



A nonprofit economic development corporation

BUSINESS GROWTH FUND

Loan Application

Financing up to \$150,000

Finance

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Program Description

The BUSINESS GROWTH FUND (BGF) provides business owners or entrepreneurs with mid-sized loans or gap financing as part of a larger loan package with other lenders.

Business Growth Loans range from \$ 5,000 to \$ 150,000 for any of the following uses: relocation and related expenses; machinery or equipment; purchase, expansion, renovation on or refinancing of owned commercial real estate; facade improvements; abatement of code violations; or a portion of working capital.

Please complete the attached forms that include a business loan application and personal financial statements. Other documentation may be requested.

Once the loan application is complete, it is reviewed by the UCEDC Loan Committee, a volunteer committee comprised of professionals representing a wide array of businesses. Once approved, the loan is usually closed within ten days.

If you require technical assistance in any aspect of preparing or completing the loan application, please contact UCEDC; such assistance is available. Also, at the end of this application, we have listed several organizations offering business support services.

**If you have any questions regarding the
BUSINESS GROWTH FUND,
contact Ellen McHenry, UCEDC's Director of Financial Programs
at 908.527.1166 or email at info@ucedc.com.**

UCEDC is an equal opportunity employer and is committed, in policy and in practice to recruit, hire, train, and promote, in all job classifications, without regard to race, color, religion, sex, sexual orientation, age, national origin, marital status, or status as a veteran.

Our commitment to diversity extends beyond each employee to include every client, business partner and the community in which we live and work.

Frequently Asked Questions About the BUSINESS GROWTH FUND

1. How much can I borrow?

Business Growth Fund loans range from \$5,000 to \$150,000, statewide.

2. How can I use my Business Growth Fund loan?

Loans can be used to purchase machinery, office equipment, furniture and fixtures; façade improvements; purchase of, renovations and restorations to, and refinancing of commercial property; abatement of code violations; relocation and related expenses; and working capital.

3. How long will it take to be approved?

All loan applications complete with all required documentation should be submitted by the first of the month. The Loan Committee of UCEDC meets once a month to review qualified applications.

4. Are there any restrictions?

The Business Growth Fund loan cannot be used to finance venture capital projects or to finance projects begun prior to loan closing. In addition, investment firms are ineligible to receive financing. The Business Growth Fund is for businesses with one year minimum of operating history.

5. Are there any fees?

There is a non-refundable application fee of \$250, or ½% of the loan amount, whichever is greater. There may also be attorney closing fees and additional closing costs.

6. What are the rates and terms of the loan?

The rate on the loan is the prime commercial lending rate plus 1%. Terms are from 1 to 10 years (12 to 120 months).

BUSINESS GROWTH FUND Requirements

◆ General

- _____ Loan Application
- _____ \$ 250 application fee or 1/2% of loan amount, whichever is greater.

◆ Business

- _____ Last three (3) years of business tax returns.
- _____ If available, three (3) most recent years of financial statements (with cash flow statements).
- _____ Most recent interim financial statements (no older than 90 days).
- _____ One year projected financial statements.
- _____ Accounts receivable aging report.
- _____ Copy of existing lease or purchase agreements or other current financial arrangements.
- _____ Estimates of costs covering new construction and/or machinery and equipment.
- _____ List of affiliates or subsidiaries of the applicant.
- _____ List of the five (5) largest customers and five (5) largest suppliers (include name, address, phone and contact person).
- _____ Explanation of pending lawsuits or contingent liabilities.

◆ Personal

- _____ Resume for each principal (10% ownership or more).
- _____ Personal financial statements for each principal (10% ownership or more).
- _____ Last three (3) years of personal tax returns for each principal (10% ownership or more).

◆ Possible additional requirements

- _____ An appraisal on real property and/or machinery and equipment.
- _____ A formal business plan.
- _____ Low to moderate-income employment agreement.

