



## **Introduction**

Thank you for your interest in the Johnson County Micro Loan Program. We have provided this package to assist you in applying for a business loan. We hope, also, that the package is helpful to you in thinking about your business plans. All information you provide to the Loan Committee will be kept confidential.

All of the information provided by you to include this application form, business plan and other requested documents will be used by the Loan Committee to make a credit evaluation and to evaluate your project for consideration. However, completion of the package, in and of itself, does not guarantee approval of your loan request.

The information you provide with this application is important. You should try to complete all areas that are applicable to your business. Additionally, there may be other information requested of you upon review of this application. This application is not complete or accepted until all requested information is received.

All Micro Loan Applicants will need to have a completed business plan in conjunction with the loan application. The business plan helps you create and understand the financial information involved in starting a new business. See page 7 for additional resources on business plans.

The information we will need is divided into three parts.

- I. Information about you.
- II. Information about your business.
- III. Information about your loan request.

**Submit the completed application, in person or by mail, along with the necessary supporting documentation to:**

**Johnson County Economic Development Corporation/Microloan Program  
300 N Holden St, Suite 301  
Warrensburg, MO 64093**

*If you need assistance with the application or have questions regarding the loan program, please call Johnson County Economic Development Corporation at 660-747-0244.*

**Johnson County Economic Development Corporation**

**MICROLOAN PROGRAM**

**INFORMATION SHEET**

***Personal Information***

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home # \_\_\_\_\_ Cell # \_\_\_\_\_

Fax # \_\_\_\_\_ Email \_\_\_\_\_

***Business Information***

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

Federal Tax ID Number: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Tel # \_\_\_\_\_ Fax # \_\_\_\_\_

Email: \_\_\_\_\_

Website Address: \_\_\_\_\_

## I. Information About You and Key Business Partners

The success of your business is primarily dependent upon the background and financial strength of the people running the business. That is why we need information regarding your experience and financial position. This section allows you to introduce yourself and other key individuals of your business to the program. Please remember to sign any statements you submit. If more forms are needed, simply request them from our office.

Resume: Any owner of 20% or more of the business or other principals actively involved in the business should indicate their qualifications, experience, and education. The form attached or a resume should provide the basic information we need.

Personal Financial Statements: In addition to experience, the financial position of any owner of 20% or more of the business, other principals, and any guarantors should be identified by completing the enclosed personal financial statements. If you already have a current statement prepared, it may be substituted for the enclosed form. The personal financial statements should be as of the same date as your business financials.

Tax Returns: Personal tax returns for the last three years are requested (IRS Form 1040's and attachments) for anyone providing a personal financial statement.

Finally, each individual providing personal financial statement should answer the following questions (Check Yes or No):

1. Are you a Citizen of the United States? \_\_\_\_\_ Yes \_\_\_\_\_ No
2. Have you ever declared bankruptcy? \_\_\_\_\_ Yes \_\_\_\_\_ No
3. Are you presently under indictment, on parole or probation? \_\_\_\_\_ Yes \_\_\_\_\_ No
4. Have you ever been charged for any criminal offense other than a minor traffic violation?  
\_\_\_\_\_ Yes \_\_\_\_\_ No
5. Have you ever been convicted, placed on pretrial diversion, or placed on any form of probation including adjudication withheld pending probation for any criminal offense other than a minor vehicle violation?  
\_\_\_\_\_ Yes \_\_\_\_\_ No
6. Have you ever requested government financing? \_\_\_\_\_ Yes \_\_\_\_\_ No

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Place of Birth

**Attach Resume or Complete Information Below**

**Resume Form**

<u>Details of Education:</u>  High School _____ Year Graduated _____ (if applicable); Trade/vocation school name (if attended) _____, year(s) attended _____ Types of studies completed _____ _____ _____ Colleges and/or universities attended _____ _____ Types of studies completed _____ _____ _____	
<u>Details of Work Experience</u> (begin with the <b>most recent</b> employer).	
<b>Employer:</b>	<b>Dates of Employment:</b> From:                      To:
Job Duties and Responsibilities:    	
<b>Employer:</b>	<b>Dates of Employment:</b> From:                      To:
Job Duties and Responsibilities:    	
<b>Employer:</b>	<b>Dates of Employment:</b> From:                      To:
Job Duties and Responsibilities:    	
<b>Employer:</b>	<b>Dates of Employment:</b> From:                      To:
Job Duties and Responsibilities:    	

## Personal Financial Statement

All individuals applying for a business loan, a guarantor, or any individual with at least a 20% ownership are required to submit a personal financial statement along with copies of the past three years income tax returns.

