

**GREEN COUNTY DEVELOPMENT CORPORATION (GCDC)  
GROWTH OPPORTUNITY FUND  
REVOLVING LOAN FUND (RLF) PROGRAM  
APPLICATION FORM**

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

Street Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_

Type of Business: \_\_\_\_\_ Date Established: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Tax I.D.: \_\_\_\_\_

Applicant's  
Contact Person: \_\_\_\_\_ Email Address: \_\_\_\_\_

Current Number of Employees: \_\_\_\_\_ Date Project Will Begin: \_\_\_\_\_

**Source and Use of Funds**

	Amount Requested <u>From GCDC</u>	Amount that Will be Loaned <u>By a Bank</u>	Amount that You Will Be <u>Contributing</u>	<u>Total</u>
a) Land Purchase	\$ _____	\$ _____	\$ _____	\$ _____
b) Building Purchase	\$ _____	\$ _____	\$ _____	\$ _____
c) Bldg Construction/Renovation	\$ _____	\$ _____	\$ _____	\$ _____
d) Machinery & Equipment	\$ _____	\$ _____	\$ _____	\$ _____
e) Working Capital	\$ _____	\$ _____	\$ _____	\$ _____
f) Closing Costs	\$ _____	\$ _____	\$ _____	\$ _____
TOTAL PROJECT COSTS	\$ _____	\$ _____	\$ _____	\$ _____

**Source of Lender Financing**

Name of Bank: \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_

**RLF Assistance Requested:**

- a) Loan Amount \$ \_\_\_\_\_
- b) Interest Rate (percent) \_\_\_\_\_
- c) Loan Term (years) \_\_\_\_\_
- d) Principal Deferral (months) \_\_\_\_\_

**Collateral** (*List collateral to be pledged for the RLF loan:*)

Item	Present Value	Position

**Current Indebtedness** (*List personal debt on personal financial statement:*)

To Whom Payable	Present Balance	Int. Rate	Maturity Date	Payment Amount	Collateral

*Amounts should correspond with most recent interim financial statement.*

**Management** (*Proprietor, partners, officers, directors & any stockholder stock with 20% or more.*)

Name	Title	SSN	Home Address	% own

1. Have you or any officers of your company ever been involved in a bankruptcy or insolvency proceedings? Yes  No   
*If yes, provide details in a separate exhibit.*
2. Are you or your business involved in any pending lawsuits? Yes  No   
*If yes, provide details in a separate exhibit.*
3. Are any of the personal assets pledged for this loan, jointly owned? Yes  No   
*If yes, provide details in a separate exhibit.*
4. Does your business, its owners or majority stockholders own or have a controlling interest in other businesses? Yes  No  *If yes, please provide their names and relationship with your company along with a current balance sheet and operating statement for each as a separate exhibit.*
- Name of Business: \_\_\_\_\_
- Relationship to Applicant: \_\_\_\_\_
5. Do you buy from, sell to, or use the services of any concern in which someone in your company has a significant financial interest? Yes  No  *If yes, provide details in a separate exhibit.*
6. Are any of the individuals listed under "Management" on parole/probation? Yes  No   
*If yes, provide details in a separate exhibit.*
7. Have any of the individuals listed under "Management" been convicted of a crime? Yes  No   
*If yes, provide details in a separate exhibit.*

I hereby certify that the information provided above and in the attached supporting documentation is to the best of my knowledge true and correct.

\_\_\_\_\_  
*Applicant Signature*

\_\_\_\_\_  
*Date*

**Please submit the RLF application and supporting documentation to:**

Cara Carper, Executive Director  
**Green County Development Corporation**  
1016 16<sup>th</sup> Avenue - Monroe, WI 53566  
Phone: 608-328-9452  
Email: [cara.gcdc@tds.net](mailto:cara.gcdc@tds.net)

**(Applications may not be considered if information is incomplete.)**

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THE FOLLOWING EXHIBITS MUST BE COMPLETED WHERE APPLICABLE. ALL QUESTIONS ANSWERED ARE MADE A PART OF THE APPLICATION. ALL MATERIALS REQUESTED MUST BE SENT WITH THE APPLICATION\*\*.

