



CITY OF MANITOWOC

COMMERCIAL REVOLVING LOAN FUND PROGRAM APPLICATION

Community Development Department
900 Quay Street, Manitowoc, WI 54220
Phone: 920-686-6930 | Fax: 920-686-6939

SECTION 1 - APPLICANT INFORMATION / INFORMATION ABOUT YOU

Name:	
Address:	
City / State:	Zip:
Phone:	Phone:
Fax:	Email:

SECTION 2 - BUSINESS INFORMATION / INFORMATION ABOUT YOUR BUSINESS

Business Name:		
Address:		
City / State:	Zip:	
Year Business Established:	Business SIC #:	
Business Structure (select one):		
<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> General Partnership	<input type="checkbox"/> Limited Partnership
<input type="checkbox"/> C-Corp	<input type="checkbox"/> S-Corp	<input type="checkbox"/> LLP
<input type="checkbox"/> LLC	<input type="checkbox"/> Other:	
Number of Full Time Employees:	Number of Part Time Employees:	

SECTION 3 – MANAGEMENT INFORMATION

List all owners, officers, directors and / or partners having 20% or greater ownership interest.

Name & Title:	% Ownership:
Address:	
City / State:	Zip:
Phone:	Email:
Years Experience:	Minority or Female Owner ? <input type="checkbox"/> Yes <input type="checkbox"/> No
Name & Title:	% Ownership:
Address:	
City / State:	Zip:
Phone:	Email:

Years Experience:	Minority or Female Owner ? <input type="checkbox"/> Yes <input type="checkbox"/> No
Name & Title:	% of Ownership:
Address:	
City / State:	Zip:
Phone:	Email:
Years Experience:	Minority or Female Owner ? <input type="checkbox"/> Yes <input type="checkbox"/> No
Name & Title:	% of Ownership:
Address:	
City / State:	Zip:
Phone:	Email:
Years Experience:	Minority or Female Owner ? <input type="checkbox"/> Yes <input type="checkbox"/> No
Name & Title:	% of Ownership:
Address:	
City / State:	Zip:
Phone:	Email:
Years Experience:	Minority or Female Owner ? <input type="checkbox"/> Yes <input type="checkbox"/> No
SECTION 4 - DESCRIPTION OF BUSINESS PROJECT:	
Location of Project:	
Description of Proposed Project:	
Size of Proposed Expansion (SF):	
Will new facility expand existing business operations ? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Will your business occupy entire building ? <input type="checkbox"/> Yes, 100% <input type="checkbox"/> No, Percentage to be occupied:	
List Other Occupants / Uses:	
1.	3.
2.	4.
Will new facility replace existing facility ? <input type="checkbox"/> Yes <input type="checkbox"/> No	

SECTION 5 - EMPLOYMENT – JOB CREATION:

Projected New Employment (created within 24 months and maintained for another 24 months). Number of each:

Officials or Managers:	Professional:
Technicians:	Sales:
Office or Clerical:	Craft Worker (Skilled):
Operatives (Semi-Skilled):	Laborers (Unskilled)
Service Workers:	

