

Instructions

Algona Retail Revolving Loan Fund

Before beginning the application, completely read the accompanying guidelines.

When completing the application answer all questions. If any question does not apply to your project answer with N/A. Failure to answer any question will cause a delay in processing your application and may cause a denial of your application.

A checklist for additional material is included with the application. All applicable items must be submitted with your application. Failure to submit any item will cause a delay in processing your application and may cause a denial of your application.

Guidelines require that you not begin your project until your application has been approved by the City Council. You may apply for any part of a multi-phased project, but no work may be started on the phase you are applying for. If you have started on your project or the phase being applied for, you may be denied all or a portion of the requested funds.

Completed applications must be submitted at least six (6) weeks prior to intended start date of your project. This is to insure sufficient time to schedule meeting of the Revolving Loan Fund Committee and sufficient time to place your application on the City Council Agenda. Failure to meet this requirement will cause a delay in processing your application and may cause a denial of your application.

If you are using the diskette you will need Microsoft Word to access the document. One printed original and one printed copy must still be submitted with any electronic copy.

Question 1: Enter name and address of business applying for funds. Enter a contact person and daytime phone number. An owner or officer of the business must sign the application. Applications are incomplete without a signature.

Question 2: Give a brief description of the business, including goods or services provided, number employed, type of employment, ect. If the application is for an existing business please provide years in business, number of expansions, locations changes, ect.

Question 3: Provide a brief, yet complete, description of the proposed project.

Question 4: Check appropriate response and indicate any activities if your answer is "Yes."

Question 5: Enter the date you wish to start your project and an expected completion date. Remember, your project cannot begin before your loan is approved. However, if you have a multi-phased project indicate start date of the first phase and note this on the application.

Question 6: Indicate if any part of the project has been started and what has been completed. City funds can be used for multi-phased projects if application is for a specific phase that has yet to be started. If you have a multi-phased project indicate that here and specify which stage City funds will be used for.

Question 7: Indicate current full-time employees or full-time equivalents (FTEs) you have on staff including yourself and any family members.

Question 8: Indicate the number of full-time employees or FTEs to be added to your business as a result of this project in both the next 12 and 24 months.

Question 9: Enter estimated total annual payroll for all new employees added as a direct result of the project.

Question 10: Enter the average wage to be paid to new employees hired as a direct result of this project.

Question 11: Indicate if and how many current employees will lose their jobs if the proposed project does not proceed. Give reasons why the employees would lose their jobs.

Question 12: Give any details as to what you or the business will contribute to the project including equity, loans, labor, materials, ect.

Question 13: List the financial or governmental institutions providing funds for the project and indicate amount of assistance each institution will be contributing. Do not include any contribution by you, the business, or City revolving loan funds.

Question 14: Enter the estimated cost for each or any of the listed activities.. In the next column break down by contributing funding sources the amount you entered in the previous column. In the last column indicate the source of the funds. All sources of funding should be listed including owner contributions, financial institutions, other

governmental aid, and City revolving loan funds. The two columns with amounts must equal each other.

Question 15: Indicate the amount, type, rate, and term of all financing for the project. All funding sources should be listed including owner equity and other governmental aid.

Additional Information:

All applicants must submit one (1) completed original and one (1) completed copy of the application including copies of all required additional material.

If you are a new business requesting funds you must submit a business plan or market study. This document will detail potential market area, potential sales, potential clients, and identified need for your business.

Any existing business will need to provide profit and loss statements for the previous three (3) years. The statements may be simplified versions but must clearly show total revenues, expenses, and profit/loss for your business.

Any new business will need to provide projected profit and loss statements and projected balance sheets for at least three (3) years into the future. Two (2) versions must be completed. One version will show projected profit/loss and balances based on the business receiving a loan from the City of Algona. The second version will show projected profit/loss and balances based on the business not receiving a loan from the City. The statements may be simplified versions but must clearly show total projected revenues, expenses, profit/loss, and balances for your business.

Attach letters indicating the commitment of funds to the proposed project by each financing source.

Attach a simple map indicating where the proposed project is to be located.

Attach accurate and detailed copies of bids, quotes, estimates, or any other documentation of cost for the proposed project.

You may attach any other information you deem pertinent to your application.