Assets	Value	Liabilities	Balance
Cash on hand or Checking Account		Credit Cards & Charge Accounts	
Savings Accounts			
Certificates of Deposit			
US Savings Bonds & Treasury Securities		Property Taxes Payable	
Other Marketable securities (attach list)		Accrued/Unpaid Income Taxes	
		Loans on Life Insurance Policies	
Cash Value of Life Insurance (attach list)		Term Notes Payable to Banks	
Accounts/Note Collectible			
		Loans from family & other individuals	
Total Current Assets:		Other Current Liabilities	
		Total Current Liabilities:	
Business Investments		Automobile Loans	
Automobiles & Recreational Vehicles			
		Installment Loans	
Personal Residence		Real Estate Loans	
Other Real Estate			
401(k), IRA Accounts (attach list)		Other Long Term Loans	
Other Personal Property			
Other Non-Current Assets		Total Non-Current Liabilities:	
Total Non-Current Assets		Total Liabilities:	
Total Assets:		Net Worth:	

Continued on next page

## Personal Financial Page Continued

Have you cosigned or guaranteed someone else's obligations? Y: \_\_\_\_\_ N: \_\_\_\_\_

Are any of your assets listed in a trust? Y: \_\_\_\_\_ N: \_\_\_\_\_

Are you presently a plaintiff or defendant in any legal action? Y: \_\_\_\_\_ N: \_\_\_\_\_

Are there any unsatisfied judgments against you? Y: \_\_\_\_\_ N: \_\_\_\_\_

What is your gross annual income? \_\_\_\_\_

What is the face amount of your life insurance? \_\_\_\_\_

Do you have a life insurance policy? Y: \_\_\_\_\_ N: \_\_\_\_\_

Do you have health insurance? Y: \_\_\_\_\_ N: \_\_\_\_\_

If yes, is this insurance provided by your current employer? Y: \_\_\_\_\_ N: \_\_\_\_\_

The above statement of assets and liabilities is a complete and accurate representation of my/our financial condition as of this date.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse's Signature

\_\_\_\_\_  
Date

## II. Information About The Business (Business Plan)

This section allows you to explain your business and detail its performance. The series of questions in this section is designed to help you think about your business operations and needs.

A current business plan is required and should be attached to this application. Therefore, you are encouraged, but not required, to meet with JCEDC Staff to develop or revise a business plan. The following resources are also available to you:

### **IN PERSON BUSINESS COUNSELING:**

**Cost: None**

JCEDC provides in-person, confidential business planning assistance to Johnson County businesses, whether applying for a microloan or not. Visit [bit.ly/JoCoMoSmallBiz](http://bit.ly/JoCoMoSmallBiz) to learn more or contact JCEDC to schedule an appointment.

### **SCORE BUSINESS PLAN TEMPLATE (DOWNLOADABLE)**

**Cost: None**

<https://www.score.org/resource/business-plan-template-startup-business>

### **ONLINE BUSINESS PLAN SOFTWARE:**

**Cost: Varies**

LivePlan  
[www.liveplan.com](http://www.liveplan.com)

Strategyzer  
[www.strategyzer.com](http://www.strategyzer.com)

**At minimum the following components are required for the business plan:**

1. Executive Summary
2. Company Description
  - a. Provide copies of the corporation documents (Incorporation Documents, sales tax number and EIN numbers, for example)
3. Products and Services
4. Marketing Plan
5. Operational Plan
6. Management & Organization
  - a. Operating Agreement between all parties (LLC)
7. Startup and Initial Growth Expenses & Capitalization
8. Financial Plan
  - a. Opening Cost Summary (for Startups only)
  - b. Equity Sources / Donated Assets and Uses (may also be included in the operating agreement)
  - c. Year One Balance Sheet
  - d. 3 Years of Profit/Loss Projections (Year One should be monthly – Year 2 & 3 can be annualized)
  - e. First Year Monthly Cash Flow (Accounts Receivable and Accounts Payable Detail is a plus)
  - f. Breakeven Analysis
9. Appendices
  - a. Most recent 3 years of Personal Tax Returns for each owner/manager or key partner
  - b. Most recent 3 years of Tax Returns for the Business (existing only)
  - c. Copy of Lease Agreement (existing location only)
  - d. Copy of Proposed Lease Agreement (for Startup Only)

### **Business History and Background**

1. What is the legal name and address of the business? What type of structure is it, or will it be located in? (I.e. single unit building, strip mall, house, etc.)

