



Revolving Loan Fund Application

Dixon Chamber of Commerce and Main Street

Revolving Loan Fund Application Package

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*These items plus additional information required in the Application Checklist constitute the complete application. Please deliver your application, with cover letter, to:

Dixon Chamber of Commerce and Main Street
Revolving Loan Fund Program
87 S. Hennepin Avenue
Dixon, IL 61021

INTRODUCTION

Dixon Chamber of Commerce and Main Street Revolving Loan Fund Application Package

Dear Applicant:

Thank for your commitment to growing your business in Dixon!

The purpose of the Dixon Chamber of Commerce and Main Street Revolving Loan Fund (RLF) is to ensure that businesses like yours grow and prosper within the city. We are glad you have chosen to seek financial assistance through our RLF. Working together with you and your bank, we hope to enable you to accomplish the goals you have set for your business.

This application packet asks a series of questions aimed at determining the following:

- Your business activity, products and services
- Your business' viability and potential for growth
- Your financial commitment and commitment to maintaining your company in the city
- The RLF's ability to meet your financial gap
- The level of risk the RLF takes on by assisting your company
- How well your business fits into the economic development plan of the city

We also require a number of submittals to support the information you are giving us. We encourage you to use the checklist at the end of the application to ensure you have supplied all the documents we need to adequately assess and approve your request. We promise to utilize great care in the handling and sharing of your documents (see privacy statement below). Please note the "Loan Evaluation Criteria," which details the criteria by which your application will be reviewed.

We assume that you are working with your local banker to complete this application. However, if you are new to Dixon, welcome! Let us help you connect with a local bank so that you can work with a local lender to assist you and to make this application process as easy as possible. Please be advised that Dixon Chamber of Commerce and Main Street requires a \$200 (non-refundable) application fee at the time of submittal in order to cover the administration of the application and review process. This fee is in addition to any fees that may be charged by your financial partner.

Again, we thank you for doing business in Dixon, where we take pride in our business-friendly environment! If you have any questions, please do not hesitate to call our office at 815-284-3361 or send a message with your questions to us at info@dixonnow.com.

GUIDELINES AND PROCEDURES

PURPOSE

The Dixon Chamber of Commerce and Main Street Revolving Loan Fund (RLF) is established to provide a source of financing, which may not otherwise be available within the city, for expanding or start-up businesses. Used to fill a "financing gap" in a business development project, the RLF offers a low-interest option to complete a financing package. A "gap" occurs when the business lacks the funds to meet the equity requirements of bank financing or needs a lower interest rate. Further, the RLF seeks to:

- Retain and attract businesses that provide permanent jobs
- Maximize investment within the city
- Redevelop vacant and/or blighted land and buildings
- Promote sales and tax generating projects
- Provide financial assistance to eligible businesses

The Revolving Loan Fund adds another tool to the "tool box" of our economic development efforts. The incentives provided to business through this RLF are a fixed rate, low interest, and/or long-term financing for a business wanting to expand or locate within the city.

Although the RLF is not the primary source of financing for a project, public and private financing lessens the risk for the primary lender and yields an overall lower cost of money for the borrower.

It is the intent of the RLF to view both existing and start-up business as equal under the criteria, with preference given to those expansions and start-ups that result in retained or new jobs and/or new sources of economic activity within the city. Dixon Chamber of Commerce and Main Street seeks to work with healthy companies that have excellent potential for growth, will provide increased employment in the city, and will help diversify our economy. For existing business, the primary criteria to be considered are the following:

- Dedicated and experienced management
- Past performance
- Current economic viability of the business
- High potential for profitability
- High potential for growth
- Sufficient collateral and cash flow to service and secure the loan
- Inability to obtain conventional financing at rates and terms that make the project viable

In the case of entrepreneurial start-up business, the following will also be considered:

- Market strengths such as providing a new service or product development or distribution in Dixon as demonstrated by local market and/or feasibility study
- Complementary business development that serves an existing city business entity

- Consistent with City and/or Community Comprehensive plan and goals of the Overall Economic Development Plan for types of business and industry

PROCESS

Administration:

Most applications begin with the applicant's local banker who recommends the Revolving Loan Fund program. In the event the applicant banks outside of the city, a member bank within Dixon may serve as a starting point for individuals or businesses wishing to receive application guidelines and criteria.

