



Checklist for Required Documentation for Loans

(Attach this checklist as a cover sheet)

Name of Client/Company: _____

_____ **Prospera Loan Application, signed and dated**

_____ **Business Plan**

- Organization and Operating Plan: describe the business and the products/services offered, the location, legal structure, the ownership and management team, personnel, accounting and recordkeeping
- Marketing Plan: describe the target market, customers, competitors, pricing strategy, distribution channels, promotional plan
- Growth Plan: describe the financial needs of the business, the proposed use of funds, and how this is significant to the future of the business
- Financial Plan: based on the growth plan, formulate a revenue and expense projection (cash flow) for the next three years (monthly cash flow projection for 1st and 2nd years, annual cash flow for 3rd year)

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_____ **Business organizational documents: Articles of Incorporation, Articles of Organization, or Partnership.**

_____ **Corporate Resolution to Borrow, including copies of minutes from the Board of Director Meeting (if applicable).**

_____ **Personal federal income tax returns (last 3 years) for owners with 20% or more interest in the business.**

_____ **Personal financial statement for owners with 20% or more interest in the business (dated within 90 days of the application)**

_____ **Business federal income tax returns for last 3 years, or life of business if shorter.**

_____ **Business balance sheet + income statement (within 90 days of the application)**

_____ **Accounts payable aging report (existing businesses in operation)**

_____ **Accounts receivable aging report (existing businesses in operation)**

_____ **Monthly cash flow projections for the first year of business operation.**

- _____ **Projected income statements for 3 years of business operation.**
- _____ **Proposed collateral for the loan (Provide list of equipment, inventory, vehicles, real estate).**
- _____ **Copy of lease or rental agreement (if applicable)**
- _____ **Copy of Buy/Sell Agreement (if applicable)**
- _____ **Evidence of equity or match funds: Provide the most recent bank statements, investments statements, and bank loan commitment as applicable.**

**Please scan all of the items as one document and send to
mdrewiske@prosperabusinessnetwork.org.**



REVOLVING LOAN FUND

BUSINESS LOAN APPLICATION

Thank you for your interest in business financing from Prospera Business Network.

If you are considering applying for a business loan from Prospera Business Network, please speak with a member of our lending team before completing this form to learn about the application process, coordinate your efforts with a bank, and to determine if your business is eligible for use of our revolving loan funds.

CONTACT:

MIKE DREWISKE
LOAN MANAGER
406.587.3113
MDREWISKE@PROSPERABUSINESSNETWORK.ORG

PROSPERA BUSINESS NETWORK
2015 CHARLOTTE STREET, SUITE 1, BOZEMAN, MT 59718

This loan application is intended to provide Prospera Business Network staff and the Prospera Business Network Loan Review Committee with the necessary information to evaluate the applicant business's eligibility and suitability for financing through Prospera Business Network.

Additional information may be requested to complete the application, prior to loan committee review

LOCAL REVOLVING LOAN FUNDS

- **CITY OF BOZEMAN**
- **CITY OF LIVINGSTON AND PARK COUNTY (POOL)**
- **USDA INTERMEDIARY RELENDING PROGRAM (IRP)**

BUSINESS INFORMATION

BUSINESS NAME:	PRIMARY CONTACT:
BUSINESS LOCATION:	MAILING ADDRESS:
TELEPHONE:	CITY, STATE, ZIP:
MOBILE:	EMAIL:
BUSINESS WEBSITE:	FEDERAL TAX ID:
DATE BUSINESS ESTABLISHED:	FORM OF BUSINESS ORGANIZATION:
CURRENT NUMBER OF EMPLOYEES:	AVERAGE GROSS ANNUAL REVENUES (LAST 3 YEARS):
PRIMARY APPLICANT: Date of Birth:	SOCIAL SECURITY NUMBER:
CO-APPLICANT OR GUARANTOR: Date of Birth:	SOCIAL SECURITY NUMBER:
CO-APPLICANT OR GUARANTOR: Date of Birth:	SOCIAL SECURITY NUMBER:
DESCRIPTION OF BUSINESS:	
LIST ANY SUBSIDIARY AND/OR AFFILIATED BUSINESSES:	

LOAN REQUEST

LOAN AMOUNT REQUESTED: \$	
PURPOSE OF LOAN:	
HAVE YOU APPLIED FOR OTHER FINANCING FOR THIS PROJECT? IF SO, WHERE?	STATUS OF OTHER REQUESTS:

BUSINESS OWNERSHIP

Provide the following information for all principals of the business (individuals, corporations, partnerships, etc. owning 10% or more of the business). Attach an additional sheet if necessary. An individual Personal Financial Statement is required for each principal or partner owning 10% or more of the business.

NAME, TITLE, HOME ADDRESS	OWNERSHIP %	OWNED SINCE (YEAR)

TOTAL PROJECT FINANCING

Provide the total current capital needs of the business and how the proposed new funding will be used (total use of funds). In addition, specify the amounts of other new sources of funding and how they will be used. Attach letters of commitment from all proposed sources of new funds.