**Attached      INFORMATION NEEDED**

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- Business plan and financing proposal. This should include Company history, a discussion of your industry, sales and marketing plans, discussion of competition, need for financing, and other matters relevant to your application.
- A detailed description of the proposed project including environmental issues
- Resumes or short summaries of the current management team that detail relevant experience, education and length of time with the company
- If you are buying equipment with loan proceeds, attach a list of the equipment to be purchased.
- If you are using loan proceeds for new construction, please attach plans and specifications along with a proposed construction contract.
- Three years of historical financial statements that include:
  - balance sheets
  - cash flow statements
  - income statements
  - accountant's notes
- Balance Sheet and Profit and Loss Statements for an interim period less than ninety (90) days from date of application.
- Aging of Accounts Receivable and Payable corresponding with latest available statement.
- Three years of financial projections that include:
  - Balance Sheets
  - Cash Flow analysis on monthly basis for first (1<sup>st</sup>) year of operation
  - Annual earnings projections for 3 years from date of application.
  - Detailed notes on all significant accounting assumptions used
  - Projected officer(s) salaries.
- Lending Institution's Credit Analysis.
- Industry Average Ratios.
- Commitments for all private financing. The commitments should contain no contingencies other than receipt of Revolving Loan Fund monies.
- Personal Balance Sheet.
- Explanation why Community involvement is requested.

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(\*\* In some instances, required information may be waived if the documents have been provided to and reviewed by a lead lender, Small Business Development Center counselor or other business service provider. Please discuss this with the Loan Administrator prior to completing the application.)

## Revolving Loan Fund Application – Certification Statement

**THE APPLICANT:**

1. Certifies that to the best of its knowledge and belief, the information being submitted is true and correct.
2. Certifies that the Green County Development Corporation is authorized to obtain a credit check on the applicant, the business and/or the individual(s).
3. Agrees to pay for or reimburse the Green County Development Corporation for the cost of any surveys, title or mortgage examinations, appraisals, etc. if needed to consider the loan request.
4. Understands that unless it qualifies as trade secret, all information submitted with this application is subject to Wisconsin's Open Records Law.

The applicant requests that GCDC treat the following items as TRADE SECRET:

	Yes	No	NA
A. Personal financial statements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Personal or business tax returns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Historical business financial statements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Business financial projections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If Section 4 is left blank then all information provided with the application will be open to examination and copying.

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

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

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

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

**APPLICANT PERSONAL FINANCIAL STATEMENT**

*Submitted to:*  
**Green County Development Corporation**

**Name:** \_\_\_\_\_ **Social Security Number:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

<b>ASSETS</b>		<b>LIABILITIES</b>	
Cash (Schedule 1)	\$	Secured Notes Payable (Sch. 5)	\$
Listed Securities (Schedule 2)		Unsecured Notes Payable (Sch.5)	
Unlisted Securities (Schedule 3)		Accounts Payable	
Real Estate Owned (Schedule 4)		Unpaid Income Taxes	
Automobiles		Real Estate Mortgages (Sch. 4)	
Personal Property		Real Estate Taxes	
Cash Value Life Insurance		Credit Cards	
Vested Profit Sharing/Pension		Other Debts (list below)	
Other Assets (list below)			
<b>TOTAL ASSETS</b>	\$	<b>TOTAL LIABILITIES</b>	\$

<b>INCOME:</b>		<b>CONTINGENT LIABILITIES:</b>	
Salaries/bonuses	\$	Endorser/Co-maker/Guarantor	\$
Dividends/interest		Legal Claims	
Other:		Other:	

Schedule 1 Cash and Equivalents

Type	Financial Institution	Amount	Account Name	PLEGGED?

Schedule 2 Listed Securities

Cost	Description	Market Value	Account Name	PLEGGED?

Schedule 3 Unlisted Securities

Cost	Description	Market Value	Account Name	PLEGGED?

Schedule 4 Real Estate Owned

Property Type and Address	Cost	Market Value	Mortgage

Schedule 5 Notes Payable

Secured?	Financial Institution	Original Balance	Current Balance	Date Due

Are you a defendant in any legal actions or suits?  Yes  No If yes, describe: \_\_\_\_\_

Have you ever been declared bankrupt?  Yes  No If yes, describe: \_\_\_\_\_

Are you delinquent in any payment of taxes?  Yes  No If yes, describe: \_\_\_\_\_

**Applicant understands submitting false or misleading information in connection with an application may result in the applicant being found ineligible for financial assistance under the funding program and may be subject to civil and/or criminal prosecution.**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date