RLF applicants from outside the city are encouraged to bank locally.

The RLF application review is conducted by the DCCMS Revolving Loan Fund committee consisting of representatives from DCCMS, an economic development group, a member bank, the City of Dixon, and a representative from the local business community. The committee reviews and recommends approval or denial of an application to the DCCMS Board of Directors who is the final authority on granting the loan.

The RLF funds are available through an allocation of DCCMS funds and the RLF program is only available when funding is available.

Application:

All applicants for the RLF are charged a (non-refundable) \$200 processing fee.

Application packages are available through the Dixon Chamber of Commerce and Main Street office, Chamber-member banks, and on Dixon Chamber of Commerce and Main Street's website (www.discoverdixon.com). Applicants are urged to complete the application in conjunction with the applicant's local banker. Upon recommendation from the banker, the application is referred to the Loan Committee for its motion to deny or approve. Upon final approval, the originating bank will issue and service the loan on behalf of the RLF.

GUIDELINES

Eligibility:

Existing businesses within the city, businesses wishing to relocate to Dixon, or individuals looking to start a new business who are or will commit to being financial supporters of Dixon Chamber of Commerce and Main Street. Expansions and new business shall result in retention or creation of jobs and/or creation of new sources of economic activity within the city.¹

Municipalities or not-for-profit agencies/corporations may be considered on a case-by-case basis for special projects that will result directly or indirectly in job retention/creation or increased economic activity.² In the event that funds are needed to support a new business development, these loans may be called for immediate repayment.

Uses of Revolving Loan Fund:

- Land and building acquisitions
- Site preparation and land development costs
- Building construction
- Building renovation
- Tenant improvements
- Machinery and equipment
- Inventory and working capital

Job creation or retention ratio goals:

Job creation

- One full-time permanent job created for each \$10,000.00 loaned

Job retention

- One full-time permanent job retained for each \$10,000.00 loaned

¹New sources of economic activity are those that provide increases in sales or other revenues, i.e., expanded internet access, warehousing or logistics, and may add jobs indirectly.

²“not-for-profit” may include, but is not limited to, churches, human service agencies, and development corporations.

LOAN PRODUCTS

Loans originate at local banks and are serviced by the local bank.

Loan limits:

Loans generally shall not be made for less than \$2,000.00 and will not exceed \$10,000 or 25% of the total financed amount for the business up to \$40,000.00.

Terms:

- Rate: As determined by the committee in cooperation with the bank administering the loan.
- Terms: Not to exceed 10 years, depending on the use of funds and security provided. To be determined with every loan agreement. Loan terms are typically one to seven years for working capital; two to ten years for machinery and equipment; and five to ten years for land and buildings. The committee retains the right to adjust individual loan terms in order to facilitate a successful RLF project.
- Personal Guarantee: Required.
- Collateral: To be determined with every loan agreement.
- Deferrals: Deferral of payments may be provided for up to one year, if required to make the project feasible.
- Equity: 10% of total project costs. Equity can be land, cash, equipment or a combination.
- Fees: Any bank fees for services, including application fees, processing and administrative fees will be paid by the applicant. May be included in the loan.
- Default and delinquency terms are defined in the security documents of the originating bank.

Additional Business Requirements

- Must not sell or move within a period of five years without prior committee approval
- Must show adequate financial ability to repay the debt
- Must maintain hazard insurance on collateral
- Must carry lines and coverage of insurance appropriate to the business and corporate organization

Business Name: _____

Address: _____

Contact Person: _____ Email: _____

Phone: _____ Fax: _____ Cell: _____

Federal ID#: _____ Completed by: _____

Signature: _____ Title: _____

PLEASE READ CAREFULLY BEFORE SIGNING:

I hereby give permission to _____ Bank and the Revolving Loan fund Committee to research the company's history, make credit checks, contact the company's financial institution, and perform other related activities necessary for reasonable evaluation of this proposal. I hereby certify that all representations, warranties or statements made or furnished the committee in connection with this application are true and correct in all material respects. I understand that it is a criminal violation under Illinois law to engage in deception and knowingly make, or cause to be made, directly or indirectly, a false statement in writing for the purpose of procuring economic development assistance from a state agency or political subdivision.

