

**SMALL BUSINESS FUND
 APPLICATION FOR SMALL BUSINESS LOAN**

The applicant or borrower is responsible for the following costs:

- ***\$150.00 Application Fee made out to NARCOG***
- ***The greater of 1.5% origination fee of the loan amount for closing fees, or \$500.00***

- Type of Loan (check one):
- Traditional Loan (Up to \$250,000)
 ➤ Requires lender participation
- Microloan (Up to \$50,000)

Thank you for the opportunity to work with you on the financing of your small business loan. This application will help you provide the information necessary to process your loan request. If you are not able to provide all the requested information immediately, please provide the documents that are available so that we can begin processing your request. After we receive the entire application package, we will make arrangements to obtain your signature on any documents requiring your signature.

Our staff will review the material, assess the eligibility and credit, and prepare an analysis for submission to NARCOG’s loan review committee. Please contact NARCOG with any questions about this application or to learn more about how we can help small businesses meet their financing needs.

APPLICANT COMPANY (required for all applicants)

Company Name _____	Business Phone _____
Contact Person _____	Cell Phone _____
Address _____	
City, State _____	Zip _____
Date Established _____	% Ownership _____
Federal Tax ID _____	DUNS # _____
Business E-mail _____	Website _____
Franchise Name (if applicable) _____	
How were you referred to NARCOG? _____	

- Type of Entity: (check one)
- | | |
|--|--|
| <input type="checkbox"/> Corporation “S” or “C” | <input type="checkbox"/> Limited Partnership |
| <input type="checkbox"/> Sole Proprietorship (d/b/a) | <input type="checkbox"/> General Partnership |
| <input type="checkbox"/> LLC (# of members): _____ | <input type="checkbox"/> Other: _____ |

OWNERSHIP OF APPLICANT COMPANY (required for all applicants)

List below all owners, partners, and stockholders with 20% or more ownership interest in the business. Attach a separate sheet if necessary.

Provide copy of driver’s license (front & back) for each owner.

Name _____	Name _____
Title _____	Title _____
Address _____	Address _____
City, State, Zip _____	City, State, Zip _____
Telephone _____	Telephone _____
Cell Phone _____	Cell Phone _____
E-Mail _____	E-Mail _____
% Ownership _____	% Ownership _____
SSN or Tax ID# _____	SSN or Tax ID# _____

AFFILIATES (required for all applicants)

Does the applicant company or any of the individuals listed in the Ownership Section have any ownership in other companies? Yes No If yes, please provide the following:

Provide a list of all affiliate businesses.

Provide business tax returns with all schedules for the past three (3) years for all affiliate businesses.

FINANCIAL REFERENCES (required for all applicants)

Business References: Individuals who are aware of your business and the services you/it can provide.

Name _____	Name _____
Address _____	Address _____
Telephone _____	Telephone _____
Relationship _____	Relationship _____

Personal References: Anyone who has known you for several years that is not a relative.

Name _____	Name _____
Address _____	Address _____
Telephone _____	Telephone _____
Relationship _____	Relationship _____

Additional Personal References: Two family members not living in your household.

Name _____	Name _____
Address _____	Address _____
Telephone _____	Telephone _____
Relationship _____	Relationship _____

ESTIMATED PROJECT COSTS (required for all)

Land Purchase	\$ _____
New Building Construction	\$ _____
Purchase Existing Land & Building	\$ _____
Building Improvements / Repairs	\$ _____
Purchase Machinery / Equipment	\$ _____
Purchase Furniture / Fixtures	\$ _____
Purchase Inventory	\$ _____
Working Capital (including Accounts Payable)	\$ _____
Acquisition of an Existing Business (all or part)	\$ _____
Payoff Bank Loan, if eligible	\$ _____
Total Estimated Project Costs	\$ _____
Less Total Injection	\$ _____
Total Loan Requested for Project	\$ _____

BORROWER INJECTION (All)

Provide the source and amount of injection into the project:

Personal Cash	\$ _____
Business Cash	\$ _____
Other:	\$ _____
_____	\$ _____
_____	\$ _____
Total Injection	\$ _____

PROJECT COST DOCUMENTATION (All – printouts showing items to be purchased w/price)

Please provide the following project cost documentation, as applicable.

Purchase Agreement (proposed or final)

Furniture and/or fixtures

Real Estate Purchase Agreement

Machinery and/or equipment bids

Contractor Bids (if applicable)

Other: _____

ABOUT YOUR BUSINESS (Required for All)



Start-Up Business

- Complete *History and Description of Business*. If you already have a business plan, it can be provided in place of this information. Feel free to provide any additional information which you feel is important in describing your business.
- Provide Cash Flow Projections for at least the first 24 months.
- Provide personal tax returns with all schedules for the past three (3) years for all owners.

