

## Initial E-Community Loan Application

## This application is the first step in understanding you and your business proposal. Upon receipt of this application, the Stafford County E-Community Financial Review Board will review it in a timely manner. After this initial review, additional detailed information about your business and a follow-up interview may be requested. Applicants that are denied funding will be provided with a list of considerations that could be addressed to improve the prospects for approval. Revised applications may be re-submitted 30 days or more after initial presentation to the board.

## Please return to Stafford County Economic Development upon completion of the application.

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| **Applying Local Organization** | | |
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| Name: | Stafford County Economic Development | |
| Primary Contact: | Kathleen Norman, Executive Director | |
| Mailing Address: | P.O. Box 233 | |
| City, State, Zip: | St. John, KS 67576 | |
| Phone Number: | (620) 549-3527 | |
| Email Address | kathleen[@staffordecodevo.com](mailto:cdunn@staffordecodevo.com) | |
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| **Client Information** | | |
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| Name of Business: | |  |
| Entity Type: | |  |
|  | | (i.e. LLC, sole proprietorship, corporation, etc.) |
| Month/Year business was established: | |  |
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| Primary Contact: | |  |
|  | | (include title) |
| Social Security: | |  |
| Date of Birth: | |  |
| Race: | |  |
| Primary Owner(s) Gender: | |  |
| Owner’s Veteran Status: | |  |
|  | |  |
| Mailing Address: | |  |
| City, State, Zip: | |  |
| Phone Number: | |  |
| Fax Number: | |  |
| Email Address: | |  |
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| **Project Details** |
| 1. Please describe the business, its owner, and key employees. Specifically discuss management in regard to skill set, knowledge, leadership, and experience. |
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| 2. Will the business be located at the same address as indicated above? If no, please list the address where the business is/will be located: |
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| 3. If a new business venture, when do you plan to open your business? |
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| 4. Describe any experience you or other members of your team have in operating a business. |
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| 5. Does the entrepreneur/small business owner have any outstanding tax liability with Stafford County, the Kansas Department of Revenue, or the Internal Revenue Service? If yes, please explain. |
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6. Current full-time employees (headcount including owner(s) on the payroll): \_\_\_\_\_\_\_\_\_

7. Current part-time employees (headcount): \_\_\_\_\_\_\_\_\_\_

8. If applicable, full-time jobs to be created as a result of funds (headcount): \_\_\_\_\_\_\_\_\_\_

9. If applicable, part-time jobs to be created as a result of funds (headcount): \_\_\_\_\_\_\_\_\_

10. Annual revenue: $\_\_\_\_\_\_\_\_\_ Actual or Projected? \_\_\_\_\_\_\_\_\_ Actual year: \_\_\_\_\_\_\_\_\_

11. Annual net income/(loss): $\_\_\_\_\_\_\_\_\_\_ Actual or Projected? \_\_\_\_\_\_\_\_\_ Actual year: \_\_\_\_\_\_

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| **Funding Information** |
| 12. How much funding are you requesting from the E-Community Program for this project? |
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| 13. When are the funds needed? Please provide an explanation if the date is important. |
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| 14. Are the funds needed for a business startup, the expansion of an existing business, purchase of an existing business, or retention of an existing business? Provide relevant details (length of time in business, entity changes, etc.). |
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| 15. Please list the amount of funding being provided by the entrepreneur or small business (down payment). |
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| 16. List any additional funding and the amount that will be utilized in this project (bank loans, other investors, equity injections, etc.) |
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| 17. How do you plan to fund your business?  \_\_\_ personal savings  \_\_\_ family and/or friends  \_\_\_ bank loan  \_\_\_ E-Community loan  \_\_\_ grant  \_\_\_ venture capitalists; please provide the source for the venture capital:\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_ other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 18. Describe the project in detail and provide a breakdown of how the funds will be used for this project (i.e. building purchase, land acquisition, equipment, inventory purchase, payoff bank loan, working capital, construction, etc.) |
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| 19. Please provide projected sales, sales growth, and any projected job creation/employment growth from this project (both full and part-time). |
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| 20. How will the community benefit from this project? |
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| 21. What do you consider your greatest strengths as a business and business owner? What are the greatest weaknesses of you and your business? |
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| 22. Are there any other comments you would add as to why you need this funding and how it will benefit the county and community? |
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| 23. Please list at least one reference. If you can, use the financial institution where you have borrowed money (and repaid it) in the past. |
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| 24. Please fill out the Cash Flows Template provided in the attachment to depict your cash flow over a 12-month period. |
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This is an initial application. Be prepared to present an official business plan upon request by the financial review board. For more information on writing a business plan, stop by Economic Development’s office for workbooks or visit the Kansas Small Business Development website: https://www.kansassbdc.net/start

*Stafford County E-Community Financial Review Board:*

*Kelly Benzel, Bank Manager at Equity Bank*

*Kyle Bunker, Loan Officer at SJN Bank of Kansas*

*Kathy Sipes, Loan Officer at Prairie Bank of Kansas*

*Carl Hildebrand, Self-Employed Farmer*