



McHENRY COUNTY

MICRO LOAN FUND

APPLICATION

McHENRY COUNTY MICRO LOAN FUND INFORMATION

McHenry County has a Micro Loan Fund for the purpose of encouraging economic growth and increasing the size of its commercial and industrial base. The McHenry County Micro Loan Fund (MCMLF) is a government funded program that helps build start up businesses or firms with under \$3 million in annual sales located in McHenry County. The MCMLF is administered by the McHenry County Board with assistance from the McHenry County Economic Development Corporation.

Funds can be used for a wide variety of purposes including: building expansion or renovation, leasehold improvements, moving costs, purchase of new or used machinery or equipment, inventory, and working capital. Projects of a purely speculative nature are not eligible for funding.

McHenry County businesses will find that the MCMLF is an affordable source of financing that can be used with or in place of a traditional commercial or SBA loan. Advantages include:

- Low-cost source of financing
- Quick response time
- Minimal upfront costs
- Lower costs than SBA loans.

Any new or expanding business located in McHenry County is eligible to apply for this low-cost loan and must meet the following criteria:

- A. Loan amounts can be for a little as \$5,000 to a maximum of \$25,000.
- B. Firms applying for funds must have a well developed Business Plan
- C. All loans must be secured with collateral deemed adequate to support the debt.
- D. All loans must be personally guaranteed.
- E. Loans are amortized with monthly payments to a minimum maturity of 1 year to a maximum maturity of 5 years. Payments begin approximately 30 days after closing the loan.
- F. Interest rates are [determined by the County Board](#) and are tied to the yield for U.S. Treasury Securities. Loan amounts, maturity and rates are as follows:

MATURITY

1 to 3 Years
4 to 5 Years

INTEREST RATE

3 Year Treasury Yield
5 Year Treasury Yield

- G. There is a \$100.00 non-refundable application fee.
- H. The borrower will reimburse the county for any expenses incurred in filing its lien, documenting the loan, or other related lending costs.
- I. If the Borrower has no prior experience operating a small business, it is required that the Borrower obtain professional assistance through the Illinois Small Business Development Center (ISBDC) or other recognized entity specializing in small business assistance and development.

The approval process takes up to thirty (30) days from the receipt of a fully completed application. Funding is subject to the availability of funds and applicants are served on a first come, first served basis. Approval is based on the company's ability to repay the loan.

For further information contact: McHenry County Department of Administration 815.334.4041, 2200 North Seminary Avenue, Woodstock, IL 60098

McHENRY COUNTY MICRO LOAN FUND APPLICATION

DATE OF REQUEST: _____ TOTAL PROJECT COST: _____

APPLICATION FEE: \$100.00 AMOUNT OF LOAN REQUEST: _____
(non-refundable)

NAME OF BUSINESS: _____

CHIEF EXECUTIVE OFFICER: _____

BUSINESS ADDRESS: _____

CITY, STATE & ZIP: _____

TELEPHONE #: _____ FAX #: _____ EMAIL: _____

FEIN #: _____ SIC PRODUCT CODE #: _____

DATE OF INCORPORATION: _____ DATE STARTED: _____

NAME OF BUSINESS = Please use legal name as shown on your Articles of Incorporation or filed under Assumed Name Act.
FEIN # = Federal Employer Identification Number
SIC Code = Standard Industrial Classification Code

LIST THE NAMES OF ALL OWNERS HAVING 20% OR GREATER INTEREST

EACH OWNER WILL NEED TO COMPLETE A PERSONAL FINANCIAL STATEMENT

NAME: _____

ADDRESS: _____

CITY, STATE & ZIP CODE: _____

DAYTIME TELEPHONE: _____ FAX #: _____ EMAIL: _____

SOCIAL SECURITY NUMBER: _____

NAME: _____

ADDRESS: _____

CITY, STATE & ZIP CODE: _____

DAYTIME TELEPHONE: _____ FAX #: _____ EMAIL: _____

SOCIAL SECURITY NUMBER: _____

I/we authorize the McHenry County Department of Administration to make all inquiries deemed necessary to verify the accuracy of the statements made herein and to determine my/our credit worthiness.

I/we certify the above and the statements contained in the schedules herein are a true and accurate statement of my/our financial condition as of the date stated above.

