



Rural Business Development Grant Revolving Loan Fund Application

Relevant FSWCF Programs

- **Creative Arts District Loan Fund**
- **Native Entrepreneur Loan Fund**

Loan Application Checklist

The following is a checklist of forms to complete and items to collect to begin processing your loan request. Additional information may be required. The forms referenced below are included with this checklist.

Forms to Complete:

1. Application from proposed borrower
2. Personal Financial Statement – for anyone with 25% or more ownership with verification of assets (proof of cash deposits or investments)

Documents/Information to Collect:

1. Entity Documentation – Bylaws, Operating Agreement, IRS
2. IRS issued Letter with Tax ID #/Employer ID #
3. Government Issued ID for all individual
4. DUNS # of Applicant: <http://fedgov.dnb.com/webform>
5. Lease Agreements if applicable
6. Most recent Year end or Projected Financial Statement – 1 year of P&L
7. Interim P&L and Balance Sheet for most recent month end within 30 days
8. 1 years of personal tax returns and k-1's
9. Verification of location and applicant eligibility (provided by Loan Officer)
10. Signed AD 1047
11. Signed AD 1049\RBEG RLF UR Certification
12. RBDG RLF UR Certification
13. RD 400-1 EO Agreement

*Note: Document requirements (5-8) and a Personal Financial Statement are NOT required for the LAUNCH program.



LOAN APPLICATION

Business Information

Required Information

Name:	Type of Organization:
Tax ID:	State of Formation:
Year Founded:	Industry Code:
# of Full Time Employees:	# of Part Time Employees:
Current Customer Yes No	Bankruptcy filing within the last 7 years Yes No

Contact Information

Email Address:	Business Phone Number:
Address 1:	City:
State	Zip Code:
Mailing Address 1:	Mailing State:
Mailing City:	Mailing Zip Code:

Comments

Website:

Required for all loan requests, for start-up businesses please use projected values

Annual Sales:	Business Net Income:
Last Fiscal Year Interest:	Last Fiscal Year Income:
Expense:	Taxes:
Last Year Depreciation:	Last Fiscal Year:
Expense:	Amortization Expense:
Annual Debt Payments:	

Questions

Background of Person

If you are applying for joint credit with another applicant, check "yes" and complete the joint credit field in the personal application section. Yes/No



Is the Business a party to any claim, lawsuit or legal action?	Yes/No
Does the business sell environmentally sustainable product(s) / service(s)?	Yes/No
Please list the types of products/services the business offers.	
Please list business signer(s) and title(s).	
What is the estimated number of jobs created in the next 12 months and what is the approximate annual wages of jobs created? Please list if these jobs are full-time or part-time.	
What is the estimated number of jobs retained in the next 12 months and the approximate annual wages of these jobs? Please list if these jobs are full-time or part-time	

Please explain your organization/business's mission and primary activities

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For-Profits: Business Ownership List (Proprietor, all partners and stockholders owning 5% or more of outstanding stock)

Name	% Owned	Title/Position	SS#	Sex*

Non-Profits: Board of Directors and Senior Leadership

Name	Title/Position	Sex*



Personal Information

Required Information

First Name:	Middle Initial:
Last Name:	Birth Date:
Social Security Number:	Military Status:
Current Customer: Yes/ No	Bankruptcy filing within the last 7 yrs

Contact Information

Email Address:	Contact Phone Number:
Address 1:	City:
State:	Zip Code:
<i>Only enter a mailing address if it's different than the address above.</i>	
Mailing Address 1:	Mailing City
Mailing State:	Mailing Zip Code:

Employment Information

Employer:	Job Title:
Questions	
Joint Credit (Application Initials):	
Are you a U.S. Citizen?	(Yes/No)
Are you a party to any claim, lawsuit or legal action?	(Yes/No)
Have you been charged with or convicted of any criminal offense other than a misdemeanor involving minor vehicle violations? If yes, please provide explanation	
Do you have any contingent liabilities as endorser, guarantor, taxes or other? If yes, please explain.	

Loan Information

Type or Loan:	Product:
Purpose of Loan:	Loan Amount:
Loan Term (in months):	Real Estate Project Type
Projected Closing Date:	
Relationship Information	
Borrower	Guarantor
Co-Borrower:	
Detailed Purpose	
Comments	
Name of Bank for Business Account/s:	
Bank Routing #	Acct. # for Auto Payments



Please explain why you are applying for this loan and what the capital will be used for

What creative sector does your business/organization fall under

- ☐ Visual Arts ☐ Artisan Products ☐ Performing Arts ☐ Design ☐ Culinary Arts
☐ Live Music ☐ Film & Media ☐ Venue ☐ Education ☐ Culture & Heritage
☐ Public Art ☐ Literary & Publishing ☐ Other

What would be the impact if you did not receive this funding from FSWCF

What other resources have you accessed for your business? (i.e. Help with your business plan, consulting, legal structure set-up, marketing, Startup Colorado, Small Business Development. SCAPE, etc.)

How will your business benefit the Durango Creative District and/or the Creative Community



Please leave any additional comments that will help the advisory committee understand your business/organizations and your funding request

All applicants shall have one or more marketing activities in the project work plan to announce a successful First Southwest Community Fund and Durango Creative District Loan to the general public. Please explain how this announcement will be communicated.

Uses of Funds	
<i>Total project cost from all sources of funding including borrower fund.</i>	
Tenant Improvements or building fixed assets	\$
Bldg. expansion or Repair	\$
Purchase of machinery & Equip.	\$
Purchase of furniture & fixtures	\$
Purchase of Inventory	\$
Debt Payment/Refi credit card	\$
Working Capital or operating expense	\$
Other (explain) _____	\$
TOTAL PROJECT AMOUNT	\$
Sources of Funds	
<i>Show all sources of financing for the project.</i>	
Bank Loan (non - SBA)	\$



Bank Loan (SBA guarantee)	\$
Mortgage (other than Bank)	\$
Equipment Finance	\$
Borrower Equity: Cash	\$
Non-Cash	\$
Other	\$
(Specify):_____	
TOTAL SOURCES (should match total project amount)	\$

I/We do hereby give consent for the sharing of all information submitted, for the purpose of underwriting this loan request, between First Southwest Community Fund and Durango Creative Arts District Loan Sub-Committee Members.

Application Signatures:

_____ Date_____

_____ Date_____