

Please contact CRIZ Authority Program Administrator Jeremy Young at Lancaster City Alliance (jyoung@teamlanc.org or 717-394-0783) to discuss your project **prior to completing this application.*

CRIZ Small Business Financial Assistance Program Application

I. APPLICATION INFORMATION

Name of Applicant: _____
Address of Applicant: _____
Contact Phone Number: _____
Contact Email: _____
Type of CRIZ financing: Loan Grant
Loan Amount Requested: \$_____ Grant Amount Requested: \$_____
Guarantors of Credit (if applying for loan): _____

II. COMPANY INFORMATION

Name of Business: _____
Type of Business: _____
Federal Tax I.D.: _____
Address: _____
Telephone: _____ Fax: _____
Date Business Established: _____ How Long Owned: _____

III. OWNERSHIP & MANAGEMENT STRUCTURE

Business Organizational Structure:
Sole Proprietorship _____ Corporation _____ Partnership _____
LLC _____ Limited Partnership _____

List all owners, partners, and/or stockholders with at least 20% ownership in the business:

Name and Title: _____
Address: _____
Percent Ownership: _____ Phone Number: _____

Name and Title: _____
Address: _____
Percent Ownership: _____ Phone Number: _____

IV. BANKING RELATIONSHIP DATA

Name of Bank: _____
Address: _____
Account Type(s): _____
Contact Info: _____

V. PROJECT BUDGET & FINANCIAL INFORMATION

<u>Scope of Project</u>	<u>Estimated Project Cost</u>
<input type="checkbox"/> Real Property Acquisition	\$ _____
<input type="checkbox"/> Building Renovations/Leasehold Improvements	\$ _____
<input type="checkbox"/> Infrastructure Improvements	\$ _____
<input type="checkbox"/> Purchase of Machinery/Equipment	\$ _____
<input type="checkbox"/> Working Capital	\$ _____
<input type="checkbox"/> Inventory	\$ _____
<input type="checkbox"/> Other-Please Specify	\$ _____
TOTAL PROJECT COST	\$ _____

Have any cost estimates for this project been obtained? Yes _____ No _____
 Cost estimates must be attached to the application.

VI. SOURCE(S) OF PROJECT FUNDS

Owner Equity:	\$ _____	% of Total Project	_____
Bank Loan:	\$ _____	% of Total Project	_____
CRIZ Financing:	\$ _____	% of Total Project	_____
Private Financing:	\$ _____	% of Total Project	_____
Other _____	\$ _____	% of Total Project	_____

VII. COLLATERAL INFORMATION – BUSINESS & PERSONAL (IF APPLYING FOR A LOAN)

<u>Type</u>	<u>Existing Lien?</u> <u>(Secured/Unsecured)</u>	<u>Estimated Fair Market Value</u>
<input type="checkbox"/> Real Estate/Business	\$ _____	\$ _____
<input type="checkbox"/> Equipment/Fixtures	\$ _____	\$ _____
<input type="checkbox"/> Real Estate/Personal	\$ _____	\$ _____
<input type="checkbox"/> Personal Property	\$ _____	\$ _____
<input type="checkbox"/> Other (Specify)	\$ _____	\$ _____

X. CREDIT RELEASE AUTHORIZATION (IF APPLYING FOR A LOAN)

I/we hereby request and authorize you to release to the Lancaster City Revitali ation and Improvement Zone (CRIZ) Authority for verification purposes, personal and corporate credit reports, and information concerning the company/corporation/ partnership and/or the officers and individuals listed below. That information may include but is not limited to:

- Employment history dates, title, income, hours worked, etc.
- Banking (checking & savings) accounts of record.
- Mortgage loan rating (opening date, high credit, payment amount, loan balance, and payment)
- Any information deemed necessary in connection with a consumer credit report for my loan application.

This information is for the confidential use of the Lancaster CRIZ Authority in compiling a loan credit report related to the applications seeking loan funds from the Small Business Financial Assistance Program, and is not required if only applying for a grant.

A photographic or carbon copy of this authorization (being a photographic or carbon copy of the signature(s) of the undersigned), may be deemed to be the equivalent of the original and may be used as a duplicate original.

The Lancaster CRIZ Authority will impose an additional charge for each personal credit report and for each business credit report ordered.