BUSINESS GROWTH APPLICATION FORM

UCEDC wants to make your loan application as easy as possible. We have trimmed the amount of information required to the minimum and have sought to make every form simple and clear. We assure you that all the information requested is essential in order to process your credit request quickly. Your complete application should include the following:

- Business Loan Application
- Personal Financial Statement(s) (included in application)
- Three (3) Years Personal Federal Tax Returns
- Three (3) Years Complete Business Tax Returns
- Current Interim Financial Statements
- One (1) Year Financial Projections
- Startups (less than 24 months): Business Plan required including two (2) years projections.
- Management Resume (included in application)
- Copy of lease, if applicable

I/we authorize and instruct any person or consumer reporting agency to compile and furnish to UCEDC any information it may have or obtain in response to such credit inquiries and agree that same shall remain your property whether or not credit is extended.

All information set forth in this application is declared to be a true representation of facts made for the purpose of obtaining the credit requested and any willful misrepresentation on this application could result in criminal action.

UCEDC may request a consumer (TRW, Trans Union, Equifax, etc) or business (Dun & Bradstreet) report in connection with this application and subsequent consumer and/or business reports in connection with updating, renewing or extending the existing or future extensions of credit. Upon your written request, we will provide the name and address of the consumer agency furnishing such reports to us, if any.

BUSINESS NAME: _____

DATED: _____ BY: _____
TITLE

YOUR SIGNATURE: _____
PRINCIPAL, INDIVIDUALLY

BUSINESS GROWTH LOAN APPLICATION FORM – Page 2

◆ Business Records:

- Applicant _____
- Company Name _____
- Date Established _____ Tax ID Number _____
- Business Type (Circle One)
S Corp C Corp LLC Partnership
Sole-Proprietorship Non-Profit Corp
Other (Describe) _____
- Address _____
- Phone _____ Fax _____

◆ Bank of record _____

- Contact name _____
- Address _____
- Phone _____ Fax _____
- Account Number _____

◆ Accountant _____

- Phone _____ Fax _____

◆ Landlord/Mortgage Company _____

- Contact name _____
- Address _____
- Phone _____ Fax _____
- Annual Rent \$ _____
- Lease term and date of expiration _____

Please complete all fields. If not applicable, note N/A.

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PRINCIPALS, PARTNERS, OFFICERS OR STOCKHOLDERS

NAME: _____ NAME: _____
% OWNERSHIP: _____ % OWNERSHIP: _____
HOME ADDRESS: _____ HOME ADDRESS: _____
CITY, ST, ZIP: _____ CITY, ST, ZIP: _____
PREV. ADDRESS: _____ PREV. ADDRESS: _____
CITY, ST, ZIP: _____ CITY, ST, ZIP: _____
S.S.#: _____ S.S.#: _____
PHONE: _____ D.O.B.: _____ PHONE: _____ D.O.B.: _____
TITLE: _____ TITLE: _____
BANK NAME: _____ BANK NAME: _____
BANK ACCT#: _____ BANK ACCT#: _____

(PLEASE USE SEPARATE PAGE IF MORE THAN TWO OWNERS)

◆ Give History and description of business:

◆ Project:

▪ Total Project Cost	\$	_____
▪ Equity (owner contribution)	\$	_____
▪ Other Funding	\$	_____
▪ Loan Request	\$	_____

◆ Proposed Collateral/Collateral Description:

◆ Description of Project/Purpose of loan:

◆ Number of employees:

	At Present	After Loan
Full-time	_____	_____
Part-time	_____	_____

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◆ Use of loan proceeds/Purpose of financing:

- Materials \$ _____
- Equipment \$ _____
- Supplies \$ _____
- Working Capital \$ _____
- Inventory \$ _____
- Building acquisition \$ _____
- Building renovation \$ _____

◆ Source of repayment:

TRADE REFERENCES

	NAME & ADDRESS	PHONE	DATE OBTAINED	CREDIT LIMIT
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

OTHER INFORMATION

Are there any outstanding judgments, garnishments or other legal proceedings against you or your business? If so, please explain:

- Have you or your business ever declared bankruptcy? _____ YES _____ NO
- Have you or your business ever had a judgment against you? _____ YES _____ NO
- Are any assets pledged or debts secured except as shown? _____ YES _____ NO
- Have you had property foreclosed upon or made a settlement with creditors? _____ YES _____ NO



PERSONAL FINANCIAL STATEMENT

U.S. SMALL BUSINESS ADMINISTRATION

As of _____

Complete this form for: (1) each proprietor, or (2) each limited partner who owns 20% or more interest and each general partner, or (3) each stockholder owning 20% or more of voting stock, or (4) any person or entity providing a guaranty on the loan.