NOTE: Dixon Chamber of Commerce and Main Street will not provide assistance in situations where it is determined that any representation, warranty or statement made in connection with this application is incorrect, false, misleading, or erroneous in any material respect. If assistance has already been provided by DCCMS prior to discovery of the incorrect, false, or misleading representation, Dixon Chamber of Commerce and Main Street may initiate legal action to recover Revolving Loan funds.

Date Received: _____ By: _____

BUSINESS INFORMATION

Please feel free to attach additional pages and/or documentation as necessary.

1. DESCRIPTION AND HISTORY OF BUSINESS (Provide a narrative history of the company, e.g. type of business structure, product(s) and/or service(s).
2. DESCRIBE IN DETAIL THE PROPOSED BUSINESS PROJECT/EXPANSION: (e.g., company relocation, plant expansion, remodeling, new product line, refinancing).
3. WHAT PERCENTAGE OF THE COMPANY'S SALES WILL BE OUTSIDE OF DIXON?
4. WHAT PERCENTAGE OF THE COMPANY'S TOTAL OPERATING EXPENDITURES (including wages and salaries) WILL BE SPENT WITHIN DIXON?
5. WHAT IS YOUR ANTICIPATED START-UP DATE?
6. WHAT DATE WILL YOUR PROJECT BE COMPLETED? (Note: Funds are normally not available until approximately two months after the Board's actual approval.)
7. HAS ANY PART OF THE PROJECT BEEN STARTED? (If yes, please describe)
8. HOW MANY EMPLOYEES ARE CURRENTLY EMPLOYED BY THE COMPANY?
9. IF AWARDED DCCMS RLF FUNDS HOW MANY NEW, FULL-TIME AND PART-TIME EMPLOYEES WILL THE COMPANY ADD TO THE PAYROLL?

Full-Time: 12 months	Full-time: 24 months Cumulative	Full-time: 60 months Cumulative
Part-Time: 12 months	Part-time: 24 months Cumulative (if applicable)	Part-time: 60 months Cumulative

10. WHAT IS THE ESTIMATED ANNUAL PAYROLL FOR THE NEW EMPLOYEES RESULTING FROM THIS PROJECT?
11. Year 1: _____ Year 2: _____ Year 3: _____
12. WHAT IS THE AVERAGE WAGE RATE (not including fringe benefits) PROJECTED TO BE FOR THE NEW EMPLOYEES?
13. WILL ANY OF YOUR CURRENT EMPLOYEES LOSE THEIR JOBS IF THE PROJECT DOES NOT PROCEED?
14. WHAT OTHER LOCAL COMPANIES COULD BE CONSIDERED YOUR COMPETITORS?
15. HOW WILL THIS PROJECT BENEFIT DIXON AND THE COMMUNITY? (i.e., new jobs, payroll, economic diversification, capital investment, real estate tax, sales tax, utility tax)
16. WHAT FORM OF INVESTMENT WILL THE BUSINESS CONTRIBUTE TO THE PROJECT? PLEASE EXPLAIN CLEARLY. (i.e., direct cash investment, existing equity, new equipment)
17. IDENTIFY ALL AGENCIES OR INSTITUTIONS INVOLVED IN THE PROJECT AND WHAT THEIR INVOLVEMENT IS.

