



**APPLICATION FOR
TOWN OF GREENFIELD
ECONOMIC DEVELOPMENT REVOLVING
LOAN PROGRAM**

(Name of Applicant)

(Date Submitted)

(Signature of Applicant's Representative)

(Amount Requested)

Approved by Town Board on September 8, 2005

I. PROJECT APPLICANT (Proposed Owner of Project)

A. Applicant's Legal Name: _____
Street Address: _____
City, State, Zip _____
Telephone Number: _____
Cell Phone Number: _____
E-Mail Address: _____
Website Address: _____
Contact person(s) Title: _____

Brief Description of Business

B. Business Organization:
 S Corporation Partnership LLC/LLP
 C Corporation Sole Proprietorship

Date and State of Incorporation: _____
Federal Employer Identification Number: _____

Is applicant a subsidiary or direct or indirect affiliate of any other organization? Yes No

C. Management: All officers, directors and 20% owners of the applicant are listed below:

Name	Office Held /	Stock
Home Address	Social Security #	Ownership
<u>Telephone Number</u>		
_____	_____	_____ %
_____	_____	

_____	_____	_____ %
_____	_____	

_____	_____	_____ %
_____	_____	

D. Does any individual person or organization not listed above hold a 50% or more interest in the applicant, directly or indirectly? Yes No

E. Have any of the persons listed above ever been charged with, or convicted of any criminal offenses, other than a minor motor vehicle violation?

Yes No

F. Has the applicant or any person listed above been connected with, been in receivership, or adjudicated as bankrupt? Yes No

G. Please list below each occupant of the facility to be financed, if a building, together with a description of the type of business use and percentage of occupancy of the facility to be financed.

<u>Occupant</u>	<u>Type of Business</u>	<u>% Occupancy</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

II. PROJECT REPRESENTATIVES

Applicant's Regular Bank/Branch: _____
Street, City, State, Zip _____
Telephone _____
Contact Person _____

Probable Lender for this Project: _____
Street, City, State, Zip _____
Telephone _____
Contact Person _____

Project Contractor: _____
Street, City, State, Zip _____
Telephone _____
Contact Person _____

Project Manager: _____
Street, City, State, Zip _____
Telephone _____
Contact Person _____

II. PROJECT REPRESENTATIVES (continued)

Legal Representative(s): _____
Street, City, State, Zip _____
Telephone _____
Contact Person _____

Accountant(s): _____
Street, City, State, Zip _____
Telephone _____
Contact Person _____

III. PROJECT SUMMARY AND BUSINESS PLAN

A. Brief narrative description of the project and business plan. (Attach excerpts of the business plan as appropriate):

B. Location of the Proposed Project: _____
Street Address: _____
City, State, Zip _____

C. Buildings:

1. Does the project involve the acquisition of existing building(s)?
 Yes No

If Yes, please identify prior use, elaborate on proposed use, and identify whether property is under option:

2. Does the project consist of additions or renovations to existing buildings? Yes No
If Yes, please summarize the nature of the improvements.

3. Has any construction, rehabilitation, or renovation activity occurred to date which is included in the total project cost? Yes No

If Yes, please summarize the extent of the activity undertaken and identify what percent it represents of the total work to be done.

4. Zoning and Infrastructure:

The proposed use of the project meets all governmental zoning and subdivision regulations. Yes No

There are adequate utilities, sewage and drainage available to the building per Town requirements. Yes No

There is adequate parking to meet the needs of the business per Town requirements. Yes No

If no to any of the above, please explain:

- D. Equipment to be acquired for this project:

Description of Equipment

Value

Please list or notate if above equipment or other equipment is available as collateral for this project:

Description of Equipment

Value

In addition to the above list, the following related costs will be incurred in the equipment installation stage of this project:

Description of Equipment and Installation

Value

IV. SOURCES AND USES OF FUNDS

	Equity	Bank Name	Greenfield Loan Program	Other	Total
Acquisition					
Renovation/ Rehabilitation					
Leasehold Improvements					
Machinery & Equipment					
Inventory					
Operating Capital					
Professional Fees, etc.					
Miscellaneous, Other					
TOTAL					

Please fill out the table with applicable monetary amounts. (Reflect where funds are coming from and how they will be used.)

V. ANTICIPATED BENEFITS TO THE TOWN OF GREENFIELD

A. Identify how the project will expand or diversify employment opportunities and otherwise encourage economic development in the Town of Greenfield:

B. Summarize how future job vacancies will be filled:

C. Identify efforts in hiring long-term unemployed.

D. Employment Impact

Indicate below the number of people presently employed at the site of the project and number that will be employed at the site at the end of the first and second years after the project has been completed (do not include construction workers):

Restate Co. Name: _____ Date Completed: _____

EMPLOYMENT BY CATEGORY

JOB CLASSIFICATION	FULL TIME EQUIVALENTS		
	On Site at Present	First Year	Second Year
Officer/Owners	_____	_____	_____
Professional/ Managerial	_____	_____	_____
Technical	_____	_____	_____
Clerical	_____	_____	_____
Sales	_____	_____	_____
Production/ Manufacturing	_____	_____	_____
Other Service Jobs	_____	_____	_____
Cooks	_____	_____	_____
TOTALS	_____	_____	_____

Is seasonal or part-time employment utilized? Yes No
 If yes, please describe:

BREAKDOWN OF NEW JOBS

# of New Jobs	Avg. Salary Per Stated Period	Job Title	Experience or Skill Level Required
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