SOURCE OF FUNDS					
USE OF FUNDS	PROSPERA BUSINESS NETWORK LOAN	COMMERCIAL BANK LOAN	OTHER	OWNER CASH	TOTAL USE OF FUNDS
LAND PURCHASE					
LAND IMPROVEMENT					
BUILDING PURCHASE					
BUILDING IMPROVEMENT					
EQUIPMENT/MACHINERY					
FURNITURE/FIXTURES					
WORKING CAPITAL					
EMPLOYEE TRAINING					
OTHER:					
TOTAL SOURCE OF FUNDS					

PARTICIPATING LENDERS AND OTHER SOURCES OF FINANCING

LENDER:
AMOUNT:
CONTACT NAME:
EMAIL:
TELEPHONE:

OTHER LENDER OR SOURCE OF FINANCING:
AMOUNT:
CONTACT NAME:
EMAIL:
TELEPHONE:

FINANCIAL AND BUSINESS REFERENCES

COMPANY:
CONTACT:
ADDRESS:
TELEPHONE:
BUSINESS RELATIONSHIP SINCE:

COMPANY:
CONTACT:
ADDRESS:
TELEPHONE:
BUSINESS RELATIONSHIP SINCE:

COMPANY:
CONTACT:
ADDRESS:
TELEPHONE:
BUSINESS RELATIONSHIP SINCE:

PLEASE RESPOND TO EACH QUESTION:

1. Describe the business's need for a loan from Prospera Business Network. Explain why a commercial bank loan or other source of funding cannot satisfy the capital needs of the business.

2. Describe how the loan funds will be used and their significance to the growth and expansion of the business (if not specifically addressed in the business plan).

3. Describe the projected jobs retained and/or jobs to be created over the term of this loan. Describe the "quality" of jobs including wages, full or part-time, and types of employment benefits.

4. Describe the business and personal property proposed as collateral to secure this loan, include the value (and source of valuation) and any current liens on the property (if applicable). Provide a copy of the most recent real estate appraisal if real estate is proposed as collateral.

5. Describe any existing business debt as well as personal debt, including original amounts, current balances, monthly payments, etc.

6. Has the company or any of its principals ever filed for bankruptcy protection? If yes, please explain in detail.

7. Describe and explain any outstanding debts between the company and related parties such as the owners or relatives of the owners. Describe and explain any other sorts of related party transactions, if any.

8. Is the company or any of its principal officers or shareholders involved in any litigation, either as a plaintiff or defendant? If so, please explain in detail.

9. Has the company or any of its principals ever been under indictment, on parole, on probation, charged with or convicted of any criminal offense other than a minor vehicle violation? If yes, please explain in detail.

Additional Items Required: BUSINESS PLAN

- Organization and Operating Plan: describe the business and the products/services offered, the location, legal structure, the ownership and management team, personnel, accounting and recordkeeping
- Marketing Plan: describe the target market, customers, competitors, pricing strategy, distribution channels, promotional plan
- Growth Plan: describe the financial needs of the business, the proposed use of funds, and how this is significant to the future growth strategy of the business
- Financial Plan: based on the growth plan, formulate a revenue and expense projection (cash flow) for the next three years (monthly cash flow projection for 1st and 2nd years, annual cash flow for 3rd year)

APPLICATION TERMS AND CONDITIONS

1. The undersigned authorize and consent Prospera Business Network to submit a credit report and investigate the creditworthiness of the business owners (applicants), including review of credit histories and verification of tax information.
2. Prospera Business Network shall maintain in confidence all personal, business, trade, commercial, credit, and financial information provided with this loan application (including all supporting documents and attachments).
3. Applications for funding will be approved or rejected at the sole discretion of the Loan Review Committee, Prospera Business Network staff does not make lending decisions.
4. The undersigned acknowledges and agrees that Prospera Business Network may contact the business and trade references provided with this application.
5. The undersigned authorizes Prospera Business Network to contact the applicant's existing lender(s) for loan payoff information and credit references (if applicable).
6. The undersigned acknowledges that there is no fee associated with submitting this loan application. The undersigned acknowledges, that if a loan is approved, they agree to pay a 2% loan origination fee (2% of loan amount) to Prospera Business Network at the time of loan closing.

CERTIFICATION STATEMENT

I hereby certify that the statements and information contained in this application, including all attachments, are warranted to be true, valid and correct. To the best of my knowledge, they present accurately the condition of the applicant business and the intended operations for the period set forth in this application. I have read, understand and agree to comply with all terms and conditions set forth in this application. I hereby authorize Prospera Business Network to make all inquiries it deems necessary to verify the accuracy of the information provided herein, to determine my credit-worthiness, and for any other purpose related to this loan application.

Applicant Signature _____

Applicant Signature _____

Print Full Names _____

Date: _____

EQUAL OPPORTUNITY STATEMENT

This Program is an Equal Opportunity Program. Discrimination is prohibited by Federal Law. Complaints of discrimination may be filed with USDA, Director, Office of Civil Rights, Room 326-W, Whitten Bldg., 1400 Independence Ave., SW, Washington, DC 20250-9410

COMPLIANCE WITH PROHIBITION OF DISCRIMINATION

The following information is requested by the Federal Government in order to monitor compliance with Federal laws prohibiting discrimination against applicants seeking to participate in this program. You are not required to furnish this information, but are encouraged to do so. This information will not be used in evaluating your application or to discriminate against you in any way. However, if you choose not to furnish it, we are required to note the racial/national origin of the individual applicants on the basis of visual observation or surname.

ETHNICITY	Hispanic or Latino:___	Not Hispanic or Latino:___
RACE	White:___	Black or African American:___
(MARK 1 OR MORE)	American Indian/Alaska Native:___	Asian:___
	Native Hawaiian or Other Pacific Islander:___	
GENDER	Male:___	Female:___