

REQUEST FOR FINANCIAL ASSISTANCE
Small Business Information Sheet
Queen City Economic Development Corporation

If you are starting a new business there is much planning to be done. The first step should be to develop a business plan. (An example for the business plan is included in this packet.) This business plan is to help you search out all the information you should have when considering starting a new business. It is also necessary to have this plan to present to any lending source you might be approaching.

Once you have developed a written business plan, you are ready to approach a bank loan officer or other type of financial assistance. When you have secured bank (or other) financing you will be ready to approach the EDC. (If you have your own funds available you might not wish to borrow from the bank, etc.) HOWEVER...the EDC is not a primary lender, the EDC can only help with 50% or less of the total cost of the project. The EDC is a secondary lender. The applicant must be approved for funding from other sources and/or plan to invest some of their personal assets in the project. All loans must be collateralized.

Before meeting with the EDC board for assistance you must secure a written commitment from the bank, etc. for the amount of money you will be borrowing from them. Also, you must present written confirmation to the EDC board indicating you will not employ undocumented workers. The business must create at least 5 jobs. These jobs may be full-time and/or part time. You will also need to ^{have} a personal financial statement and an estimate of the start up cost for the business. You will need to present the business plan to the board also.

If the assistance requested is over \$25,000 and you are already in business, you may be asked to submit a balance sheet, a financial statement, and a copy of last year's tax return for the business in lieu of the business plan. You will also need to submit the statement regarding undocumented workers.

FOR NEW BUSINESS

OUTLINE FOR BUSINESS PLAN

**Provided by Queen City Economic Development Corporation
P.O. Box 219/Queen City, TX 75572**

- I. Description and Analysis of the Business Situation**
 - A. Introduction: (type of business, name of business, location of business, brief description of major product/service involved, name of owners or partners)**
 - B. Self-analysis: (actual personal experience and/or training in proposed field or any other experience in business operation)**
 - C. Analysis of the trading area, customer and location: (geographic, demographic and economic analysis of trading area, customer and locale of proposed business)**
 - D. Proposed organization: (type of ownership, steps in starting to form business, number of employees and their duties)**

- II. Proposed Marketing/Promotion Plan**
 - A. Proposed product or service: (details of product(s) or service(s) to be offered, potential suppliers or manufacturing plans)**
 - B. Proposed pricing policy: (costs, markups, relationship to competitors)**
 - C. Personal promotion: (nonmedia sales plan, staffing and merchandising appeal)**
 - D. Nonpersonal promotion: (media, basic appeal and initial promotion plan)**
 - E. Place: (channel of distribution from manufacturer or service provided to consumer)**

- III. Proposed Financing Plan**
 - A. Projected income/cash flow statement: (projected budget describing income and expenditures for the first year)**
 - B. Projected three-year plan: (describe planned growth, including financial resources and needs)**
 - C. Projected five-year plan: (describe planned growth, including financial resources and needs)**
 - D. Personal/internal capital: (earnings, borrowing, long-term equity)**
 - E. External capital:(short-term/ long-term borrowing, long-term equity)**
 - F. Amount of funds requested also, indicate if requesting loan or grant**
 - G. If requesting a loan describe repayment plan: (plan to repay borrowed funds or provide return on investment to equity funds)**

PERSONAL FINANCIAL STATEMENT

CONFIDENTIAL

IMPORTANT: DIRECTIONS TO APPLICANT

To: _____

Address: _____

Personal Financial Statement as of _____
 (DATE)

APPLICANT'S NAME(S): _____

HOME ADDRESS _____

HOME PHONE _____

Read directions before completing Financial Statement.

Please check appropriate box

Individual credit—If relying on your own income and assets and not the income and assets of a spouse or another person as a basis for extension or repayment or credit, complete the Financial Statement below only as it applies to you, individually. Do not provide any information about a spouse or other person. Sign the Financial Statement.

Joint Credit If applying for joint credit or for individual credit relying on income or assets of a spouse or another person for extension and repayment of credit requested, complete the Financial Statement below. Include information about income, assets and liabilities of the spouse or other person. Both Applicant and Spouse or Co-Applicant sign this statement.

Individual relying upon income or assets of spouse or other person. If applying for joint credit or for individual credit relying on income or assets of a spouse or another person for extension and repayment of credit requested, complete the Financial Statement below. Include information about income, assets and liabilities of the spouse or other person. Both Applicant and Spouse or Co-Applicant sign this statement.

Please do not leave any questions unanswered. Use "no" or "none" where necessary.

