The Small Business Loan Program is designed to fill the financing gap between private debt financing and private equity. Funds are provided by the Industrial Development Authority of Shenandoah County, Virginia (the “Authority”) to create economic benefit through the creation of new small businesses or assistance to existing small businesses in Shenandoah County.

Eligibility

Eligibility requirements:
• Must be a U.S. citizen or permanent resident 18 years or older; the location of your business is or will be in Shenandoah County or one of the Towns within Shenandoah County.
• Must be a small business employing fewer than 50 employees and under $1 million in annual revenue
• Be able to inject new cash equity into the project; and
• Provide a first lien on the assets purchased with the loan proceeds, however, a subordinate lien position will be considered, if required by the primary lender.

Loan Use

Loan funds can be used for:
1. Acquiring land and buildings
2. Leasehold improvements or expansions
3. Purchase and installation machinery
4. Equipment purchases
5. Technology infrastructure
6. Permanent working capital (some restrictions)

Loan funds cannot be used to:
1. Subsidize a business that is able to obtain financing for the project at reasonable terms from conventional sources
2. Refinance or restructure a bank’s existing debt
3. Compensate for fundamental business weakness as determined by the IDA
4. Provide for short-term working capital

Terms of Loan

Amount: Minimum $20,000.00    Maximum $99,000.00
Terms: Maximum 7 years
Interest Rate: Determined by the Market
DIRECTIONS FOR COMPLETING APPLICATIONS

Please complete the application electronically or type so that it is legible. The application must be completed in its entirety before it will be considered. All co-signers must complete a separate personal financial statement. Attach a copy of your social security card and driver’s license or two forms of id when submitting the application. Please do not send originals of either your social security card or driver’s license. Depending on your request, we may need additional information about your business or proposed business. Please make sure that you take time to submit the most current and accurate information about you, your business, or proposed business. Please make sure you complete Parts A-D on the application and sign it. You may include any additional information that will help us better understand your request. A three to five year business projection and financial plan must be included with this application; as well as, business and personal tax returns for the previous two years.

Please include a $50 application fee. Checks should be made payable to “Industrial Development Authority of Shenandoah County, Virginia”.

NOTE: Any information and all attachments submitted become the property of the Authority and will not be returned. All information is held in strict confidence.

Criteria for Consideration:
The loan review committee will consider the following when reviewing your application:

1. **Business Plan:** Clearly identify your business idea and the items or services your business proposes to sell. The plan should also include your experience with these items or services and your business management history. Other elements of the plan should include marketing plans and projections of costs and revenues for at least the first year.

2. **Collateral:** Please provide clear collateral for securing the loan (i.e. vehicles, business assets, equipment, machinery, and available personal assets). A co-signer may be required.

3. **Equity:** Attach information regarding the forms of equity you will or have provided to your business. This can either be in the form of cash or in-kind contributions.

4. **Credit History:** Your credit history will be reviewed as part of the application process.

    ❖ Each application is reviewed and considered on its individual merit. Please contact us directly if you have questions.
Small Business Loan Application

Part A: YOUR BUSINESS INFORMATION

__________________________________________________________________________________________________
Business Name

__________________________________________________________________________________________________
EIN #                DUNS #

__________________________________________________________________________________________________
Street Address

__________________________________________________________________________________________________
Mailing Address (if different from above)

__________________________________________________________________________________________________
Previous Address (if less than two years)

__________________________________________________________________________________________________
Contact Name

Telephone _______________ Work telephone _______________ E-Mail Address ______________________

Is this a new business? □ Yes □ No Date Started: _____________________________

Organization Type: □ Sole Proprietorship □ Partnership □ LLC □ S Corp □ C Corp

Current Number of Employees: Full-Time ___________ Part-Time ___________

Current Annual Sales/Business Revenue __________________________

How many years at above address? ____________

Part B: YOUR PERSONAL INFORMATION

Primary Applicant

Co-Applicant's Name (first, middle, last) (if joint application)

Social Security # Date of Birth

__________________________________________________________________________________________________
Street Address

__________________________________________________________________________________________________
Mailing Address (if different from above)

__________________________________________________________________________________________________
Previous Address (if less than two years)

Home Telephone _______________ Work Telephone _______________ E-Mail Address ______________________

County where you reside: ___________________________ How many years at the above address? ____________
Co-Applicant

Co-Applicant’s Name (first, middle, last) ____________________________ Social Security # ______________ Date of Birth __________________

(if joint application)

Street Address

_________________________________________________________________________________________________

Mailing Address (if different from above)

_________________________________________________________________________________________________

Previous Address (if less than two years)

_________________________________________________________________________________________________

Home Telephone _______________ Work telephone _______________ E-Mail Address _______________

County where you reside: ___________________________ How many years at the above address? ___________

Permission to Obtain Your Consumer Credit Report

I hereby give the Authority the right to obtain a credit report regarding me for this application and the life of the loan should my application be approved. I also release from liability all persons, companies, and corporations supplying such information. I release and indemnify the Authority from and against any liability which might result from making such an investigation.