Existing Business

- Complete *History and Description of Business*. If you already have a business plan, it can be provided in place of this information. Feel free to provide any additional information which you feel is important in describing your business.
- Provide Cash Flow Projections for at least the next 12 months.
- Provide current financial statements for the business. (Balance Sheet and Income Statement)
- Provide business tax returns with all schedules for the past three (3) years.
- Provide personal tax returns with all schedules for the past three (3) years for all owners.

SCHEDULE OF COLLATERAL (Required for All)

List all collateral to be used as security for this loan.

SECTION I - REAL ESTATE

List Parcels of Real Estate

Address	Year	Original Price	Market Value	Amount of Lien	Name of Lienholder	Total Available

Give a brief description of the improvements, such as size, type of construction, number of stories, and present condition (use additional sheet if more space is required.)

DETAILED PROJECT BUDGET (Required for All)



The budget should attempt to identify all sources of funding being considered including owner equity/investment, your primary lender (if applicable) as well as the NARCOG Small Business Fund and other financial assistance. Please be as detailed as possible.

PROPOSED FINANCING					
Use of Funds Activity	Cost	Primary Lender (not applicable for microloan)	NARCOG Funding	Owner Equity/ Investment	Other
Land Purchase	\$	\$	\$	\$	\$
Building Purchase	\$	\$	\$	\$	\$
Building Construction	\$	\$	\$	\$	\$
Building Remodeling	\$	\$	\$	\$	\$
Machinery & Equipment	\$	\$	\$	\$	\$
Inventory	\$	\$	\$	\$	\$
Working Capital	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
TOTAL	\$	\$	\$	\$	\$

TERMS OF PROPOSED FINANCING				
Source of Funds	Amount	Type	Rate (%)	Term (in years)
Name of Primary Lender (if applicable)	\$			
NARCOG Small Business Fund	\$			
Name of Other Financing (if applicable)	\$			
TOTAL	\$			

OWNER AND KEY MANAGEMENT INFORMATION (Required for All)



To be completed for each **owner of the applicant company with 20% or more ownership interest**. Use a separate page for each individual. Please fill in all spaces, use full first, middle, and maiden names. If an item is not applicable, please indicate.

Legal Name SS#:
First Full Middle Name Maiden Last

Ownership Percentage Corporate Title:

Are you a U.S. Citizen? Permanent Resident Alien? If Resident Alien, please provide Resident Alien Card or Permanent Resident Card (front & back copies)

Date of Birth Place of Birth Race Sex
MM/DD/YY City, State, Country

If at current residence less than 10 years, provide previous residence.

Current Residence: Previous Residence:
Street Street

City State Zip City State Zip

From: to From: to
MM/DD/YY MM/DD/YY MM/DD/YY MM/DD/YY

Home Phone Cell Phone

Spouse's Name SS#:
First Middle Maiden Last

- | | | |
|--------------------------|--------------------------|---|
| YES | NO | |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you have a trust? If "yes", provide an executed copy of the Trust(s). |
| <input type="checkbox"/> | <input type="checkbox"/> | Are you, any of your children, your parents or your spouse employed by, director of, officers of or affiliated with the North Central Alabama Regional Council of Governments in any capacity? If yes, please provide the name and contact information of the person and define the relationship. |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you ever filed for corporate or personal bankruptcy or been involved in insolvency proceedings? If so, please provide a copy of the bankruptcy documentation. |
| <input type="checkbox"/> | <input type="checkbox"/> | Are you or your business involved in any pending lawsuits? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you have ownership, stock ownership, management control, previous relationships with or ties to another business or contractual relationship in any other businesses? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you or any of your affiliated businesses have any existing debt with SBA guarantees? |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you or any of your affiliate businesses ever caused a loss to the Government from prior federal assistance? |
| <input type="checkbox"/> | <input type="checkbox"/> | A current credit report will be requested on each borrower. Are there entries on this report which will require an explanation? If so, please attach a sheet explaining the circumstances of these entries. |
| <input type="checkbox"/> | <input type="checkbox"/> | Are you presently behind in any court ordered child support obligation? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are you presently subject to an indictment, criminal information, arraignment, or other means by which formal criminal charges are brought in any jurisdiction? If YES, furnish details on separate sheet. |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you ever been arrested in the past six months for any criminal offense. If YES, all arrests and charges must be disclosed and explained on an attached sheet. |
| <input type="checkbox"/> | <input type="checkbox"/> | For any criminal offense – other than a minor vehicle violation – have you ever: 1) been convicted; 2) pled guilty; 3) pled nolo contendere; 4) been placed on pretrial diversion; or 5) been placed on any form of parole or probation (including probation before judgment)? If YES, furnish details on separate sheet. |

Signature

PERSONAL RESUME (Required for All)



Please fill in all spaces, use full first, middle, and maiden names. If an item is not applicable, please indicate. *Use a separate page for each individual.* Resume must be completed by: each owner of the applicant business with 20% or more ownership interest.