18. EXPLAIN WHY ASSISTANCE IS NEEDED FROM THE DCCMS RLF AND WHY IT CANNOT BE OBTAINED ELSEWHERE (i.e., financing gap, rate of return, location, lower rate)
19. EXPLAIN REQUEST FOR SPECIFIC TYPE OF ASSISTANCE (forgivable loan vs. loan, etc.) IF MARKET RATE LOAN IS NOT SUFFICIENT, EXPLAIN WHY.
20. WHAT TYPE OF SECURITY AND IN WHAT AMOUNT WILL THE BUSINESS PROVIDE DCCMS? IF NO SECURITY IS OFFERED, AN EXPLANATION MUST BE PROVIDED.
21. GENERALLY A DECISION ON THIS APPLICATION BY THE LOAN COMMITTEE CAN BE EXPECTED WITHIN 30 DAYS OF RECEIPT OF THE APPLICATION. IS THERE AN URGENT NEED FOR A MORE IMMEDIATE DECISION? (1-2 weeks)
22. IS COMPANY WILLING TO GIVE HIRING PREFERENCE TO DIXON RESIDENTS?
23. IS THE COMPANY WILLING TO GIVE HIRING PREFERENCE TO FORMER EMPLOYEES OF ANY LEE COUNTY BUSINESS MERGED OR ACQUIRED BY THE COMPANY WITHIN THE LAST THREE YEARS.
24. HAS THE BUSINESS BEEN CITED OR CONVICTED FOR VIOLATIONS OF ANY FEDERAL OR STATE LAWS OR REGULATIONS WITHIN THE LAST FIVE YEARS? (including environmental or safety regulations)

Yes / No: Underground tanks (whether or not in current use) for the storage of petroleum products

Yes / No: Agricultural or other chemicals

Yes / No: Waste oil or other liquid waste

Yes / No: Other flammable, corrosive, reactive or explosive liquid or gas

25. WILL YOUR BUSINESS BE PERMANENTLY RESIDING ON OR JUST USING THE PROPERTY ON WHICH THE FOLLOWING MAY BE LOCATED:
26. WILL YOU BE STORING ABOVE GROUND OR AROUND YOUR BUSINESS PREMISES IN TANKS OR OTHER UNITS FOR ANY LENGTH OF TIME
27. WILL YOU BE TREATING, TRANSPORTING, OR DISPOSING OF ANY LIQUID, GAS OR SOLIDS INCLUDING THOSE ITEMS REGARDING QUESTION 24 OR 25 ABOVE, EITHER ON OR ABOUT YOUR BUSINESS PREMISES, AT A LAND WATERWAY BODY OF WATER, OR IN ANY AIRCRAFT?
28. IF THE BUSINESS GENERATES SOLID OR HAZARDOUS WASTE, IS IT REQUIRED TO SUBMIT AN AUDIT OR MANAGEMENT PLAN TO REDUCE THE AMOUNT OF WASTE AND TO SAFELY DISPOSE OF THE WASTE WITH ANY ILLINOIS GOVERNING BODY? IF SO, HAS THIS BEEN KEPT CURRENT?
29. WILL ANY PART OF THE PROJECT TAKE PLACE IN A 100-YEAR FLOOD PLAIN? APPLICATION CHECKLIST

The following attachments are required for a complete application. Please use this list to ensure that all items required are submitted. If any item is not submitted, please attach explanation.

- List of employment positions/classifications and hourly rates for each current job
- Description of standard fringe benefits provided to the employees
- Copy of the most recent monthly payroll register

- Business plan (if new business)
- Marketing plan (if new business)
- Letter of commitment of funds (from banks, applicant, etc.)
- Profit & Loss Statements (3-year historical and 2-year projections)
- Balance sheets (3-year historical and 2-year projections, including aging accounts receivable schedule, aging accounts payable schedule and a schedule of other debt)
- Certification of good standing from the Illinois Secretary of State or an authorization to conduct business in Illinois.
- Certificate of incumbency listing the current board of directors and current officers if a corporation, or a listing of the general partners if a partnership.
- Corporate signatory authorization naming an officer to execute loan documents, if approved.
- Cost Estimates of construction, machinery and/or equipment (if construction or equipment upgrades are required)
- Federal Identification Number
- Map indicating location of the project