E. Fiscal Impact Statement and Tax Benefits

1. **Estimated amount of sales or use tax revenue per annum derived from the project to be financed (includes gasoline tax)** \$ _____
2. **Current estimate of real property taxes per year using present tax rated.** \$ _____
3. **Estimated annual sales figure of goods and/or services produced and/or sold by the business.** \$ _____
4. **Estimated dollar value per year of goods and services that will be purchased in the Town of Greenfield for the operation of the business** \$ _____
5. **Current average annual salary per regular employee actively engaged in the operation of the business.** \$ _____
6. **Maximum amount of financing sought.** \$ _____
7. **Leverage ratio – Private Investment: Greenfield Revolving Loan** \$ _____
8. **Average dollar value of Greenfield Revolving Loan assistance per job created.** \$ _____

VI. TOP MANAGEMENT TEAM

Name _____
Title _____
Street, City, State, Zip _____
Phone _____

Name _____
Title _____
Street, City, State, Zip _____
Phone _____

Name _____
Title _____
Street, City, State, Zip _____
Phone _____

VII. REQUIRED ATTACHMENTS TO APPLICATION

- A. Current Business Financial Statements and tax returns for the applicant's three most recent fiscal years, where applicable.**
- B. Most recent interim financial statements of the applicant, if applicable.**
- C. Three-year projected pro forma income statements and cash flow statements. Pro formas should be broken down on a monthly basis for a minimum of the first year or six months beyond the breakeven point and annually thereafter.**
- D. Such non-financial information or supporting information necessary to substantiate the application, including, but not limited to:
Estimates, quotations, receipts, contracts, orders, invoices, leases, sales agreements, documentation from architects, engineers, contractors, suppliers, or others involved in the sale, lease or construction of fixed assets, if any, for applicant's project including schedules of implementation.**
- E. Business Plan or description and history of business.**
- F. Current personal financial statements of principals and three years of personal tax returns.**
- G. Resumes of principals and top management.**

PUBLIC INFORMATION DISCLOSURE

The undersigned understands and agrees that all information furnished in connection with this application for a Town of Greenfield Economic Development Revolving Loan involves the use of public funds and as such may be made public pursuant to the statutes of the United States of America and the State of New York.

Applicant's Signature

Applicant's Signature

Applicant's Signature

VERIFICATION OF FINANCIAL FEASIBILITY

The undersigned authorizes the Town of Greenfield and/or the Town of Greenfield Revolving Loan Fund representatives to verify all information furnished in connection with the application for a loan under the Town of Greenfield Economic Development Revolving Loan program. The information that may be verified includes, but is not limited to, the following: employment, pensions, mortgages, deposits, and any other income; personal or business loans; hazard insurance; and further, to obtain a credit report.

Applicant's Signature

Applicant's Signature

Applicant's Signature

AFFIRMATIVE ACTION GUIDELINES

_____ is committed to the concept of equal employment opportunity for all of its employees and applicants for employment. In accordance with the objectives of this policy, _____ has declared a policy of providing employment opportunities without regard to race ethnicity, color, religion, sex, national origin, political affiliation, age, handicapped status, or any other non-merit factor.

In addition, while it is the policy to provide fair and equal employment opportunity to all qualified applicants to enter and advance in employment at _____ on the basis of demonstrated merit relative to appropriate job-related standards, it is also the policy to take affirmative action to seek out individuals at any level of the organization whose potential has not been fully utilized, with the objective of assisting them to reach their full potential and merit job standards. Affirmative action will also include _____ actively seeking additional sources of applicants to help meet the objective of equal employment opportunity.

The affirmative action program is developed on the following principles:

1. To recruit, hire, train and promote persons for all job vacancies without regard to race, color, religion, sex, national origin, age, handicapped status, or any other non-merit factor, except where sex or physical requirements constitute a bona fide occupational qualification necessary to properly and efficiently function in the job.
2. To identify and eliminate all employment practices which have an adverse impact on minorities, women or others protected by applicable law.
3. To determine the extent to which minorities and women are underutilized in major groups, and develop a program of advancement and tenure which will make employment attractive as a career and encourage each employee to render his/her best service.
4. To ensure that promotional decisions are in accordance with principles of equal employment opportunity by imposing only valid requirements on promotional opportunities.
5. To ensure that personnel actions, such as compensation, benefits, transfers, lay-offs, returns from lay-off, company-sponsored training, education tuition reimbursement, and social and recreation programs will be administered without regard to race, color, religion, sex, national origin, age, handicapped status, or any other non-merit factor.

I certify that _____ will comply with all provisions of the affirmative action policy statement provided above.

Firm Representative

Thank you for your interest in the Town of Greenfield Economic Development Loan Fund.

After submitting your application, it will be reviewed by The Revolving Loan Fund Committee, a group of citizen volunteers appointed by the Greenfield Town Board.

The Revolving Loan Fund Committee reserves the right to request additional information from the applicant.

All information provided with loan applications will be maintained strictly confidential.

The Revolving Loan Fund Committee will review your application and related information and act on it by majority vote of the members present. This action may be: (i) a recommendation for approval of the loan as presented; (ii) a recommendation for approval with specified modification of terms or exceptions; or (iii) a denial of your loan request.

The Greenfield Town Board will consider the recommendation of the Revolving Loan Fund Committee and may or may not give preliminary approval to the loan request.

Following a preliminary approval by the Greenfield Town Board, all necessary loan documents will be prepared by legal counsel retained by the Applicant. After all necessary documents have been prepared and approved by both parties, your project must be considered by the Town Board for final approval before the loan may be closed and funds advanced.

	<u>DATE</u>
Reviewed By Revolving Loan Fund Committee:	_____
Action By Revolving Loan Fund Committee:	_____
<input type="checkbox"/> Recommend Approval	
<input type="checkbox"/> Recommend Denial	
Action By Greenfield Town Board:	_____
<input type="checkbox"/> Preliminary Approval	
<input type="checkbox"/> Denial	
<input type="checkbox"/> Final Approval	_____