Name				Title
First	Full Middle Name	Maiden	Last	

List all former names used and the dates each name was used. Use separate sheet if necessary.

First	Full Middle Name	Last	Dates Name Used

Education

Type of Degree	Name & Location of Institution	Dates Attended From/To	Major	Degree or Certificate

Military Service Background

Branch From to
MM/DD/YY MM/DD/YY

Honorable Discharge? Rank at Discharge

Work Experience (List chronologically beginning with present employment to cover a 10 year period. Attach separate sheet if necessary.)

Company Name	Title	Dates Employed From - To	Duties & Accomplishments

Other Business Related interest or Activities (List any training, certification, or business related interest or activities)

PERSONAL INCOME & EXPENSES ANALYSIS (Required for All)

To be completed for each owner of the applicant business with 20% of more ownership interest;
 Use a separate page for each individual.

NAME(S) _____

INCOMES:		MONTHLY	ANNUALLY
Available Draw	(NP + Depreciation)	_____	_____
Gross Salary	(Principal)	_____	_____
Gross Salary	(Spouse)	_____	_____
Rental Income	(Gross)	_____	_____
Interest Income	(Recurring)	_____	_____
Alimony	(Recurring)	_____	_____
Other Income: _____	(Recurring)	_____	_____
TOTAL INCOME		\$ _____	\$ _____
EXPENSES:			
Residence Expense	(Rent or P&I)	_____	_____
Rental Mortgages	(P&I)	_____	_____
Rental Expenses	(Cash Exp. Less P&I)	_____	_____
Auto Loan(s)	(All)	_____	_____
Installment Loan(s)	(All)	_____	_____
Revolving Credit		_____	_____
Utilities/Phone	(Estimate)	_____	_____
Insurance	(All Personal)	_____	_____
Food	(Estimate)	_____	_____
Clothing	(Estimate)	_____	_____
Medical Expenses	(3 Yr. Average)	_____	_____
Income Taxes	(Historical Rate)	_____	_____
Property Taxes	(Historical Rate)	_____	_____
Alimony	(If Applicable)	_____	_____
Child Care	(If Applicable)	_____	_____
Other Expenses	(_____)	_____	_____
Miscellaneous	(_____)	_____	_____
(Typical range is 5% - 10% of total income)			
TOTAL EXPENSES		\$ _____	\$ _____
NET DISCRETIONARY INCOME		\$ _____	\$ _____
COVERAGE RATIO (INCOME/EXPENSE)		_____	_____

PERSONAL FINANCIAL STATEMENT (Required for All)

To be completed for each owner of the applicant business with 20% or more ownership interest.

**NARCOG Small Business Fund Application
PERSONAL FINANCIAL STATEMENT
As of _____ (enter date completed)**

Name	Business Phone
Residence Address	Residence Phone
City, State, and Zip Code	

Name of Business					
	ASSETS	(Omit Cents)			
			LIABILITIES		
			(Omit Cents)		
Cash on hand & in Banks	\$	_____	Accounts Payable	\$	_____
Savings Accounts	\$	_____	Notes Payable & Installment Accounts...	\$	_____
Accounts & Notes Receivable	\$	_____	(Describe in Section 2)		
(Describe in Section 6)			Loans on Life Insurance	\$	_____
Life Insurance –Cash (Surrender Value Only).....	\$	_____	Mortgages on Real Estate	\$	_____
Stocks and Bonds	\$	_____	(Describe in Section 4)		
(Describe in Section 3)			Unpaid Taxes	\$	_____
Real Estate	\$	_____	(Describe in Section 7)		
(Describe in Section 4)			Other Liabilities	\$	_____
Automobile – Present Value	\$	_____	(Describe in Section 8)		
Other Personal Property	\$	_____	Total Liabilities	\$	_____
(Describe in Section 5)			Net Worth	\$	_____
Other Assets	\$	_____	Total	\$	_____
(Describe in Section 6)					
Total	\$	_____			

Section 1. Source of Income			Contingent Liabilities		
Salary	\$	_____	As Endorser or Co-Maker	\$	_____
Net Investment Income	\$	_____	Legal Claims & Judgments.....	\$	_____
Real Estate Income	\$	_____	Provision for Federal Income Tax.....	\$	_____
Other Income (Describe Below)	\$	_____	Other Special Debt	\$	_____

Description of Items Listed in Section 1.

