WCJDA APPLICATION OUTLINE

OPERATING DRAFT

I. THE FIRM

A. Name of Company: ____

B. Address: ____

C. Telephone: ____

D. Contact Person for Company: __________________________________

E. Current Company Status

1. Plant/Facilities/Office Location: _________________________________

____

____.

2. Current Number of Employees:

a. Full Time ______________________________

b. Part Time: ______________________________

3. Form of Business Ownership: ___________________________________

F. Primary Bank Account(s):

1. Name: ____

2. Address: ____

3. Telephone: ____

4. Contact Person: ____

5. Working Capital Line Of Credit: ________________________________

G. Company Attorney:

1. Name: ____

2. Address: ____

3. Telephone: ____

H. Company Business /Marketing Consultant:

1. Name: ____

2. Address: ____

3. Telephone: ____

4. Contact Person: ____

NOTE Individual(s) on firms listed in F, G, or H above may be contacted unless you specifically request otherwise.

II. New business venture requirements. (Business expansion applicants need not provide this information unless specifically requested by WCJDA.)

A. List three professional references for the individual(s) who will manage the new business.

1. ____

2. ____

3. ____

B. List three personal references for the individual(s) who will manage the new business.

1. ____

2. ____

3. ____

III. List of required attachments:

A. A completed WCJDA Form 3 (Project Financing Breakdown).

B. A completed WCJDA Form 4 (Current and Projected Employment).

C. A completed business plan to include 2 years pro forma financial statements.

D. Existing Business (Expansion/Retention)

1. Enclose financial statements for the past three fiscal years, including: balance sheets, income statements, statements of changes in financial position, and notes to financial statements. If unaudited, the statements must be signed and dated by an authorized financial officer of the business.

2. Enclose most recent interim financial statements (balance sheets and income statements, if available).

3. Enclose Federal Tax Returns filed by the business for the previous three years, if the applicant is a sole proprietorship, partnership, or corporation that does not have its financial statements reviewed or audited.

4. Enclose a pro forma balance sheet, income statement, and cash flow statement for the 24 month following the loan closing that shows the financial position of the business, including the proposed financing.

E. New Business Venture (Initial Capitalization)

1. Enclose signed personal financial statement dates as of the date of the application for any person who owns 20% or more interest in the business. In addition, include date privacy forms signed by each individual submitting personal financial statements.

2. Enclose any other information, including a key person insurance which may be available to secure the loans, which could assist us in processing your application as efficiently as possible.

3. Enclose information concerning any pending or threatened litigation or administrative proceeding or any outstanding administration order, judgments, or injunctions.

4. Has the company or any of the principals ever been involved in bankruptcy? ____

PROJECT FINANCING BREAK DOWN

COST	WCJDA	BANK	EQUITY	OTHER	TOTAL
Land Acquisition	__________	________	_________	_______	________
Acquisition of/or Improvements to Building	__________	________	_________	_______	________
Acquisition of Machinery of Equipment __New __Used	_________	________	__________	_______	________
Inventory Purchased	_________	________	__________	________	________

Other – (please describe)

_____________	______________	_______	_______	______	_____
_____________	______________	_______	_______	______	_____
_____________	______________	_______	_______	______	_____
_____________	______________	_______	_______	______	_____
Totals________	______________	_______	_______	______	_____

(Enclose copies of bids you have received which support the cost assumptions, or commitment letters from banks or other institutions which support the breakdown)

Describe desired terms of financing for WCJDA money: __________________________
____
____
____

WCJDA FORM 3

CURRENT AND PROJECTED EMPLOYMENT

Type of Employment	Existing Jobs as of:______		Employment First Year		Projections Second Year	
__________	FT	PT	FT	PT	FT	PT
__________	MF	MF	MF	MF	MF	MF
Professional Managerial Technical						
Skilled						
Unskilled Semi-Skilled						
Average Hourly Wage Level						

FT=Full Time PT=Part Time M= Male F= Female

The date which you apply to this department will be used to access your firm's qualifications for business loan. We will not be able to process your financial application without it. There is a possibility this data might constitute a public record if and when a loan is approved, and, at this time, the data may be examined by anyone.

The undersigned says he/she is duly authorized to verify the foregoing application, that he/she has read the same and is familiar with the statement contained herein that the same are true in substance and in fact.

Salary and benefit total amounts should be provided for each job category.

DATE:_______________, 2010.

SIGNATURE OF OFFICER OF APPLICANT OR OWNER IF SOLE PROPRIETOR
TITLE:___________________________________