



Isiah Leggett
County Executive

Alexandre A. Espinosa
Director

DEPARTMENT OF FINANCE

Small Business Revolving Loan Program Summary

The Small Business Revolving Loan Program (Program) was created in 2000 to support the Montgomery County small business community by providing financial assistance to small businesses in the County. The Program facilitates business development through direct loans or participation in loans made by other financial institutions, and is targeted at Montgomery County-based small businesses that have gross revenues of less than \$5,000,000 annually and fewer than 75 employees. To be eligible for consideration for financial assistance from the Program, businesses must also meet one of two primary tests: 1) Program funds must assist the expansion of the business; or 2) Program funds must help retain and stabilize the business. Program assistance typically ranges from \$5,000-\$100,000, with maximum terms up to five years. Collateral is required.

Applicants to the Program are rigorously screened and rated for the following elements of their proposed/existing business.

- 1) Financial history (if applicable, and including personal financial/credit history) and projections, including balance sheets, income statements, cash flow statements and bank statements (if applicable).
- 2) The background, experience and financial commitment of the principal(s) and key management personnel.
- 3) Statement of the amount, timing and projected use of the County's assistance and any co-venture capital.
- 4) Projected employment growth, and/or other positive economic impacts that the County's assistance will facilitate.
- 5) The ability of the recipient business to generate sufficient income to service the requested loan.

Applications are further evaluated using the following "priority" criteria to arrive at a funding decision:

- 1) Priority is given to assistance that will materially improve the County's economy and advance the County's economic development objectives and strategies.
- 2) Priority is given to cases where the County's assistance will function as a catalyst to the company's subsequent capitalization.
- 3) Priority is given to cases where the company's business will create significant employment growth by creating new jobs within three to five years of funding.
- 4) Priority will be given to cases where private/bank financing is not available at the time of the Program application.

Depending on the extent of analysis and research required to validate the proposed business concept/technology, applicants should allow for a processing time of 40 - 80 working days from the County's application acceptance date before receiving a funding decision. Once the applicant business accepts the County's funding offer, the actual closing generally will occur within 10 - 30 working days, depending on the applicant's ability to prepare and submit closing documents.



MONTGOMERY COUNTY

SMALL BUSINESS REVOLVING LOAN APPLICATION FORM

A. BASIC INFORMATION ON COMPANY

Legal Name of Business: _____

Trade Name (if applicable): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Fax Number: _____ E-mail: _____

Business Type: _____

Subchapter C Corporation Subchapter S Corporation Sole Proprietorship

Partnership Limited Liability Corporation Other _____

Year and State of Incorporation: _____ Federal Tax I.D. Number: _____

Current Number of Full-Time Employees: _____ Part-Time Employees: _____

Management/Ownership: Please list major (20% or more) owners or partners and percentage of ownership.

Name of Principal	Title	% of Ownership

How long has current ownership been in place? _____

Have you or your business controlled by you ever applied for a grant/loan with Montgomery County?

Yes or No

If approved, please describe type of transaction, amount and date: _____

B. CREDIT REQUEST

Amount: _____ Term: _____

Purpose of the Loan: _____

Number of projected new jobs if loan is approved: _____

C. COLLATERAL

Please list collateral available to secure loan request(s) along with value and descriptions.

Type	Description	Value	Existing Liens (yes or no)

D. BUSINESS DEPOSITORY ACCOUNTS

Bank Name	Account Number	Current Balance

E. BUSINESS LOAN ACCOUNTS

Supply the following information for all term loans, credit lines, mortgages, credit cards, equipment leases, etc. Attach additional sheets if necessary.

Name of Creditor	Lien or Loan	Original Amount	Outstanding Balance	Interest Rate	Monthly Payment	Collateral Pledged

F. BUSINESS TRADE REFERENCES

List two major suppliers/provisions:

Company	Contact	Phone Number

G. OTHER BUSINESS INFORMATION

If yes to any question below, please explain on an attached sheet.

- Is the business currently involved in any litigation or other legal claims? _____
- Has the business or any principal/owner ever declared bankruptcy? _____
- Are any state and federal taxes currently past due by the business or any principal? _____
- Is the company liable on any debt not shown above? _____
- Is the company or any principal/owner contingently liable as guarantor or endorser? _____
- Has the applicant contacted any commercial lender, (is so, name and the \$ amount applied for) _____

As indicated by a commercial lender, if a loan request was declined, or by the applicant's self assessment, any particular reason why the applicant's loan request will not be approved by a commercial lender?

H. SUPPORT MATERIALS NEEDED

Please provide the following information with the Application:

- A. Company profile / executive summary
- B. Business tax returns or financial statements for the past 3 years, with all supporting schedules
- C. Most recent interim financial statement including an income statement and balance sheet
- D. Completed Personal Financial Statement Form
- E. Personal tax returns for the past 2 years with all supporting schedules
- F. Copy(s) of equipment invoices and estimates
- G. Accounts Payable (Aging, if applicable)
- H. Articles of Incorporation & Corporate By-Laws or Articles of Organization and Membership Agreement

I. AUTHORIZATION

You certify that this application and all other information furnished now or in the future to Montgomery County are and shall be true and complete. You authorize the County to obtain credit reports from third parties now and in the future in connection with this application and any credit furnished relying on this application.

By: _____
Signature of Authorized Signer Printed Name Title Date

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CONSUMER REPORT AUTHORIZATION FOR COMMERCIAL USE

In connection with your application for commercial credit, Montgomery County Department of Finance will obtain and review copies of your personal consumer report. Your authorization is requested.

Authorization

I, (WE) the undersigned, authorize the Montgomery County Department of Finance to obtain one or more personal/individual consumer report(s) on me (us) in connection with my (our) application for a commercial loan or commercial services. This authorization is of a continuing nature and may be relied upon until my (our) application is denied, withdrawn, or my (our) commercial relationship with Montgomery County Department of Finance is terminated.

Signature _____

Printed Name: _____

Title: _____

Date: _____

Signature _____

Printed Name: _____

Title: _____

Date: _____