Name _____ Business Phone _____
 Residence Address _____ Residence Phone _____
 City, State, & Zip Code _____
 Business Name of Applicant/Borrower _____

ASSETS		(Omit Cents)	LIABILITIES		(Omit Cents)
Cash on hand & in Banks	\$	_____	Accounts Payable	\$	_____
Savings Accounts	\$	_____	Notes Payable to Banks and Others	\$	_____
IRA or Other Retirement Account	\$	_____	(Describe in Section 2)		
Accounts & Notes Receivable	\$	_____	Installment Account (Auto)	\$	_____
Life Insurance-Cash Surrender Value Only	\$	_____	Mo. Payments	\$	_____
(Complete Section 8)			Installment Account (Other)	\$	_____
Stocks and Bonds	\$	_____	Mo. Payments	\$	_____
(Describe in Section 3)			Loan on Life Insurance	\$	_____
Real Estate	\$	_____	Mortgages on Real Estate	\$	_____
(Describe in Section 4)			(Describe in Section 4)		
Automobile-Present Value	\$	_____	Unpaid Taxes	\$	_____
Other Personal Property	\$	_____	(Describe in Section 6)		
(Describe in Section 5)			Other Liabilities	\$	_____
Other Assets	\$	_____	(Describe in Section 7)		
(Describe in Section 5)			Total Liabilities	\$	_____
Total	\$	_____	Net Worth	\$	_____
			Total	\$	_____

Section 1. Source of Income		Contingent Liabilities	
Salary	\$ _____	As Endorser or Co-Maker	\$ _____
Net Investment Income	\$ _____	Legal Claims & Judgments	\$ _____
Real Estate Income	\$ _____	Provision for Federal Income Tax	\$ _____
Other Income (Describe below)*	\$ _____	Other Special Debt	\$ _____

Description of Other Income in Section 1.

*Alimony or child support payments need not be disclosed in "Other Income" unless it is desired to have such payments counted toward total income.

Section 2. Notes Payable to Banks and Others. (Use attachments if necessary. Each attachment must be identified as a part of this statement and signed.)

Name and Address of Noteholder(s)	Original Balance	Current Balance	Payment Amount	Frequency (monthly, etc.)	How Secured or Endorsed Type of Collateral

Section 3. Stocks and Bonds. (Use attachments if necessary. Each attachment must be identified as a part of this statement and signed).

Number of Shares	Name of Securities	Cost	Market Value Quotation/Exchange	Date of Quotation/Exchange	Total Value

Section 4. Real Estate Owned. (List each parcel separately. Use attachment if necessary. Each attachment must be identified as a part of this statement and signed.)

	Property A	Property B	Property C
Type of Property			
Address			
Date Purchased			
Original Cost			
Present Market Value			
Name & Address of Mortgage Holder			
Mortgage Account Number			
Mortgage Balance			
Amount of Payment per Month/Year			
Status of Mortgage			

Section 5. Other Personal Property and Other Assets. (Describe, and if any is pledged as security, state name and address of lien holder, amount of lien, terms of payment and if delinquent, describe delinquency)

Section 6. Unpaid Taxes. (Describe in detail, as to type, to whom payable, when due, amount, and to what property, if any, a tax lien attaches.)

Section 7. Other Liabilities. (Describe in detail.)

Section 8. Life Insurance Held. (Give face amount and cash surrender value of policies - name of insurance company and beneficiaries)

I authorize SBA/Lender to make inquiries as necessary to verify the accuracy of the statements made and to determine my creditworthiness. I certify the above and the statements contained in the attachments are true and accurate as of the stated date(s). These statements are made for the purpose of either obtaining a loan or guaranteeing a loan. I understand FALSE statements may result in forfeiture of benefits and possible prosecution by the U.S. Attorney General (Reference 18 U.S.C. 1001).