Name: ____________________________ Social Security #: ____________________________

Date of Birth: ____________________________

Signature: ____________________________ Date: ____________________________

*The Shenandoah County IDA recommends loan applicants obtain, review, and submit a free copy of their credit report at the time of the loan application. Free reports are available for download at www.annualcreditreport.com*
PART C: YOUR PERSONAL FINANCIAL STATEMENT (Please complete a separate sheet for all owners. An “owner” is considered any individual obtaining at least 20% ownership in the business.)

Please provide us with information about your current financial condition. If more space is needed, please attach additional sheets.

This personal financial statement accurately reflects my financial situation as of _________________ (date).

<table>
<thead>
<tr>
<th>ASSETS What You Own</th>
<th>LIABILITIES What You Owe</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cash</strong> $_________</td>
<td>Loans from Lending Institutions $_________</td>
</tr>
<tr>
<td>Cash in Checking Account(s) $_________</td>
<td>$_________</td>
</tr>
<tr>
<td>List the Financial Institution(s) $_________</td>
<td>$_________</td>
</tr>
<tr>
<td><strong>Cash in Checking Account(s)</strong> $_________</td>
<td>Credit Card Balance</td>
</tr>
<tr>
<td>List the Financial Institution(s) $_________</td>
<td>Company Name $_________</td>
</tr>
<tr>
<td><strong>Securities, Stocks and Bonds</strong> $_________</td>
<td>Company Name $_________</td>
</tr>
<tr>
<td><strong>Retirement Plan (IRA, 401K, 402B)</strong> $_________</td>
<td>Company Name $_________</td>
</tr>
<tr>
<td><strong>Automobile(s)-(present value)</strong></td>
<td>Vehicle Loans – List:</td>
</tr>
<tr>
<td>Year</td>
<td>Make</td>
</tr>
<tr>
<td>$_________</td>
<td>$_________</td>
</tr>
<tr>
<td><strong>Personal Property (Value)</strong> $_________</td>
<td>Mortgages on Real Estate $_________</td>
</tr>
<tr>
<td><strong>Real Estate (Value)</strong> $_________</td>
<td>List Mortgage Holder(s) $_________</td>
</tr>
<tr>
<td>(List Address)</td>
<td></td>
</tr>
<tr>
<td><strong>Other Assets (List):</strong> $_________</td>
<td></td>
</tr>
</tbody>
</table>

| TOTAL $_________ | TOTAL $_________ |

Have you ever declared bankruptcy or had any judgments recorded against you? _____ Yes _____ No. If yes, explain the circumstances.

Do you owe any delinquent taxes? _____Yes _____ No
If yes, please list the type of taxes you owe and the amount.

Are you a co-signer on any loan(s)? If yes, please list and provide details.
PART D: ABOUT YOUR BUSINESS—MANAGEMENT AND OPERATIONS

Please provide us with information on your existing or proposed business. Please provide a 3-5 year business plan and cash flow projections. If you have questions on business planning, please call our office for assistance. If you need more space, please attach additional sheets.

1. Describe the concept of your business.

2. Describe the type of product or service your business offers or will offer.

3. Describe your experience in business management:

4. Describe your target market: (Who are your customers? Where are they located? Etc.)

5. Name and location of any competing businesses

6. How will you attract customers or differentiate yourself from your competition?

7. Is your business a: Start up ______ Currently operating since ______________
   (Date: mm/yy)

8. What type of business: (please check all that apply)
   _____ Retail   _____ Wholesale   _____ Construction   _____ Manufacturing
   _____ Service

8. Please list any state and/or federal licenses your business is required to have in order to operate:

9. Is a local license required? _____ Yes _____ No. If yes, do you have this license?
   _____ Yes _____ No

10. Will this business operate _____ full-time _____ part-time _____ seasonal
11. Not including yourself, this business expects to employ: _____ full-time employees; _____ part-time employees

10. What are the average numbers of hours per week you plan to work or are working in this business? _______

11. Why did you choose this business?

12. How many years experience do you have in this type of business? _____ years

13. The IDA strongly encourages businesses to purchase goods and services through other local businesses. Do you plan to purchase any of your new equipment, supplies, or use other business related services financed with your IDA loan through local vendors?  Yes No

If yes, please describe:

14. Other information you would like the IDA to know about your business:

PART E: LOAN REQUEST INFORMATION

Loan Amount Requested: ____________________________

Term Requested:  

☐ 1 year  ☐ 2 years  ☐ 3 years  ☐ 4 years  ☐ 5 years  ☐ 6 years  ☐ 7 years

How much money will you provide from you own funds? ____________________________

Have you secured or do you anticipate securing any additional loan funds to supplement this application?  Yes No

If so, please list additional loans and funding sources.