Signature

Signature

Date: _____

Date: _____

A. COMPANY PROFILE: Please provide a brief company profile as a separate attachment:
(1) Company History (2) Company Business Plan (3) Market identification (4) Project description

B: BUSINESS INFORMATION:

ORGANIZATION:

- Sole Proprietorship Franchise Partnership LLC
 Subchapter "S" Corporation Public or Private Corporation Other
 WBE/MBE/DBE (if applicable) _____

EMPLOYMENT:

Full Time Employees: _____ Part Time Employees: _____ Owners: _____ **Total Employees:** _____

ANTICIPATED JOB CREATION: Full time: _____ Part Time: _____

C: SOURCE OF FUNDS: Please indicate the source(s) of funding for the entire project, as applicable.

Owner: _____% _____\$ Bank: _____% _____\$ Micro Fund: _____% _____\$ Other _____% _____\$

PARTICIPATING BANK (If applicable): *You will need to submit a fully documented letter of commitment from your lender.*

NAME OF BANK: _____

LOAN OFFICER: _____

ADDRESS: _____

CITY, STATE & ZIP: _____

TELEPHONE #: _____ FAX #: _____ EMAIL: _____

DURATION OF BANK LOAN: _____

SPECIAL CONDITIONS: _____

D: PERSONAL FINANCIAL STATEMENT: As of _____ (date)

Please provide the appropriate designation (Choose one or more)

- A sole proprietorship by the proprietor
 A partnership by each partner
 A corporation by each officer and each stockholder with 20% or more ownership
 Any other person or entity providing a guaranty on the loan

NAME: _____ RESIDENCE PHONE: _____ Email: _____

RESIDENCE ADDRESS: _____

CITY, STATE & ZIP: _____

SOCIAL SECURITY #: _____ DRIVER LICENSE #: _____

LIST ALL CREDIT REFERENCES: (Including credit cards i.e. Visa, Master Card).

FIRM NAME	ACCOUNT NUMBER	BALANCE DUE	ACCOUNT/LOAN IN THE NAME OF

Have you had any outstanding judgments (last 7 years) or been declared bankrupt, had a foreclosure of property or been evicted?
 Yes _____ No _____

ASSETS		LIABILITIES	
Cash on hand and in banks	\$	Accounts payable	\$
Savings accounts		Notes payable	
IRA		Installment account (Auto)	
		Mo. payments \$	
Accounts and notes receivable		Installment account (Other)	
		Mo. payments \$	
Life insurance-cash			
Surrender value only		Mortgages on real estate	
Stocks and bonds		Unpaid taxes	
Real estate		Other liabilities	
Automobile - present value			
Other personal property		Total liabilities	
Other assets		Net worth	
Total	\$	Total	\$

SOURCE OF INCOME		CONTINGENT LIABILITIES	
Salary	\$	As endorser or co-maker	\$
Net investment income		Legal claims & judgments	
Real investment income		Provision for federal income tax	
Other income (describe)*		Other special debt	
		(Describe)	

(*Alimony or child support payments need not be disclosed in "Other Income" unless it is desired to have such payments counted toward total income.)

NOTES PAYABLE TO BANKS AND OTHERS					
Name and address of note holder	Original balance	Current balance	Payment amount	Terms (monthly, etc.)	How secured or endorsed type of collateral

STOCKS AND BONDS: (Use separate sheet if necessary.)

Number of shares	Name of securities	Cost	Market value quotation/exchange	Date and amount

REAL ESTATE OWNED: (List each parcel separately - Use supplemental sheets if necessary - identify and sign each sheet.)

Address-type of property	Title is in name of:	Date purchased	Original Cost	Present Value	Mortgage Balance	Amount of payment	Status of mortgage

BANK ACCOUNTS: (Additional information may be attached.)

NAME OF BANK: _____

CITY, STATE & ZIP: _____

ACCOUNT IN THE NAME OF: _____

TYPE OF ACCOUNT: _____ ACCOUNT NUMBER: _____

NAME OF BANK: _____

CITY, STATE & ZIP: _____

ACCOUNT IN THE NAME OF: _____

TYPE OF ACCOUNT: _____ ACCOUNT NUMBER: _____

NAME OF BANK: _____

CITY, STATE & ZIP: _____

ACCOUNT IN THE NAME OF: _____

TYPE OF ACCOUNT: _____ ACCOUNT NUMBER: _____

OTHER PERSONAL PROPERTY: (Describe and if any is mortgaged, state name and address of mortgage holder and amount of mortgage, terms of payment, and if delinquent, describe delinquency.)

