



Charles County Government
DEPARTMENT OF ECONOMIC DEVELOPMENT

CHARLES COUNTY COMMISSIONERS

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DISADVANTAGED BUSINESS LOAN APPLICATION

Part 1 – Applicant Information

Individual Applying: _____

Full Home Address: _____

Individual's SSN: _____ Home Phone #: _____

Part 2 – Applicant Business Information

Name of Applicant Business: _____

Legal Structure: sole proprietorship incorporated limited liability corporation/partnership

List of all owners who have a 20% or more ownership stake in the company:

Name:	Address:
_____	_____
_____	_____

Full Street Address of the Business: _____

Business Phone: _____ Email Address: _____

Tax ID # of Business: _____ Date Business Established: _____

Type of Business: _____ Current # of Employees: _____

Part 3 – Applicant Bank Information

Principal Bank of Business: _____

Bank Location: _____



Part 4 – Affirmations

Is this business certified as (check all that apply):

- A minority owned business (MBE) A woman owned business (WBE)
 A veteran owned business (VBE)

Is this business certified (MBE, WBE, VBE) by: (mark all that apply):

- Charles County: Yes No
State of MD: Yes No
Federal Agency: Yes No Which one? _____

Has the business or any of the owners of 20% of the business or more ever been involved in a personal, corporate or organizational bankruptcy or insolvency proceeding?

Yes No if yes, attach an explanation

Have any of the owners of 20% or more of the business ever been convicted of a felony or crime other than minor misdemeanors or traffic violations?

Yes No if yes, attach an explanation

Is the business or any owners of 20% or more of the business involved in any pending lawsuits?

Yes No if yes, attach an explanation

Does the business of any of the owners of 20% or more of the business have an ownership stake of 20% or more in any other business?

Yes No if yes, attach details

Has the business, the business owners of more than 20% of the business, or any officers or principals of the business ever been involved in a business or organization that has defaulted in an economic development loan (local, state, or Federal)?

Yes No if yes, attach details

Does any owner of 20% or more of the business or their spouses work for Charles County Government?

Yes No if yes, attach details

Part 5 – Applicant Loan Information

Loan Information: Total amount of loan requested? \$ _____ (Max \$35,000)

Purpose for which the loan proceeds will be used:

Collateral offered to secure loan:

Part 6 – Applicant Certifications

Certifications:

- A. All information in this application and the exhibits are true and complete to the best of my knowledge and are submitted to the Charles County Department of Fiscal & Administration Services (CCDFAS) so that they can be reviewed by the Disadvantaged Business Loan Review Committee so they can decide whether to grant a loan to me.
- B. As consideration for any management, technical and business development assistance that may be provided by CCDFAS or its consultants or vendors, I waive all claims against Charles County Government and its consultants or vendors who provide such assistance.
- C. I authorize CCDFAS to request credit reports and criminal record information about me for the purpose of determining eligibility for this loan program.
- D. No individual, business or other entity has prepared this application or will be paid any fee, even contingent, if a loan is approved.
- E. Business Plan: All business plans and financial information submitted in support of this application shall be incorporated in and made a part of this application. The following attachments are required for a complete application:

Attachments:

Financial Information:

- Signed release from all owners of 20% of the business to allow credit, police and other checks relative to the loan (form attached).
- Signed personal financial statement for all owners of 20% or more of the business.
- Year-end profit and loss statements of the business for the prior three years (or for the years business has been in existence if less).
- Current year-end profit and loss statement of the business (to the month or quarter depending how business keeps internal financial records).
- Current year Balance Sheet of the business.
- Business/personal tax returns for past 3 years (or for the years business has been in existence if less).

Business Plan:

A business plan that includes minimally the following information:

Ownership & Management:

- a. Resumes for all owners of 20% or more of the business and resumes of key management personnel who are not owners.
- b. Description of the legal structure of the business, i.e. sole proprietorship, C Corporation, LLC, LLP, partnership).
- c. Description of the management structure of the business.

History of the Business:

- a. Brief narrative of the business including any adjustments in products/services and markets served.

Products, markets and competition:

- a. Description of the products or services of the business including the competitive advantages or disadvantages over the business competitors.
- b. The specific marketplace that the company serves including identifying any customers responsible for 20% or more the business sales volume.
- c. If the owner plans to expand its market area or product services, describe the expansion and how there is a marketplace need for the expansion.
- d. Description of the marketing, advertising, sales approaches of the company.

Part 7 – Signature

Signature: _____

If Proprietorship or General Partner:

By: _____

Date: _____

If Corporation:

By: _____

Date: _____

Signature of President: _____

Attest corporate secretary: _____

Consent to Obtain Credit Report