Describe existing business assets:
PART F: HOW WILL YOU USE THE LOAN FUNDS?

Describe the purpose of the loan. How will you use the loan proceeds?

Describe the assets to be purchased with loan proceeds:

<table>
<thead>
<tr>
<th>Amount</th>
<th>Amount</th>
<th>Specific listing of item planned for purchase (If necessary, attach additional sheets)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Working Capital</td>
<td>$_____________________</td>
<td></td>
</tr>
<tr>
<td>Inventory</td>
<td>______________________</td>
<td></td>
</tr>
<tr>
<td>Equipment</td>
<td>______________________</td>
<td></td>
</tr>
<tr>
<td>Property Improvements</td>
<td>______________________</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>______________________</td>
<td></td>
</tr>
<tr>
<td>List:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL LOAN REQUEST</td>
<td>$_____________________</td>
<td></td>
</tr>
</tbody>
</table>

PART G: INCOME AND DEMOGRAPHIC VERIFICATION

Please check any boxes that apply to you:

- ☐ Male
- ☐ Female
- ☐ Single Parent (at least one child under 19)
- ☐ Person with Disability
- ☐ Veteran
- ☐ Non-US Citizen
- ☐ Hispanic/Latino
- ☐ White
- ☐ Black or African-American
- ☐ American Indian/Alaskan Native
- ☐ Asian
- ☐ Native Hawaiian/Pacific Islander
- ☐ American Indian/Alaskan Native and White
- ☐ American Indian/Alaskan Native and Black
- ☐ Asian and White
- ☐ Black or African American and White
- ☐ Other (more than one race)
Number of persons in your household: ________

Total Household Income Level (check the box that applies)

Total household income is defined as income of all household members over the age of 17 received from all sources, such as wages, salaries, interest income, investment income, social security, public assistance, or other sources.)

☐ Less than $30,000  ☐ $75,001-$90,000
☐ $30,001-$45,000  ☐ $90,001-$105,000
☐ $45,001-$60,000  ☐ $105,001-$120,000
☐ $60,001-$75,000  ☐ Over $120,000

CERTIFICATION STATEMENT

The undersigned hereby authorizes the Authority or any of its agents to make all inquiries with credit bureaus and others it deems necessary to verify the accuracy of the information provided herein, and to determine credit-worthiness. Further, the undersigned hereby certifies to the best of their knowledge that the enclosed application information including all attachments, exhibits, schedules, and supporting documents are valid, accurate, correct, and complete as of the stated date(s). These statements are made for the purpose of obtaining a loan. False statements may result in forfeiture of benefits. The undersigned hereby further certifies that the proceeds of any loan made as a result of this application will be used for business purposes only, and will not be used to pay current debt, general fees related to the preparation of this document, personal or consumer purposes.

Notice: The Authority is an organization receiving financial support from state and federal agencies and may be required to document and share client information with public and non-profit agencies as a condition of program funding. Such information will be treated as confidential and shared only to the extent required by program compliance and compliance with the law. The Authority is subject to and may be required to disclose information to other entities or individuals under the Virginia Freedom of Information Act.

APPLICANT:                                      CO-APPLICANT:

Name (print)________________________________     Name (print)______________________________

Signature________________________________________ Signature_______________________________

Date____________________________________________ Date_______________________________________
DOCUMENTATION CHECK LIST

In addition to this application, please submit the following:

With Every Application:
- $50 Application Fee
- Complete business plan with cash flow projections (may be waived for existing businesses)

For Existing Businesses Only:
- Copy of federal tax returns (3 years)
- Income statement and balance sheet for 3 years including year to date
- Copy of any bankruptcy discharge order during the past 7 years (if applicable)

One Per Owner (any individual obtaining at least 20% ownership in business):
- Personal financial statement
- Copy of any bankruptcy discharge order during the past 7 years (if applicable)
- Recent copy of personal credit report (if available)
- Copy of personal tax returns (3 years) may be requested
- Copy of driver’s license of other form of ID

If your loan is approved, additional documents will be required before closing.