant must demonstrate that the proposed project is viable and that there is ability to repay the funds.

CONDITIONS:

- **Loan Amount** – Loan amounts are always subject to availability of funds. There is no set minimum or maximum, but generally loans should be for amounts greater than \$25,000.
- **Interest Rate** – The rate may be fixed or graduated on a fixed schedule and is established by the Loan Review Committee.
- **Term** – In no case will the term of the Revolving Loan Fund (RLF) loan be longer than the term of the private financing. Maximum terms are:

Real Estate	20 years
Equipment	10 years
Working Capital	7 years

On loans with mixed purposes, the term will be a weighted average based on uses.
- **Collateral** – Reasonable security will be required. This will entail liens on all assets purchased with RLF funds, as well as other assets as necessary.
- **Repayment** – The repayment schedule can be monthly or quarterly. Interest and/or principal payments may be deferred for up to one year if justified in the loan proposal.