



# Revolving Loan Fund Application

## Contact

**Montgomery Headley**

**County Administrator**

Benton County Government Center

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Applicants are requested to provide the following Civil Rights information:

**Race**

- American Indian / Alaskan Native
- Asian
- Black / African American
- Hawaiian / Pacific Islander
- White

**Gender**

- Female
- Male

**Ethnicity**

- Hispanic / Latino
- Non-Hispanic / Latino

# Benton County Business Loan Fund

## Eligibility

- Eligible applicants are manufacturing and service businesses located anywhere in Benton County. Retail businesses are not eligible for funding. Funding in St. Cloud is limited due to the county's loan funding source criteria.
- Borrowers can use county funds for fixed asset purchases such as land, buildings, machinery & equipment, building modifications or equipment that provides energy efficiencies.

## Conditions of loan

- Applicants must be in compliance with local government zoning codes as well as all other local, state and federal laws applicable to them.
- Job creation is a requirement for loan consideration and under certain circumstances job retention will be considered. One (1) FTE job per \$20,000 of borrowed funds is required. In circumstances where funds are used for energy efficiencies or productivity improvements, job retention may be considered.
- Applicants must meet all job creation and wage requirements set forth in Benton County's Business Subsidy Policy.

## Financial Structure

- Benton County may provide up to 35% of the project cost, up to a maximum of \$150,000.
- A financial institution must be involved in the project.
- Loan terms are structured based on the size of the loan and the assets being financed.
- Interest rates are fixed and will be below the participating bank's interest rate. Each project is evaluated separately on collateral, nature of risk and length of loan. Periodic reviews of the rates are conducted to insure the County's economic development fund and program objectives are being met.

## Collateral

- Benton County requires full collateral coverage on loans. A secured interest in personal assets may be required. Second security or subsequent interest positions are accepted as warranted.
- Personal guarantees are required from the borrowers.
- By Federal mandate, life insurance on the principal(s), for the amount of the loan is required. This insurance policy must be assigned to Benton County.

## Application Process

- Applicants must complete the loan application and provide all requested supporting documentation.
- The complete loan application is reviewed by the Finance Committee – approval is also required by the Benton County Economic Development Authority (EDA)
- Loan approval generally takes between 45-60 days upon submittal of a completed loan application.

## Costs: Borrowers will be required to pay the following costs related to the loan.

- A non-refundable \$125 application fee
- All third party costs (recording fees, mortgage registration tax, etc.) will be the responsibility of the borrower.
- An escrow on real estate taxes and insurance may be required.
- All loans will be set up on Electronic Funds Transfer (EFT).

# Benton County RLF Final Application

## I. Business Information

Business Name & Address

Phone Number

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Fax Number

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Email address \_\_\_\_\_

Business Internet Address \_\_\_\_\_

Federal Tax ID # \_\_\_\_\_

NAICS Code \_\_\_\_\_

Type of Business:    Sole Proprietorship \_\_\_\_\_    Partnership \_\_\_\_\_    Corporation \_\_\_\_\_

Date business established \_\_\_\_\_

**II. Ownership Information**

**Name & Address of Business Owner(s)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Title** \_\_\_\_\_  
**% ownership** \_\_\_\_\_  
**SSN** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Title** \_\_\_\_\_  
**% ownership** \_\_\_\_\_  
**SSN** \_\_\_\_\_

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**Title** \_\_\_\_\_  
**% ownership** \_\_\_\_\_  
**SSN** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Title** \_\_\_\_\_  
**% ownership** \_\_\_\_\_  
**SSN** \_\_\_\_\_

*Please attach a separate page if there are more than four owners.*

### III. Participant Information

Participating Bank: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Other Participating Lender: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Legal Counsel: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Accountant: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

## **IV. Project Information**

**Description of Business:**

**Description of Project:**

## V. Loan Information

Requested loan amount: \$ \_\_\_\_\_

Enter numbers only, no punctuation (e.g. no commas, etc)

	Benton County	Equity	Bank	Other Lender	Other Lender	TOTAL
Property Acquisition						
Site Improvements						
New Construction						
Building Renovation						
Machinery & Equipment						
Working Capital						
Other						
<b>TOTAL</b>						

### Financing Detail

	Benton County	Equity	Bank	Other Lender	Other Lender
Amount					
% of Project Cost					
Term (years)					
Amortization (if different from term)					
Interest Rate					
Monthly Debt Service					
Lien Position					



**Collateral Detail:**



## VII. ATTACHMENTS

- \_\_\_\_\_ **Financial information**
  - \_\_\_\_\_ **Monthly Cash Flow Analysis for upcoming 12 months**
  - \_\_\_\_\_ **Profit & Loss Statements (previous 3 years / current / 3 years projections)**
  - \_\_\_\_\_ **Balance Sheets (previous 3 years / current / 3 years projections)**
  
- \_\_\_\_\_ **Schedule of Business Debts**
- \_\_\_\_\_ **Statement of collateral**
- \_\_\_\_\_ **Resumes of Principals**
- \_\_\_\_\_ **Personal Financial Statements of Principals**
- \_\_\_\_\_ **Commitment Letters from Lender(s)**
- \_\_\_\_\_ **Appraisals / Proposed Lease / Purchase Agreements**
- \_\_\_\_\_ **Corporate / Partnership Authorization (if applicable)**
- \_\_\_\_\_ **Most recent Business Income Tax Statement**
- \_\_\_\_\_ **Most recent Personal Income Tax Statement**
- \_\_\_\_\_ **Evidence of Payroll tax payment**
- \_\_\_\_\_ **Evidence of Worker's Compensation Insurance**
- \_\_\_\_\_ **Verification of no outstanding judgments or tax liens exist**
  
- \_\_\_\_\_ **Loans used for energy efficiency must include proof of the use of funds from the vendor or an energy audit.**

**APPLICANT AGREES TO THE FOLLOWING:**

- 1) All jobs must be created within two years of the closing date of the loan.
- 2) Immediate repayment of the "per job cost" (plus interest) will be made for each job described above that is not created within the agreed upon time frame.
- 3) Immediate repayment of the entire outstanding balance of the loan will be made if the business relocates outside of Benton County.
- 4) Documentation must be provided to Benton County showing the number and types of jobs created by each anniversary of the effective date of the loan until such time as the loan is paid off.
- 5) Company financial statements will be available for review by the Benton County Economic Development Authority upon request.

I hereby agree to abide by all the requirements of this application and that all information provided is true and correct to the best of my knowledge and belief.

I authorize Benton County to verify the information provided and contact those individuals and institutions involved in the project, including credit references. False information, in addition to disqualifying me from consideration for financial assistance, may subject me to litigation to recover the county's expenses related to reviewing this application and/or the costs to collect any outstanding loan balances. I also authorize the County to release information about the project for public relations purposes, excluding any confidential financial information.

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**Authorized Signature / Title**

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**Date**