



# **JEFFERSONVILLE REDEVELOPMENT COMMISSION Revolving Loan Fund (RLF)**

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## **PROJECT APPLICATION**

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**Jeffersonville Redevelopment Commission  
500 Quartermaster Court  
Jeffersonville, IN 47130  
(812) 285-6406**

This institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs).

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**Section 1. Applicant Company/User**

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Company/User Name: \_\_\_\_\_  
Borrower Name (if different from user): \_\_\_\_\_  
Relationship of Borrower to Company/User: \_\_\_\_\_  
Company Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Title: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_  
Federal Tax Identification Number: \_\_\_\_\_

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**Section 2. Principal Officers/Owners (10% or more ownership)**

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Name & Title: \_\_\_\_\_  
Percent of Ownership: \_\_\_\_\_ Social Security Number: \_\_\_\_\_  
Name & Title: \_\_\_\_\_  
Percent of Ownership: \_\_\_\_\_ Social Security Number: \_\_\_\_\_  
Name & Title: \_\_\_\_\_  
Percent of Ownership: \_\_\_\_\_ Social Security Number: \_\_\_\_\_  
Attach additional information if necessary.

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**Section 3. Information on Existing Business**

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Type of Business: \_\_\_\_\_  
Principal Product/Service: \_\_\_\_\_  
Four Digit SIC #: \_\_\_\_\_ Date Established: \_\_\_\_\_

**Bank(s) in which business has existing accounts**

Bank Name: \_\_\_\_\_  
Contact: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Bank Name: \_\_\_\_\_  
Contact: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Bank Name: \_\_\_\_\_  
Contact: \_\_\_\_\_ Telephone: \_\_\_\_\_

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**Section 4. Description of Proposed Project**

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Location: \_\_\_\_\_  
Address: \_\_\_\_\_  
If relocation, indicate from where: \_\_\_\_\_ Existing Employment \_\_\_\_\_  
Will new jobs be created? \_\_\_\_\_ If yes, how many over a three year period? \_\_\_\_\_

Will jobs be retained? \_\_\_\_\_ How many will be retained? \_\_\_\_\_

**Project Description:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**Section 5. Amount of Funds Requested from Revolving Loan Fund Committee**

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\$ \_\_\_\_\_

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**Section 6. Project Budget – Sources and Use of Funds**

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**Sources of Funds:**

Owners Equity (Cash) \_\_\_\_\_

Redevelopment Commission RFLP Funding \_\_\_\_\_

Bank Financing \_\_\_\_\_  
(name of participating lender, rate and term)

Other \_\_\_\_\_

Other \_\_\_\_\_

Total Sources of Funds \_\_\_\_\_

**Use of Funds:**

Professional Fees \_\_\_\_\_

Construction \_\_\_\_\_

Real Estate Acquisition \_\_\_\_\_

Renovation \_\_\_\_\_

Machinery & Equipment \_\_\_\_\_

Other \_\_\_\_\_

Total Use of Funds \_\_\_\_\_

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**Section 7. Time Frame**

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Project Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

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**Section 8. Insurance Information**

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Life Insurance on Key Principal Officers/Owners: (amount) \_\_\_\_\_

Agent name, \_\_\_\_\_ Phone Number: \_\_\_\_\_

Agent's address \_\_\_\_\_

Policy Number: \_\_\_\_\_

Property/Casualty Insurance: (amount) \_\_\_\_\_

Agent name, \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Agent's address \_\_\_\_\_  
 Policy Number: \_\_\_\_\_  
 Worker's Compensation Coverage: (amount) \_\_\_\_\_  
 Agent name, \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Agent's address \_\_\_\_\_  
 Policy Number: \_\_\_\_\_  
 Flood Insurance: (amount) \_\_\_\_\_  
 Agent name, \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Agent's address \_\_\_\_\_  
 Policy Number: \_\_\_\_\_

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**Section 9. Required Information**

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- Three years of business Historical Financial Statements, if available (Balance sheet, P&L).
- Most Current Interim Financial Statements (not more than 90 days old).
- Narrative history of existing business.
- Three years projected financial statements
- Last three years of signed federal tax returns
- Personal financial statements for all owners, dated within 6 months
- Last three years of signed personal federal tax returns for all owners
- Project description and projected budget of project.
- Resumes of officers and key management personnel
- Letter of commitment from participating bank (if applicable)
- Preliminary plans and preliminary cost estimates
- Business plan
- Details of signage and/or awning design; Renderings
- Proof of ownership, lease, and/or owners approval;
- Copy of a marketing Budget and 2 year marketing plan/strategy.
- Narrative of community need and impact on other business /or businesses.
- \$100 application fee.
- Any other information that you feel will assist in the review of your project.

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**Section 10. Other Requirements**

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Credit report from your bank (or individually generated) should be attached.  
 Proof of U.S. citizenship – attach a copy of passport(s). If passports are not available compose a brief statement on company letterhead stating that you are a citizen of the United States and indicating place of birth. This statement must be signed by all owners, including both husband and wife, even if only the husband or wife is the primary owner. To be eligible for the RLF at least 51% of the outstanding interest in the project 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.

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**Section 11. Application Fee**

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A \$100 non-refundable application fee is payable with the final, completed submission of loan application

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**Section 12. Demographics**

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The following information is requested for certain types of loans in order to monitor the lender's compliance with equal credit opportunity. You are not required to furnish this information, but are encouraged to do so. Federal law requires that a lender may neither discriminate on the basis of this information, nor on whether you choose to furnish it. However, if you choose not to furnish it, under federal regulations, this lender is required to note race/ethnicity on the basis of visual observation or surname. If you choose not to furnish the above information, please check the box below.

\_\_\_\_\_ I do not wish to participate

Please check all that apply:

**Race**

- American Indian/Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White

**Ethnicity**

- Hispanic or Latino
- Not Hispanic or Latino

**Gender**

- Male
- Female

- Vietnam Veteran
- Disabled

## Submission Acknowledgement

As authorized agent of the Applicant Company, I hereby submit this Initial Project Application. All information submitted on or with this application is accurate to the best of my knowledge. I also understand that additional information may be requested by the Jeffersonville Redevelopment Commission.

I further understand that this document in no way constitutes a commitment of funds by the commission.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Witness: \_\_\_\_\_ Date: \_\_\_\_\_

I authorize the Jeffersonville Redevelopment Commission, and the appropriate entities on its behalf, to verify information in this application including, but not limited to my credit history, status of existing debt service to current creditors, vendors, insurance, taxes and obtain a credit report from a credit reporting agency.