Signature: _____ Date: _____ Social Security Number: _____

Signature: _____ Date: _____ Social Security Number: _____

PLEASE NOTE: The estimated average burden hours for the completion of this form is 1.5 hours per response. If you have questions or comments concerning this estimate or any other aspect of this information, please contact Chief, Administrative Branch, U.S. Small Business Administration, Washington, D.C. 20416, and Clearance Officer, Paper Reduction Project (3245-0189), Office of Management and Budget, Washington, D.C. 20503. **PLEASE DO NOT SEND FORMS TO OMB.**

OUTLINE OF A BUSINESS PLAN

- Cover Sheet: Name of business, names of principals, address and phone number
- Statement of Purpose
- Table of Contents:
 1. Section One: The Business
 - a. Description of business
 - b. Product/service
 - c. Market
 - d. Location of business
 - e. Competition
 - f. Management
 - g. Personnel
 - h. Application and expected effect of loan, if needed
 - i. Summary
 2. Section Two: Financial Data
 - a. Sources and applications of funding
 - b. Capital equipment list
 - c. Balance sheet
 - d. Break-even analysis
 - e. Income projections (Profit and Loss statements)
 - i. three-year summary
 - ii. detail by month for first year
 - iii. detail by quarter for second and third years
 - iv. notes of explanation
 - f. Cash flow projection
 - i. detail by month for first year
 - ii. detail by quarter for second and third years
 - iii. notes of explanation
 - g. Deviation analysis
 - h. Historical financial reports for existing business
 - i. Balance sheets for past three years
 - ii. Income statements for past three years
 - iii. Tax returns
 3. Section Three: Supporting Documents
 - a. Personal resumes
 - b. Personal balance sheets
 - c. Cost of living budget
 - d. Credit reports
 - e. Letters of reference
 - f. Job descriptions
 - g. Any legal documents, i.e. leases, contracts
 - h. Anything else relevant to the plan

Listing of Resources for Technical Assistance

UCEDC

Liberty Hall Corporate Center
1085 Morris Avenue
Union, NJ 07083

Phone: 908-527-1166
Fax: 908-527-1207
Email: info@ucedc.com

UCEDC, a non-profit economic development corporation, is dedicated to fostering economic growth. This is accomplished through the provision of financing and technical assistance programs, training, business assistance, business information and government contract procurement assistance.

US Small Business Administration

Two Gateway Center, 15th floor
Newark, NJ 07102

Phone: 973-645-3680
Fax: 973-645-6265

The US Small Business Administration, established in 1953, provides financial, technical and management assistance to help Americans start, run, and grow their businesses. The SBA provides loan guarantees to area lenders for loans to small business. The SBA is the nation's largest financial backer of small business.

NJ Commerce & Econ. Growth Commission

20 W. State Street
Trenton, NJ 08625

Phone : 609-292-9934

The Commission's programs are tailored to the individual needs of the business community, helping with creative financing packages, technical assistance, site selection and acquisition. In addition, the Commission offers a business advocacy service providing assistance in dealing with state government.

NJ Economic Development Authority

P.O. Box 990
36 West State Street
Trenton, NJ 08625

Phone: 609-292-0181
Fax: 609-633-7751
Email: njeda@njeda.com

NJEDA is a self-supporting, independent state financing and development agency serving New Jersey's business community. Since 1974, the NJEDA has provided nearly \$14 billion to eligible businesses and not-for-profit groups. The NJEDA provides financing, real estate development and technical support for new entrepreneurs.

Listing of Resources for Technical Assistance – Page 2

S.C.O.R.E.

Phone: 973-645-3982
www.nj-score.org

New Jersey Small Business Development Ctrs. Phone: 800-432-1565
www.njsbdc.com

NJ Association of Women Business Owners, Phone: 609-581-2120
Women's Business Center (WBC) Fax: 609-581-6749
127 U.S. Highway 206, Suite 28 Email: wbc@njawbo.org
Hamilton, NJ 08610

NJAWBO is a statewide organization with its objective being to support and encourage business ownership by women. NJAWBO enables women business owners to network while it also provides a legislative voice for them at local, state and federal levels. NJAWBO operates a Women's Business Center (WBC) which provides a wide range of services to women entrepreneurs at all levels of business development.

Other:

NJ Business Resource Center
www.njbrc.com



A non-profit economic development corporation

BUSINESS GROWTH FUND

**Liberty Hall Center
1085 Morris Avenue
Union, New Jersey 07083
T: 908.527.1166 F: 908.527.1207
www.ucedc.com**