OTHER ASSETS, NOTES AND ACCOUNTS RECEIVABLE: (Describe)

UNPAID TAXES: (Describe in detail, type, to whom payable, when due, amount and what, if any, property the tax lien attaches.)

OTHER LIABILITIES: (Describe in detail)

LIFE INSURANCE HELD: (Give face amount of policies, name of company and beneficiaries.)

E: LENGTH OF EMPLOYMENT: (Please provide 5 years of employment history.)

COMPANY NAME: _____

ADDRESS: _____ CITY AND STATE AND ZIP: _____

TELEPHONE: _____ POSITION HELD: _____

TO: _____ FROM: _____ REASON FOR LEAVING: _____

.....

COMPANY NAME: _____

ADDRESS: _____ CITY AND STATE AND ZIP: _____

TELEPHONE: _____ POSITION HELD: _____

TO: _____ FROM: _____ REASON FOR LEAVING: _____

.....

COMPANY NAME: _____

ADDRESS: _____ CITY AND STATE AND ZIP: _____

TELEPHONE: _____ POSITION HELD: _____

TO: _____ FROM: _____ REASON FOR LEAVING: _____

F: RESIDENCE HISTORY: (Please provide previous address/s to cover past seven (7) years:

Address	City	Length of Residence
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please use the attached checklist to expedite your application.

APPLICATION CHECKLIST

MACHINERY AND EQUIPMENT: Describe major equipment or classes of equipment to be acquired with loan funds.

- New machinery/equipment – Supply vender cost estimates. Amount: _____
- Used machinery/equipment – Provide an appraisal demonstrating that the fair market value is in line with the purchase price.
Purchase price: _____ Appraisal value: _____

LAND AND BUILDING INFORMATION: Describe the land/building to be acquired with loan funds.

- An appraisal by a certified appraiser _____ Appraised value
- Purchase option or agreement _____ Contractor/Architect's cost estimate
- Rental/Lease agreement
- Environmental impact study – land purchase
- Location Map
- Survey

INVENTORY: Describe inventory to be acquired with loan funds.

- New: inventory vendor cost estimates Amount: _____
- Used: appraisal demonstrating fair market value Appraised value: _____

FINANCIAL INFORMATION:

- Current balance sheet and operation statement no older than 90 days
- Three year historical financial statement prepared by firm's independent accountant (if applicable).
Additional financial statements may be required – Balance Sheet, Profit and Loss Statement, Reconciliation of equity
- Prior three (3) year tax statements
- Projected earnings report – Three (3) year projected balance sheet and Profit and Loss Statement
- Collateral/Security pledges for loan funds
- One (1) year monthly projected cash flow statement
- Are there or will there be any other liens on the collateral: Yes _____ No _____ If yes, describe:

FOR SOLE PROPRIETORSHIP: Operating licenses/DBA Certification
 Resume of company owner/manager

FOR CORPORATIONS: Articles and certificates of incorporation
 Copy of corporate by-laws

FOR PARTNERSHIPS: Certificate of Partnership (for limited partnership)
 Partnership Agreement
 Certificate of Good Standing

FOR FRANCHISE: Franchise agreement
 Franchiser's financial statement
 Franchise disclosure statement

OTHER ITEMS: Bank commitment letter
 Equity contribution letter(s)

ALL SOURCES OF LEVERAGING MUST BE FIRMLY DOCUMENTED IN COMMITMENT LETTERS, LOANS FROM FINANCIAL INSTITUTIONS MUST HAVE LANGUAGE INDICATING THE LOAN AMOUNT, SPECIFIC TERM AND INTEREST, COLLATERAL AND SHOWING THE LOAN IS APPROVED.

EQUITY CONTRIBUTION OR LOANS BY OWNER(S) MUST BE DOCUMENTED THROUGH SIGNED LETTERS FROM THE COMPANY.