Name of Business: _____

Telephone: _____

Date: _____

Name of Officer/Owner: _____

Address for last two years: _____

Social Security #: _____

Signature: _____

Name of Officer/Owner: _____

Address for last two years: _____

Social Security #: _____

Signature: _____

XI. EMPLOYMENT AND JOB CREATION INFORMATION

Number of Current Employees:

Full Time:

Part Time:

Seasonal:

Number of Employees Projected in Three Years:

Full Time:

Part Time:

Seasonal:

Please indicate position type(s):

Management:

Administrative:

Support:

Skilled:

Unskilled:

Other:

Total Number of Jobs Created with Grant/Loan Proceeds: _____

Total Number of Jobs _____

XII. APPLICANT CERTIFICATION STATEMENT AND SIGN-OFF

NAME: _____

DATE: _____

TITLE: _____

XIII. ADDITIONAL DOCUMENTATION REQUIRED TO BE ATTACHED TO APPLICATION FORM

Please review the attached Application Checklist and provide all required documentation as attachments to this application form. **Applications that do not include this required information will be considered incomplete and will not be accepted.**

If you should have any questions regarding the application process, please contact:

Jeremy Young, Program Administrator
Director of Community & Economic Development
Lancaster City Alliance
(717) 696-6200
jyoung@teamlanc.org

Lancaster City Revitalization and Improvement Zone (CRIZ) Authority
Small Business Financial Assistance Program

Application Checklist

The following information must be submitted to be considered for the CRIZ Small Business Financial Assistance Program, unless waived by the CRIZ Authority. **Failure to provide this required information will result in an application being considered incomplete and not being accepted.**

- ___ 1. Completed application form.
- ___ 2. Business Plan. The business plan should include some of the information requested in the "Business Plan Outline" (see next page).
- ___ 3. Detailed Description of Project. Include a summary of financing needs and the anticipated benefit of the grant.
- ___ 4. Business Financial Statements. Include balance sheets and income statements for the last 3 years if available.
- ___ 5. Business Tax Returns (for last 3 years, if available).
- ___ 6. Projected Cash Flow Statements (the next 12 months), plus an estimate of annual CRIZ revenue.
- ___ 7. Personal Financial Statements. Owner, and (Guarantors if applicable) must complete and sign.
- ___ 8. Personal Signed Tax Returns for All Owners (for the last 3 years).
- ___ 9. Personal Budget Statement (if not an existing business).
- ___ 10. Resumes of all owners.
- ___ 11. Commitment letters for any additional funds required.

Application fees

Applicants seeking grant funds will be required to remit an application fee of \$100 and an additional application fee of \$150 if seeking loan funds. **Application fees are due at the time of submission of the application.** Checks may be made payable to "**Lancaster CRIZ Authority**" and should reference the applying business's name and "SBFA Grant/Loan Application Fee" on the check memo line. (Ex: **ABC Restaurant: SBFA Grant/Loan Application Fee**)

Business Plan Outline

As part of the information requested in the Application Checklist, all businesses should include a Business Plan in the Application Package. This business plan should include, at a minimum, information related to the areas listed below:

a. Purpose of Your Business

- What product or service are you selling?
- What is unique about your business?
- What are your company's strengths and weaknesses?
- What is the nature of this industry?

b. Description of Market

- Who are your target customers?
- How large is the target market for your product?
- Is the market growing?
- What are your marketing and advertising strategies?
- What is your company's pricing strategy?
- What contracts or purchase orders do you currently have?

c. Description of Competition

- Who are your competitors?
- What are your competitor's strengths and weaknesses?
- What has been the failure rate of your competitors in the last few years, and why have they failed?

d. Description of Management Capacity

- What is your experience in this industry?
- What is your management background?
- Who will manage the business?
- Do you have a lawyer, accountant, or consultant to assist management?
- Who are the other key management people within your company?

e. Description of Legal Status

- How are you legally organized? (sole proprietor, partnership, corporation-C or S, nonprofit, cooperative, etc.) When was the business formed? Include a copy of the legal documents proving your organization's status.

Please note that these questions are only a guide to some of the topics you may need to address. Not all of them will apply to all businesses, and just answering this list will not adequately describe every business. Please include information that you believe will be helpful to the committee and CRIZ Authority to best understand your business.