



Request for Financial Assistance

This institution is an equal opportunity provider.

Business Information	Description of Business
Name:	In Business Since:
Address, City, State, Zip:	Type of Business (Retail or Primary Sector):
Phone:	Number of Employees: FT PT
Fax:	Business Legal Structure:
Email address:	Fed ID#
Legal Name and/or Address (if different):	
Proposed Loan Information	
Credit Amount Requested:	Term Requested:
Collateral Offered:	City and County Business Located:
Will the business be within city limits?	Do you agree to implement your project within the guidelines of Federal regulations?
Have you applied for a bank loan? Name of Bank: Loan Officer:	Explain the status of the bank loan: (amount requested, pending, approved, etc.)
Business Owner Information	
Legal Name:	Legal Name:
Personal address, city state, zip:	Personal Address:
Phone:	Phone:
Email:	Email:
Soc. Sec. #:	Soc. Sec. #:
Percent Ownership:	Percent Ownership:

This box for office use only. NAICS Code:
Fund Requested: RLF I RLF II IRP



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Project Description (What will NCPC and other loan funds be used for):

Proposed Source and Use of All Project Funds (List funding available, rate, payment amount and indicate if funds have been committed):

Source of Funds:

Owner equity amount contributed:

Bank loan amount, loan rate, term:

NCPC RLF amount:

Other (i.e., SBA, BND, JDA, EDC,)

Use of Funds:

Building (includes land):

Equipment:

Inventory:

Working Capital:

Other:

Employment Information

List the employees, projected start dates and wage level of jobs to be created because of this project:

Title of job position	Hours per week, or	Hours per month	Hourly rate
<i>Ex: waitress, start 12/1/26</i>	<i>30</i>		<i>12.00</i>



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Existing Business Debt (attached additional sheet if needed):

Lender	Loan Balance	Interest Rate	Payment Amount	Collateral Secured	Anticipated Last Payment Date

Please circle your response to the following questions. If the answer is yes, please explain on a separate sheet.

- Does the business or principals have patent protection, copyright or trademark protection on any portion of the products, service or intellectual property associated with this project? Yes No
- Have you ever been turned down for a business loan? Yes No
- Have you ever declared bankruptcy? Yes No
- Are there any judgments or pending lawsuits against the business or any of the principals? Yes No
- Are any current business loans delinquent? Yes No
- Are any of the principals considered immediate family to the North Central Planning Council staff or board members? Yes No
- Are you or will you be doing any major business with any North Central Planning Council staff or board members? Yes No

General Information

The lending programs offered by the Regional Council are “gap” financing programs. They are not designed to displace a commercial lender’s rate and term. The funds are designed to fill the gap when equity and commercial lending are unable to complete the loan package. The Region III loan funds will play a part in your project only when it can be shown that commercial lending cannot do the entire loan or that the Regional Council’s rate and term are necessary to achieve a positive cash flow.

The Regional Council’s programs prefer primary sector projects. Retail and service type projects will be accepted on a case by case basis and only if the project could be considered an essential community service and the service is not otherwise available or adequate in that community or surrounding area.

The Regional Council’s RLF funds are available to assist businesses with disaster recovery needs.

Your bank must be committed to the project at the time your application is presented to the NCPC Loan Committee.

The Regional Council’s programs operate the same as any other lender in that personal/corporate guarantees, adequate security, and other sound lending criteria are necessary.

Personal/corporate guarantees will be required.



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Borrowers will be required to insure all property related to the project and list NCPC as loss payee. Key-man insurance may be required.

All Regional Council programs require the creation or retention of jobs. Applicants must be prepared to create/retain new full-time employment.

Use of Regional Council's programs require adherence to federal and state rules and regulations.

The Regional Council's programs require an owner's equity injection minimum of 10% of the total project cost. The Loan Review Committee may require a higher level of equity investment.

The Regional Council's program may NOT be used to refinance existing debt. Generally, these funds can be used only for real estate, equipment, inventory and working capital.

The Regional Council's programs carry a minimum and maximum loan amount. In no case will the funds provide more than the lead lender and will have a maximum participation of 45% of the project's financial needs.

The maximum loan amount for a retail business is 30% of the project's financial needs unless the Regional Council obtains a shared first position on the collateral. If a shared first position is obtained, then the maximum participation is 45% of the project's financial need.

Applications for the Regional Council's programs consist of a complete business plan and various forms. Applicants are encouraged to use the application available from the NCPC staff.