Job Category Definitions

- 1. Officials or Managers** - Occupants requiring administrative personnel who set broad policies, exercise overall responsibility of execution of these policies, and individual departments or special phases of a firm's operations. This includes: Officials, Executives, middle management, plant managers and superintendents, salaried supervisors who are members of management, purchasing agents and buyers, and kindred workers.
- 2. Professional** - Occupants requiring either college graduation or experience of such kind and amount as to provide a comparable background includes: accountants and auditors, airplane pilots and navigators, architects, artists chemists, designers, dietitians, editors, engineers, lawyers, librarians, mathematicians, natural scientists, registered professional nurses, professional and labor relations workers, physical scientists, physicians, social scientists, teachers, and kindred workers.
- 3. Technicians** - Occupants requiring a combination of basic scientific knowledge and manual skill which can be obtained through about 2 years of post-high school education such as is offered in many technical institutions and junior colleges, or through equivalent on the job training. This includes: computer programmers and operators, drafters, engineering aides, junior engineers, mathematic aides, licensed practical or vocational nurses, photographers, radio operators, scientific assistants, surveyors, technical illustrators, technicians (medical, dental, electronic, physical science) and kindred workers.
- 4. Sales** - Occupants engaging wholly or primarily in direct selling. This includes: advertising agenda and sales workers; insurance agents and brokers; real estate agents and brokers; sales workers; demonstrators and retail sales workers; and sales clerks, grocery clerks and cashiers; and kindred workers.
- 5. Office or Clerical** - Includes all clerical-type work regardless of level of difficulty, where the activities are predominantly non-manual though some manual work not directly involved with altering or transporting the products is included. This includes: bookkeepers, cashiers, collectors (bills and accounts), messengers and office helpers, office machine operators, shipping and receiving clerks, stenographers, typists, and secretaries, telegraph and telephone operators, and kindred workers.
- 6. Craft Worker (skilled)** - Manual workers of relatively high level having a thorough and comprehensive knowledge of the processes involved in their work. Exercise considerable independent judgment and usually receive an extensive period of training. This includes: the building trades, hourly paid supervisors and lead operators (who are not members of management), mechanic and repairers, skilled machining occupations, compositors and typesetters, electricians, engravers, job setters (metal), motion picture projectionists, pattern and model makers, stationary engineers, tailors, and kindred workers.
- 7. Operatives (semi-skilled)** - Workers who operate machines or other equipment or perform other factory-type duties of intermediate skill level which can be mastered in a few weeks and require only limited training. This includes: apprentices (auto mechanics, plumbers, electricians, machinists, mechanics, building trades, metal working trades, printing trades, etc.), operatives, attendants (auto service and parking), blasters, chauffeurs, delivery workers, dress makers and sewers (except factory), dryer's furnaces workers, heaters (metal), laundry and dry cleaning, operatives, milliners, mine operatives and laborers, motor operators, oilers and greasers (except auto), painters (except construction and maintenance), photographic process workers, boiler tenders, truck and tractor drivers, weavers (textile), welders and flame metals workers, and kindred workers.
- 8. Laborers (unskilled)** - Workers in manual occupations which generally require no special training perform elementary duties that may be learned in a few days and require the application of little or no independent judgment. This includes: garage laborers; car washers and greasers; gardeners (except farm) and ground keepers; stevedores; wood choppers; laborers performing lifting, digging, mixing loading, and pulling operations; and kindred workers.
- 9. Service Workers** - Workers in both protective and non-protective service occupations. This includes attendants (hospital and other institutions, professional and personal service, including nurses' aides and orderlies), barbers, chair workers and cleaners, cooks (except household), counter and fountain workers, elevator operators, firefighters and fire protection guards, door keepers, stewards, janitors, police officers and detectives, porters, waiters and waitresses, and kindred workers.

LMI (Low – Moderate Income) Persons. Note: 51% of jobs created must be for LMI persons.

Number of new jobs available to LMI Persons:

Is it anticipated that any person or business might be displaced or relocated, or any adverse environmental impacts occur, as a result (either directly or indirectly), of the proposed project ? Yes No

If Yes, please explain:

Is the project located in the Enterprise Tax Credit Zone? Yes No

SECTION 6 - PROJECT COSTS / USES OF FUNDS:

Acquisition	\$
Renovation (Exterior)	\$
Rehabilitation (Interior)	\$
Land Improvements	\$
Machinery / Equipment	\$
Architectural / Engineering	\$
Total Project Cost	\$

SECTION 7 - PROJECT FINANCING / SOURCES OF FUNDS

Personal Funds / Cash Equity: Amount: \$

Lender # 1 Funds (Bank Loan):

Name:

Amount:	\$
Interest Rate:	
Term:	

Use of Loan Proceeds:

Collateral:

Lender # 2 Funds (SBA or Other Loan):

Name:

Amount:	\$
Interest Rate:	
Term:	

Use of Loan Proceeds:

Collateral:

City Revolving Loan Funds:		
	Amount:	\$
	Interest Rate:	
	Term:	
Use of Loan Proceeds:		
Collateral:		
SECTION 8 - EXISTING BUILDING CONDITIONS:		
Does your business occupy entire building ? <input type="checkbox"/> Yes, 100% <input type="checkbox"/> No, Percentage occupied:		
List Other Occupants / Uses:		
1.		3.
2.		4.
If Owned:		
Size of Facility (SF):		
Date Acquired:		
Purchase Price:		
Appraised Value:	Date of Appraisal:	
1st Mortgage:		
Existing 1 st Mortgage Balance		
Original 1 st Mortgage Amount		
Name of 1 st Mortgagee / Lender:		
Address:		
City / State:	Zip:	
2nd Mortgage:		
Existing 2 nd Mortgage Balance:		
Original 2 nd Mortgage Amount:		
Name of 2 nd Mortgagee / Lender:		
City / State:	Zip:	
Land Contract:		
Existing Land Contract Balance:		
Original Land Contract Amount:		
Name of Vendor / Seller of Land Contract:		
Address:		
City / State:	Zip:	

