

Blue Earth County Small Cities Revolving Loan Program Application Packet

INTENT

The Blue Earth County Small Cities Revolving Loan Program is intended to serve as matching funds to leverage project financing from public or private sources, to expand or improve existing businesses or assist in developing new businesses.

LOAN PARAMETERS

ELIGIBLE PROJECT AREA:	To qualify for the Blue Earth County Small Cities Revolving Loan Program, the project must be located within the City limits of one of the Blue Earth County Small Cities of Amboy, Eagle Lake, Good Thunder, Lake Crystal, Madison Lake, Mapleton, Pemberton, St. Clair or Vernon Center.
LOAN AMOUNT:	\$5,000 to \$75,000
TERM OF LOAN:	Five (5) years (amortized over 10 years, with a balloon payment after 5 years)
INTEREST RATE:	Determined annually by the Blue Earth County Board of Commissioners.
MATCHING FUNDS:	The applicant must fund a minimum of 25% of the project.
PROMISSORY NOTES:	A Promissory Note must be signed by the applicant(s). Where possible, the City will hold the first mortgage as collateral for the loan.
COLLATERAL:	Applicant must provide collateral to secure the loan.
PRIVATE FINANCING:	The applicant must demonstrate that they have pursued private financing options prior to submitting an application.

ELIGIBLE PROJECTS

- Fixed machinery and equipment
- Building purchase, construction and renovation
- Leasehold improvements
- To finance public infrastructure needed for economic development expansion
- Land acquisition
- Plant modernization
- Create additional employment
- Create or expand the tax base

Blue Earth County Small Cities Revolving Loan Program Project Information

CONTACT INFORMATION

BUSINESS NAME:				
BUSINESS ADDRESS:		CITY:	STATE: MN	ZIP:
CONTACT PERSON:				
DAYTIME PHONE:		CELL PHONE:		

PROJECT INFORMATION

Please attach a Business Plan and narrative, including a clear, detailed description of the proposed project, why it is important to undertake and what it is expected to achieve.

ESTIMATED COSTS (please itemize)		FINANCING SOURCES (please itemize)	
	\$		\$
TOTAL COSTS	\$	TOTAL FUNDS	\$

BANK INFORMATION

NAME OF BANK:		CONTACT PERSON:	
ADDRESS:		PHONE NUMBER:	

Blue Earth County Small Cities Revolving Loan Program Project Information

PUBLIC PURPOSE INFORMATION

WHAT BENEFITS WILL THE CITY AND ITS RESIDENTS GAIN IF THE PROJECT (LOAN) IS APPROVED?

JOB CREATION JOB RETENTION JOB TRAINING LAND CLEAN UP
 TAX BASE REMOVAL OF BLIGHT REDEVELOPMENT OTHER

JOB CREATION INFORMATION

OF FULL-TIME JOBS CREATED: _____

OF PART-TIME JOBS CREATED: _____

AVERAGE FULL-TIME SALARY: \$ _____

AVERAGE PART-TIME SALARY: \$ _____

OWNERSHIP/COMPANY INFORMATION

TYPE OF COMPANY (corporation, etc.):

OWNER(S) NAME/ADDRESS:

PHONE NUMBER:

Is there a parent company? NO _____ YES _____

If there is a parent company, please describe the relationship in detail.

Has the business, owners or parent company ever declared bankruptcy? NO _____ YES _____

If yes, please include information about the bankruptcy.

Has the business or parent company received a business subsidy for this or any other project from another Minnesota unit of government during the past five (5) years?

NO _____ YES _____

If yes, please attach a description of the subsidy and by whom it was provided.

Blue Earth County Small Cities Revolving Loan Program Application

APPLICANT INFORMATION

NAME:		DATE:	
TRADE NAME:		PHONE NUMBER:	
ADDRESS:		CITY:	STATE: MN
ZIP:			
TYPE OF BUSINESS: <input type="checkbox"/> New Business <input type="checkbox"/> Existing Business <input type="checkbox"/> Purchasing Existing Business		FORM OF BUSINESS: <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Proprietorship <input type="checkbox"/> Other _____	
EMPLOYER I.D. #:	DATE BUSINESS EST.:	Number of employees at time of application: _____	
		Number of jobs expected (if loan is approved): _____	

LOAN REQUEST

LOAN AMOUNT: \$	
PURPOSE:	
USE OF PROCEEDS	LOAN REQUESTED
A. Land Acquisition	\$
B. New Building Construction	
C. Building Expansion or Repair	
D. Acquisition/Repair M & E	
E. Inventory Purchase	
F. Working Capital	
G. Acquisition of all or part of Existing Business	
H. Pay Off Bank Loan(s)	
I. Other Debt Payment	
J. All Other	
TOTAL LOAN REQUESTED	\$

Blue Earth County Small Cities Revolving Loan Program Application

CURRENT BANK REFERENCES

NAME OF FINANCIAL INSTITUTION and CITY	ACCOUNT NUMBER(S)

TRADE REFERENCES

TRADE SUPPLIER	ADDRESS	MATERIALS AND PRODUCTS SUPPLIED

MANAGEMENT

OFFICERS, DIRECTORS, OWNERS, OTHER KEY PERSONNEL	ADDRESS	% OWNERSHIP

KEY ADVISORS

	NAME	FIRM OR COMPANY	PHONE NUMBER
ACCOUNTANT			
ATTORNEY			
INSURANCE AGENT			

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ADDITIONAL DOCUMENTATION REQUIRED

REPORTS and INFORMATION REQUIRED	1 st year	2 nd year	3 rd year
A. Current Business Plan			
B. Cash Flow Projections for 24 months			
C. Personal Financial Statements of the Principal Owners			
D. Two (2) years of Personal Income Tax Returns of Principal Owners			
E. Two (2) years of Business Financial Statements and Income Tax Returns (existing businesses)			
F. Two (2) years of Business Income Tax Returns (existing businesses)			
G.			
H.			
I.			

SIGNATURES

If applicant is a proprietor or general partner, sign below:

By: _____ Date: _____

If applicant is a corporation, sign below:

By: _____ Date: _____
Signature of President

CORPORATE SEAL

Blue Earth County Small Cities Revolving Loan Program Timeline And Approval Process

TIMELINE AND REVIEW PROCESS

The timeline and approval process for the Blue Earth County Small Cities Revolving Loan Program may vary, but will generally take a minimum of 3 to 4 months. The timeline and approval process is as follows:

- A. Meet and discuss the project with your local City Administrator/City Clerk.
- B. Consult with the Regional Center for Entrepreneurial Facilitation (RCEF) 507-344-7897.
- C. Complete and submit the Blue Earth County Small Cities Revolving Loan Program Application and all required supporting documents to your local City Administrator/City Clerk.
- D. REVIEW and APPROVAL PROCESS:
All applications must be reviewed and approved by each of the following entities:
 - 1. Local Economic Development Authority (EDA)
 - 2. Local City Council
 - 3. Blue Earth County Small Cities Revolving Loan Program Loan Review Committee
 - 4. Blue Earth County Board of Commissioners

APPROVALS

ENTITY	APPROVAL/DENIAL DATE
Local Economic Development Authority (EDA)	
Local City Council	
Blue Earth County Small Cities Revolving Loan Program Loan Review Committee	
Blue Earth County Board of Commissioners	

COMMENTS:

City of St. Clair
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 St. Clair MN 56080
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