

# Instructions for Revolving Loan Fund Applications

The following instructions will aid applicants in completing the application. Applications must be complete and submitted no later than the last day of the month. Applications must be submitted both electronically (by email or on CD/disc) and in hard copy with signed originals.

Applications should be submitted to:

Sarah Racine  
Leelanau County EDC  
202 E. Grandview Parkway  
Traverse City, MI 49684

The electronic copy may be delivered with the signed application or e-mailed to [sarah@tcchamber.org](mailto:sarah@tcchamber.org).

## General Information

The Revolving Loan Fund is part of a federal program that seeks to create and retain jobs in Leelanau County.

### Section I

General Information – self explanatory

### Section II

Loan Request

- Purpose of Loan – Please provide a brief description of the project requiring funding. A detailed sources and uses of funds spreadsheet has been included at the end of the application.

### Section III

Owner's Investment in Project

- Physical Resources – Please list the company assets pledged to this project. For cash assets please indicate the percentage to come from savings or investors.

### Section IV

Credit Experience/References – self explanatory

### Section V

Market Analysis – If a business plan is submitted with the application this section may be disregarded. Please indicate if your business plan is attached at the top of the section.

- List Existing/Targeted Customers – This is not intended to be a detailed list. For example, if you are an office supply store, your targeted customers could be anyone with a need for office supplies. If you feel uncomfortable sharing your existing customer list publicly, that information will remain confidential at your request.

### Section VI

Financial and Construction Information Required – the information in this section must be submitted with your application if applicable. Please feel free to contact the Traverse Bay EDC if you have questions regarding any of the attachments on the list.

## **Section VI – Attachments**

### **Attachment I**

Letter of Commitment from your bank – This letter must be included with your application and address the following:

- The amount your bank has agreed to lend you.
- The terms of the agreement including interest rate, fixed asset vs. revolving line of credit and repayment terms.
- The acceptable uses for these funds – i.e. machinery and equipment vs. working capital.
- If the bank financing is contingent upon approval of the Revolving Loan Fund application and how a negative outcome from the RLF Application would affect the project.
- Why the bank is either unable or unwilling to finance the entire project.

### **Attachment II**

Project Sources and Uses of Funds – An example of how to use this form is attached in this packet of information. The fund totals on this page should match the amount requested on the application as well as the Letter of Commitment from your bank.

### **Attachment III**

RLF Summary Page – This page is designed to pull financial information on your company to an easy to read summary page for our review team. The information requested can be found in your tax returns and financial information.

- The first row is year-to-date information.
- The second row should be information from the previous year for the same period of time as the first row. If you are entering information for January through June on the first row, please enter the previous year's information for January through June.
- Rows three and four are year-end information for the previous two years.

**SAMPLE RLF Sources and Uses of Funds**  
COUNTY EDC  
REVOLVING LOAN FUND

1. Applicant: ABC Company			Project Title: ABC Company Funding Request			
3. Project Cost Elements	4. Project Funding Sources (Identify all funding sources)					
Activities	RLF	Bank	ABC Company			TOTAL
<b>EXAMPLE A</b>						
machinery & equipment		\$200,000	\$50,000			\$250,000
working capital	\$150,000					\$150,000
Total for Example A	\$150,000	\$200,000	\$50,000	\$0	\$0	\$400,000
<b>EXAMPLE B</b>						
machinery & equipment	\$100,000	\$150,000	\$25,000			\$275,000
Total for Example B	\$100,000	\$150,000	\$25,000	\$0	\$0	\$275,000
<b>EXAMPLE C</b>						
working capital	\$200,000	\$0	\$50,000			\$250,000
Total for Example C	\$200,000	\$0	\$50,000	\$0	\$0	\$250,000
<b>TOTAL</b>						