If Leased:		
Size of Facility (SF):		
Term of Lease:	Beginning Date:	Termination Date:
Annual Rent:		
Rent Terms: <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Annually		
Percentage Rentals ? <input type="checkbox"/> Yes <input type="checkbox"/> No		If Yes, % ?:
Name of Owner / Lessor:		
Address:		
City / State:		Zip:
SECTION 9 - CONTRACTOR INFORMATION:		
General Contractor:		
Name:		
Address:		
City / State:		Zip:
Item	Subcontractor Name	Amount
Architect / Engineering Service		\$
Excavation		\$
Grading		\$
Gravel		\$
Blacktop / Concrete		\$
Utility Extensions		\$
Mason		\$
Structural Steel		\$
Carpenter		\$
Lumber		\$
Millwork		\$
Cabinets		\$
Roofing		\$
Insulation		\$
Plaster / Drywall		\$
Windows		\$
Awnings		\$
Electric		\$

Item	Subcontractor Name	Amount
Plumbing		\$
Heating		\$
Sheet metal		\$
Air Conditioning		\$
Flooring		\$
Painting - Interior		\$
Painting - Exterior		\$
Other:		\$
Total:		\$
Total shall equal "Total Project Cost" in Section 6 of the application excluding acquisition.		

SECTION 10 - APPLICATION AGREEMENT:

The applicant certifies that all information in this application and all information furnished in support of this application, is given for the purpose of obtaining a loan under the Manitowoc Commercial Revolving Loan Program, and is true and complete to the best of the applicant's knowledge and belief.

The applicant further certifies that he/she/they are the owner(s) or contract owner(s) of the project property described in this application; or the lessee of project property with proof of owner consent to improve said property.

The applicant further certifies that the loan proceeds will be used only for the work and materials identified in this application, and that applicant will abide with all provisions and guidelines of the Manitowoc Commercial Revolving Loan Program.

The applicant authorizes the City to request and receive information required to verify company and owner financial statements, credit history, and business and property ownership status; and the disclosure of all information submitted in connection with this application, by and between the City and any lender agreeing to participate with applicant's loan through this program.

Signature of Applicant:	Signature of Applicant:
Name (print):	Name (print):
Date:	Date:

SECTION 11 – SUBMITTALS:

The following information is to be submitted along with the application for funding.

1. PERSONAL RESUMES - Complete personal resumes for each principal having 20% or greater ownership interest. Include description of experience and management capabilities.

2. BUSINESS PLAN - Describe the firm by its type, legal organization, ownership, management, stage of development, place in the market, objectives, marketing strategy, place in the industry, agreements with other businesses, financing and capital requirements. The business plan should include a four-digit SIC code, discussion of the management team and its experience, a discussion of the market and identification of major competitors, a discussion of sales growth and composition of the customer base, a discussion of accounting methods applied to inventory and the aging of inventory, a discussion of terms offered to customers and the aging of account receivables, a discussion of agreements with suppliers and other trade accounts and the aging of accounts payable, a description of the debt structure and the status of outstanding debts, and a schedule of debt repayments.

3. FINANCIAL INFORMATION - The following information must be prepared and signed by a qualified accountant:

A. New/start-up business (less than 1 fiscal year in operation).

1. Current personal financial statements not older than 90 days for each principal identified in Section 3 - Management Information.
2. 3 year projected annual balance sheet and annual profit/loss statement (quarterly statements for year 1; annual statements for years 2-3).

B. Existing business (more than 1 fiscal year in operation).

1. Current personal financial statements not older than 90 days for each principal identified in Section 3 - Management Information.
2. Current business balance sheet, profit/loss statement, and statement of change in cash position not older than 90 days.
3. Historic annual business balance sheet and annual profit/loss statement for each of last 3 fiscal years.
4. 3 year projected annual balance sheet and annual profit/loss statement.

4. LETTERS OF FINANCIAL COMMITMENT - All funds committed to the project (equity and debt capital) must be evidenced by letters of commitment from borrowers and/or lenders. Such letters shall state the amount of funds committed to the project, and the terms and conditions under which the funds are to be provided. The only permitted contingency in their letters shall be receipt of revolving loan funds for the project.

5. BID DOCUMENTS - Applicant will be required to submit all bid documents received for the proposed work to be completed.

6. PLANS AND SPECIFICATIONS - For new construction, and for construction of additions or expansions to existing building, plans and specifications are to be submitted as per site plan requirements of the City of Manitowoc.

7. MACHINERY AND EQUIPMENT - Applicants applying for funds for the purchase of machinery and equipment must submit a detailed listing of all items to be acquired, identify whether the equipment is new or used, from whom it will be purchased, purchase price, and whether the item is for replacement purposes or for additional capacity.

7. OWNER CONSENT – For applicants seeking to make leasehold improvements, provide documentation of the property/building owner’s consent.

SECTION 12 – CONTACT INFORMATION

Please return completed application to:

City of Manitowoc
Community Development Department
900 Quay Street
Manitowoc, WI 54220

For questions regarding this application please contact:

Nicolas Sparacio
Community Development Director
920) 686-6930
nsparacio@manitowoc.org