NCPC will not be involved in the preparation of the pro-forma financial statements. Since financial projects are so critical to the lending decision, it is strongly suggested that the applicant use the services of a professional accountant to generate the projected statements.

In some cases, applicants cannot purchase or commit to purchasing materials, supplies, equipment or real estate before a specified date. Failure to adhere to this requirement may disallow the Regional Council's programs from being used in the project.

Complete application materials must be forwarded to the Regional Council staff by the first Wednesday of the month prior to the meeting at which the application is to be considered. Failure to submit requested information may delay the application process.

NCPC RLF I and RLF II Fee Schedule

Application Fee (due with application)	\$100
Loan under \$10,000	\$100
Loan \$10,000-\$150,000	1% of loan amount or \$1,000

All borrowers may be required to make payment or reimbursement for other expenses associated with the loan review or equity placement and closing costs at the time of closing. These may include costs of title insurance, document filing, publication of environmental review notices, legal assistance, attorney fees, credit report fees and other items.

Once applications are determined eligible and all required information for review and program compliance has been submitted, NCPC will schedule a review by the Loan Review Committee on a first completed, first served basis with at least two weeks available for review by the committee members.

All applications and pertinent information are presented to the NCPC Loan Review Committee. Application materials are held as confidential as specified by the ND Century Code 44-04-18.2. At the request of the committee, a delegate of the borrower shall be present for a portion of the meeting.



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The NCPC Loan Review Committee meets as needed to act on applications submitted. The Loan Review Committee makes the final decision on loan approval and has the discretion to make changes to the term, loan amount, and interest rate as well as add special conditions to the loan structure. Please allow a minimum of 10 days from submittal for the Loan Review Committee process.

A completed request for financial assistance must have a general business or project description (or a complete business plan), an original signed personal financial statement for all principals, a current business financial statement, and a conditional letter of commitment from your bank.

I understand that the completion and submission of this form is in no way a guarantee of funding. Everything I have stated in this application is true, accurate and complete to the best of my knowledge. I understand that NCPC will retain this application whether or not it is approved. NCPC is authorized to reasonably verify any information provided in conjunction with the application. NCPC is authorized to order all necessary credit reports regarding this application and to discuss this application with the other funding sources for this project.

(Principals controlling twenty percent (20%) or more of the business must sign the application.)

Signature Title Date

Signature Title Date

The Federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, marital status, age (provided that the applicant has the capacity to enter into a binding contract); because all or part of the applicant's income is derived from any public assistance program; or because the applicant has in good faith exercised any right under the consumer credit protection act.
Revised as of 1-20-05 Reaffirmed 1-25-06



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Credit Report Request Form

Applicant Name: _____
Last First Middle Initial

Address: _____

Former Address: _____

Social Security Number: _____

Date of Birth: _____

Co-Applicant Name: _____
Last First Middle Initial

Address: _____

Former Address: _____

Social Security Number: _____

Date of Birth: _____

I/we authorize North Central Planning Council to obtain a copy of my/our credit report.

Applicant's Signature

Date

Co-Applicant's Signature

Date



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EIN/SS Request

In compliance with the Internal Revenue Service rules and regulations, North Central Planning Council is asking for the following information for your loan/grant. This must be completed prior to disbursement.

Name of person or company

Street Address

City

State

Zip Code

Phone Number

Please check type of business entity:

Individual _____

Corporation _____

Sole Proprietor _____

Government _____

Partnership _____

Cooperative _____

Limited Liability Partnership _____

Non-Profit _____

Educational _____

Limited Liability Corporation _____

Other _____

Please provide tax identification number:

Employer Identification Number: _____

Social Security Number: _____

Signature

Date

Signature

Date



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North Central Planning Council Application Checklist

These documents are required to process the RLF application.

_ NCPC Application Packet:

- Request for Financial Assistance application form
- Credit Report Request Form
- EIN/SS Request Form

_ 1 Year (3 preferred) Business Historical Financials (if available):

- Balance sheet
- Income statement
- Statement of Cash Flow

_ Letter from primary lender stating their involvement in the project and the need for NCPC participation or that credit is not otherwise available.

_ Most Recent Year (3 preferred) Tax Returns – Business and Personal

_ Personal Financial Statement for management or any owner of 20% or greater.

_ Bids or estimates (if any construction)

_ Appraisal (if applicable)

_ Business Plan with a three-year proforma projection.

_ When utilizing the NCPC IRP Loan Fund SAM.gov registration will be needed and must be maintained and updated for duration of the loan term.

Contact NCPC Staff for more information or for assistance with a business plan.