

Job Opportunity Fund Program Application

APPLICANT INFORMATION

Applicant's Name _____

Name of Business _____

Type of Business Ownership _____

Is Business a Non-Profit? _____

Contact Name _____

Phone _____

Email _____

Business Address _____

District/Ward _____

Tax ID # _____

Brief Description of Business _____

Age of Business _____

Property Owner _____

Address of Owner _____

Lease Term (or N/A) _____

Business Sq Ft _____

PROJECT INFORMATION

Brief Description of Project _____

Total Project Cost _____

Requested Loan Amount _____

Sources of Match _____

Amount of Private Loan _____

Name of Lender _____

Project Schedule _____

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Current Job Information

Number of Employees _____

Total Annual Wages _____

Employer Funded Benefits _____

Job Creation Information

No. of New FTE Jobs Created _____

Average Wage of New Jobs _____

Attach the following:

- Completed Sources and Uses Form (Attachment #1)
- Completed Job Information Form (Attachment #2)
- Start-up Business: Business Plan and monthly income and cash flow projections for at least three years
- Existing Business: A current balance sheet and a current operating statement (not older than 60 days); year-ended balance sheets and profit and loss statements for the previous three years, with supporting notes; copies of last three years tax returns; monthly income and cash flow projections for at least three years, plus Business Plan if expanding business.
- Personal financial statement for any person who owns 20% or more of an interest in the business
- A copy of existing or proposed purchase agreement or lease agreement (provide appraisal, if available)
- Architectural drawings and proposed site plans (if applicable)
- Bids for equipment or construction work for the project (if applicable)
- Lender commitment letter (if applicable)

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Attachment #1 - Proposed Sources & Uses

	Job Opportunity Fund	Borrower Equity	Borrower Bank Loan	Other Debt	Other: _____	Totals
Property Acquisition						
Site Improvements						
New Construction						
Interior Improvements of Existing Building						
Expansion/ Renovation of Existing Building						
Health and Safety Improvements						
Energy Improvements						
Leasehold Improvements						
Furniture, Fixtures & Equipment						
Design/ Engineering Costs						
Other Professional Fees						
Inventory						
Working Capital*						
Other: _____						
Other: _____						
Other: _____						
Total Project						

*Working Capital request needs to be demonstrated through monthly cash flow projections