<i>Assets</i>	<i>In Even Dollars</i>	<i>Liabilities and Net Worth</i>	<i>In Even Dollars</i>
Cash on hand and in Banks—See Schedule A	\$	Notes Payable: This Bank—See Schedule A	\$
U.S. Government Securities—See Schedule B		Notes Payable: Other Institutions—See Schedule A	
Listed Securities—See Schedule B		Notes Payable—Relatives	
Unlisted Securities—See Schedule B		Notes Payable—Others	
Other Equity Interests—See Schedule B		Accounts and Bills Due	
Accounts and Notes Receivable		Unpaid Taxes	
Real Estate Owned—See Schedule C		Real Estate Mortgages Payable—See Schedule C or D	
Mortgages and Land Contracts Receivable—See Schedule D		Land Contracts Payable—See Schedule C or D	
Cash Value Life Insurance—See Schedule E		Life Insurance Loans—See Schedule E	
Other Assets: Itemize		Other Liabilities: Itemize	
		TOTAL LIABILITIES	\$
		NET WORTH	\$
TOTAL ASSETS	\$	TOTAL LIABILITIES AND NET WORTH	\$

<i>Sources of Income</i>	<i>In Even Dollars</i>	<i>General Information</i>	
Salary	\$	Employer	
Bonus and Commissions		Position or Profession	No. Years
Dividends		Employer's Address	
Real Estate Income			Phone No.
*Other Income: Itemize		Partner, officer or owner in any other venture? <input type="checkbox"/> No <input type="checkbox"/> Yes	
		If so, explain:	
TOTAL	\$		
*Alimony, child support or separate maintenance payments need not be disclosed unless relied upon as a basis for extension of credit. If disclosed, payments received under <input type="checkbox"/> court order <input type="checkbox"/> written agreement <input type="checkbox"/> oral understanding.		Are any assets pledged? <input type="checkbox"/> No <input type="checkbox"/> Yes Detail in Schedule A	
		Income taxes settled through (Date)	

Contingent Liabilities	In Even Dollars	General Information (continued)
As endorser, co-maker or guarantor	\$	Are you a defendant in any suits or legal action? <input type="checkbox"/> No <input type="checkbox"/> Yes If so, explain:
On leases		Have you ever taken bankruptcy? <input type="checkbox"/> No <input type="checkbox"/> Yes If so, explain:
Legal claims		Do you have a will? <input type="checkbox"/> No <input type="checkbox"/> Yes With whom?
Provision for federal income taxes		Do you have a trust? <input type="checkbox"/> No <input type="checkbox"/> Yes With whom?
Other special debt, e.g., recourse or repurchase liability		Number of dependents _____ Ages _____
TOTAL	\$	

Schedule A: Banks, Brokers, Savings & Loan Association, Finance Companies or Credit Unions. List here the names of all the institutions at which you maintain a deposit account and/or where you have obtained loans.

Name of Institution	Name on Account	Balance on Deposit	High Credit	Amount Owning	Monthly Payment	Secured by What Assets
TOTAL			TOTAL			

Schedule B: U.S. Governments, Stocks (Listed & Unlisted), Bonds (Gov't & Comm.), and Partnership Interests (General & Ltd.)

Number of Shares, Face Value (Bonds), or % of Ownership	Indicate: 1. Agency or name of company issuing security or name of partnership 2. Type of investment or equity classification 3. Number of shares, bonds or % of ownership held 4. Basis of valuation*	In Name of	*Market Value	Pledged	
				Yes (☐)	No (☐)
TOTAL					

*If unlisted security or partnership interest, provide current financial statements to support basis for valuation.

Schedule C: Real Estate Owned (and related debt, if applicable)

Description of Property or Address	Title in Name Of	Date Acq.	Cost + Improvements	Present Mkt. Value	Mortgage or Land Contract Payable		
					Bal. Owing	Mo. Payt.	Holder
TOTAL							

Schedule D: Real Estate: Mortgages & Land Contracts Receivable (and related debt, if applicable)

Description of Property or Address	Title in Name Of	Date Acq.	Balance Receivable	Monthly Payment	Mortgage or Land Contract Payable		
					Bal. Owing	Mo. Payt.	Holder
TOTAL							

Schedule E: Life Insurance Carried

Name of Company	Face Amount	Cash Surrender Value	Loans	Beneficiary
TOTAL				

I/we have carefully read and submitted the foregoing information provided on all three pages of this statement to the Bank named above. The information is presented as a true and accurate statement of my/our financial condition on the date indicated. This statement is provided for the purpose of obtaining and maintaining credit with said Bank. I/we agree that if any material change(s) occur(s) in my/our financial condition that I/we will immediately notify said Bank of said change(s) and unless said Bank is so notified it may continue to rely upon this financial statement and the representations made herein as a true and accurate statement of my/our financial condition.

I/we authorize the Bank to make whatever credit inquiries it deems necessary in connection with this financial statement. I/we authorize and instruct any person or consumer reporting agency to furnish to the Bank any information that it may have or obtain in response to such credit inquiries.

I/we also hereby certify that no payment requirements listed herein are delinquent or in default except as follows; if "NONE" so state.

I/we fully understand that it is a federal crime punishable by fine or imprisonment or both to knowingly make any false statements concerning any of the above facts, pursuant to 18 U.S.C. Section 1014.

Applicant's Signature _____ Date Signed _____ Social Security No. _____ Date of Birth _____

Spouse's or Co-Applicant's Signature _____ Date Signed _____ Social Security No. _____ Date of Birth _____