



DOWNTOWN BOND PROGRAM

Revolving Loan

**Administered and Serviced by
Eastern Savings Bank**



Revolving Loan Checklist

Initial Meeting Date _____

- Application
- Personal Financial Statements
- Business Tax Returns
- Business Financial Statements
- Business Assets
- Balance Sheets and P&L Statements
- AR and AP Statements
- Business Plan
- P&L Projections
- Cash Flow Projections

Follow-Up Meeting Date:

1. _____
2. _____
3. _____

Closing Date _____

SUMMARY

The revolving loan program is intended to provide the incentive for businesses to locate or stay in the Downtown Revitalization Area by offering favorable term financing to qualified businesses. Through financial and business mentoring, this program element will actively strive to assist businesses become and remain successful. The expected outcomes include populating the downtown with new and expanding businesses, increasing the numbers of new employees with higher levels of disposable income, increasing the tax base and reducing the number of vacancies in downtown buildings.

REQUIREMENTS FOR LOAN PACKAGE

For both existing and startup businesses please provide:

- Loan Application (see attached)
- Personal Financial Statement (for all owners)
- Personal Tax Returns
- Application Fee of \$250.00
- Other information as required

In addition existing businesses are required to provide:

- Business Financial Statements- 2 years plus YTD
 - Include a complete list of all business assets
 - Balance Sheet and Profit & Loss Statements (Year-End and Year-to-Date)
 - Current Accounts Receivable and Accounts Payable Aging Statements

Startup businesses are required to provide:

- Business Plan* – 3 years- Pro Forma
 - Income Statement (Profit & Loss statement)
 - First Year by month
 - Second and third year by quarter
- Cash Flow Summary
 - First year by month
 - Second and third year by quarter

* A business plan precisely defines your business, identifies your goals and serves as your firm's resume. Its basic components include a current and pro forma balance sheet, an income statement and a cash flow analysis. It helps you allocate resources properly, handle unforeseen complications, and make the right decisions. Because it provides specific and organized information about your company and how you will repay borrowed money, **a good business plan is a crucial part of any loan package.** Additionally, it can tell your sales personnel, suppliers and others about your operations and goals.



CONTACT INFORMATION:

NCDC:

Robert Mills, President
77 Main Street
Norwich, CT 06360
(w) 860-887-6964
(c) 860-514-4278
bobmills@askncdc.com

Eastern Savings Bank:

Robert Miller, AVP
257 Main Street
PO Box 709
Norwich, CT 06360
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Additional information about the program can be found on the NCDC website: www.askncdc.com



DOWNTOWN REVITALIZATION REVOLVING LOAN PROGRAM

APPLICATION

PURPOSE:

The revolving loan program is intended to provide the incentive for businesses to locate or stay in the Downtown Revitalization Area by offering favorable term financing to qualified businesses. Through financial and business mentoring, this program element will actively strive to assist businesses become and remain successful.

ELIGIBLE APPLICANTS

Eligible applicants include screened and qualified businesses with business plans that demonstrate a high probability of success. These businesses include but are not limited to entrepreneurial, start-up businesses, new to market businesses and expanding current market business. The program targets new or expanding for-profit businesses but private non-profit organizations (such as arts or cultural agencies) in the program area are also eligible if the facility is open to the public and the use is consistent with the local Plan of Conservation and Development. This program is not designed to support municipal or social service delivery.

INSTRUCTIONS: Complete this form and return with attachments to:

NCDC - Revolving Loan Program
77 Main Street
Norwich, Connecticut 06360
860-887-6964

Please type or print; must be completed in full

1. The Applicant

Applicant name: _____
Applicant mailing address: _____
Applicant phone #s: _____
Applicant e-mail: _____
Applicant's Bank: _____
Business Insurance Carrier: _____
Business Attorney: _____
Business Accountant: _____

2. Do You Own This Property?

Municipal Address for property: _____
Ownership Entity: _____
Square feet of space affected: _____

3. The Business if Application is other than Real-Estate Based

Municipal Address for business: _____
Planned use for property (NAICS): _____
Square feet of space affected: _____
Location within building (floor): _____
Summarize the history and planned operation of the business including the experience of the principles, the marketing and expansion plan, business viability
(Attach separate documents)

4. Funding

Description of use of funds (summary)

Total Debt/Equity

Amount of funds requested	\$ _____	Source
Owner Equity	\$ _____	
Other Debt	\$ _____	_____
Source of other	\$ _____	_____
Total estimated cost	\$ _____	



5. The Lease

Do you have a lease in place for this space? ___ Yes ___ No

Is this space residential, commercial, or mixed? Explain

6. Other (if commercial)

Type of product or service

Days and hours of operation:

Days open _____

Hours open _____

Employment Data

Current

New

Number of full time employees _____

Number of part time employees _____

Number of per-diem employees _____

Other (if residential)

Number of residential units _____

Average size of each unit _____

Number of bedrooms _____

Number of bathrooms (full/half) _____

7. The Project Fit

How will your project/business enhance the area in which it is located and how will your project/business complement other properties/uses within the area?

ELIGIBLE USES OF FUNDS

Eligible uses for these loans include office, commercial, retail, recreation, and water dependent businesses and can include

- Workspace improvements
- Acquisition of equipment
- Acquisition of inventory
- Working capital (limited amount)
- Other uses will be considered on a case-by-case basis as zoning allows

This fund can NOT be used to purchase property.

ADDITIONAL HELP

For questions or help completing this portion of the application, please contact NCDC:

860-887-6964
77 Main Street
Norwich, CT 06360



APPROVAL PROCESS

Once the application has been determined complete and applicants pass the preliminary screening process, the application is forwarded to the evaluation and selection process of the loan administrator. The loan administrator evaluates the application based on the following criteria:

- Eligible applicants will be evaluated based on factors and criteria defined by the loan administrator’s underwriting processes
- Fiscal impacts
- Employment levels and quality of jobs
- Community goals
- Financial need of applicant

Additional information about this and other programs can be found on the NCDC website: www.askncdc.com

Certifications:

Are all real estate and personal property taxes due to the City of Norwich and other municipalities paid in full?

___ Yes ___ No (please explain on supplemental sheet)

Are all utility bills paid in full?

___ Yes ___ No (please explain on supplemental sheet)

Are all City Loan Program payments paid up to date?

___ Yes ___ No (please explain on supplemental sheet) ___ N/A

Have you been cited for any zoning, building or property maintenance code violations that remain uncorrected and are not addressed by this project?

___ Yes (please explain on supplemental sheet) ___ No

Are you involved in any litigation with the City of Norwich or NCDC?

___ Yes (please explain on supplemental sheet) ___ No

If the applicant is approved for this program, loan proceeds will be provided directly to the applicant through the loan administrator.

I certify by my signature that the information provided in this application is true and accurate.

Printed Name of Applicant Title

Signature Date

Printed Name of Co-Applicant Title

Signature of Co-Applicant Date