2. Form of Business:

Sole proprietorship  Partnership  Corporation  Non-profit  S corporation  Limited Liability Company)?

3. List of current or potential owners and their respective percentage of ownership.

<u>Name</u>	<u>Social Security Number</u>	<u>Percent Owned</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

4. Describe your business or business idea, including the following: 1) Product or service? 2) How will your product be produced? Your service provided? 3) Briefly characterize and describe your target customers (retail, commercial, etc.) 4) Sales strategy 5) Cost of production, approximate 6) Selling price, approximate 7) Growth strategy? How will you continue to succeed? \_\_\_\_\_

5. Who is your competition? Why? \_\_\_\_\_

6. Who will be your lawyer? \_\_\_\_\_

Do you currently have them on retainer?  YES  NO

7. Who will be your accountant? \_\_\_\_\_

Are they currently under contract with you?  YES  NO

8. Who is going to be responsible for the day-to-day financial management of the company and what are this person's qualifications (if not already provided with a resume)?



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9. How many others are involved in the business (employees, staff, etc.)? \_\_\_\_\_

10. Who else will be able to assist and advise you with the business? What is their relationship to you and what strengths do they bring with them? Have they already made a commitment to the business?

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11. Describe any research and development, patents, trademarks, or other intangible assets that you currently own or plan to purchase: \_\_\_\_\_

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12. If you have ever declared bankruptcy, please provide details and date:

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15. Will the business be engaged in export trade?  YES  NO

### III. Information About Your Funding Request

Prepare on a separate sheet your projections of future income and expenses. The format of your projections should be similar to the historical projections you provided in the previous section. These projections should be a continuation of the historical data. Any significant changes from historical data such as increased sales or decreased expenses should be explained. You should be able to identify exactly how you will increase sales or decrease expenses. Please keep in mind that income should be sufficient to repay all of the debts of the company including your proposed loan.

1. Total Funds Required to Start your Business \$ \_\_\_\_\_

Loan Amount Requested \$ \_\_\_\_\_

Payment Frequency Requested \_\_\_\_\_

2. If there is a difference between the total funds required to start your business and the amount of the loan requested, please describe below where you intend to acquire the rest of the funding. (I.e. friends, family, other loans, etc.)

- What is the source and amount of the funding? \_\_\_\_\_

1. Under what structure have you received this funding? (I.e. loan to be repaid, gift, investment, etc.) \_\_\_\_\_

- What is the source and amount of the funding? \_\_\_\_\_

1. Under what structure have you received this funding? (I.e. loan to be repaid, gift, investment, etc.) \_\_\_\_\_

3. Use of Proceeds (what the funds will be used for). Please describe:

Land Acquisition \_\_\_\_\_

New Construction/Repair \_\_\_\_\_

Machinery/Equipment Inventory \_\_\_\_\_

Physical Retail Inventory \_\_\_\_\_

Working Capital \_\_\_\_\_

Other \_\_\_\_\_

List all of the Collateral Available for the Loan:

Description Manufacturer & Model #	Year Acquired	Original Cost	Market Value or Fair Value	Current Lien Balance	Name of Lien Holder

**Credit Report Release**

The Applicant hereby certifies that all information in this application, and all information furnished in support of this application is given for the purpose of obtaining assistance under the MicroLoan Program and is true and complete to the best of the Applicant's knowledge and belief. Provided that any and all information related to the financial status of the business shall be held confidential and not subject to review by the public.

The Applicant hereby authorizes Johnson County Economic Development Corporation to obtain a credit report, through the services of Accudata Credit Systems, LLC, to verify that all of the financial information that has been stated is true and accurate. The credit report will be used for the consideration of the loan that has been applied for with the Johnson County Economic Development Corporation ONLY.

Signature of Applicant: \_\_\_\_\_

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

Signature of Co-Applicant: \_\_\_\_\_

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

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

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**For Office Use Only**

LOAN REVIEW COMMITTEE: \_\_\_\_\_ DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

RECOMMENDATIONS:

\_\_\_\_\_ APPROVAL

\_\_\_\_\_ DISAPPROVAL

REASONS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_