Section 2. Notes Payable and Installment Accounts (Including Credit Cards)					
Name of Creditor	Original Balance	Current Balance	Payment Amount	Terms (Monthly, etc.)	How Secured or Endorsed Type of Collateral

Section 3. Stocks and Bonds					
Number of Shares	Name of Securities	Name of Exchange	Current Quotation	Date of Quotation	Market Value

Section 4. Real Estate Owned (List each parcel separately. If necessary, attach supplemental sheets and date and sign.)						
Type of Property/ Address of Property	Title in Name of	Date Purchased	Original Cost	Present Value	Mortgage Balance	Payment Amt. Current? (Y/N)

Section 5. Other Personal Property (Describe)

Section 6. Other Assets (Describe)

Section 7. Unpaid Taxes (Describe as to type, to whom payable, when due, amount, and if any liens have been filed)

Section 8. Other Liabilities (Describe)

Section 9. Life Insurance Held (Give face amount of policies, name of company and beneficiaries)

I/We hereby certify that all statements in this application are true and complete and are made for the purpose of obtaining credit. I/We fully understand that it is a federal crime punishable by fine or imprisonment or both to knowingly make any false statements concerning any of the above facts, as applicable under the provisions of Title 18, United States Code, Section 1014. I/We authorize and request all persons listed and all credit reporting agencies to furnish the North Central Alabama Regional Council of Government(NARCOG) with opinions and credit information on or affecting me for this application, and I/we authorize NARCOG to report opinions and credit information on or affecting me to all credit reporting agencies or other financial institutions, and I/we agree to hold NARCOG harmless from any claims, direct or indirect, that may result from receiving or reporting such information.

Signature: _____ Date: _____ Social Security Number: _____

SCHEDULE OF BUSINESS DEBT (Required for All)

Please list all business applicant's liabilities - contracts, notes, lines of credit and mortgages payable.
Please make sure that these correspond with the balances in the current balance sheet, as provided with this loan application.

As of: _____, 20__

Loan No.	Creditor	Original Amount	Original Date	Current Balance	Loan Status *	Maturity Date	Interest Rate	Monthly Payment	Collateral	
Total present balance				\$ -	Total Monthly			\$ -		

* **Loan Status:** Current, Delinquent, Paid In Full, or Charged Off

SCHEDULE OF CURRENT & PREVIOUS GOVERNMENT FINANCING

Please list all current and previous government financing. If this does not apply, please note in the table below.

If business debt, please make sure this form corresponds with the balances in the current balance sheet, as provided with this loan application, if applicable.

Schedule of Debt for _____ (Name)

As of: _____, 20__

Loan No.	Agency Name	Original Amount	Original Date	Outstanding Balance	Loan Status *	Maturity Date	Interest Rate	Monthly Payment	Collateral
Total present balance				\$	Total Monthly				\$

* Loan Status: Current, Delinquent, Paid In Full, or Charged Off

Print & complete a separate sheet for the [] business applicant, [] each owner of the applicant business with 20% or more ownership interest

HISTORY OF BUSINESS (Required for All)



(Use separate attachments to answer questions, if necessary)
Please note that this section is also required. Answer to the best of your ability.

Nature of business: _____

Types of products and services offered / description of business activity _____

Customer profile: _____

List key customers: _____

Who are your suppliers and what are their credit sales terms? _____

How do you determine the price of your products/services? _____

How do you or will you advertise? Do you/will you offer promotions to generate sales?

List major competitors: _____

List advantages your business has or will have over its competitors: _____

Approximate distance of your competitors in relation to your current or proposed location: _____

HISTORY OF BUSINESS CONTINUED

Major accomplishments: _____

Future plans for growth and/or expansion: _____

How will the proposed loan benefit your company? _____

How many employees do you currently have? _____

Will the funding of this loan create new employment opportunities? If so, how? _____

How many employees will you hire? _____

Describe the type and conditions of the subject building or premises the business occupies or will occupy: _____

If the subject building is existing, are any improvements needed? Describe: _____

JOBS CREATED AND/OR RETAINED



(For the purposes of this form, the following are considered to be minority persons: Blacks, Hispanics, Asian, Pacific Islanders, American Indian/Alaskan Natives)

Present Employees (if now in operation)

TOTAL		MINORITY	
Male		Black	
Female		Hispanic	
Total		Asian/Pacific Islander/American Indian/Alaskan Natives	

Projection: Twelve (12) Months After Loan Disbursement

TOTAL		MINORITY	
Male		Black	
Female		Hispanic	
Total		Asian/Pacific Islander/American Indian/Alaskan Natives	

Projection: Twenty-Four (24) Months After Loan Disbursement

TOTAL		MINORITY	
Male		Black	
Female		Hispanic	
Total		Asian/Pacific Islander/American Indian/Alaskan Natives	

Estimate average wage per job created or saved: Full Time Salary/Hourly \$ _____
 Part Time Salary/Hourly \$ _____

RACE & ETHNICITY SURVEY (OPTIONAL)



The following information is tracked by our federal funding partners for certain types of loans in order to monitor the lender's compliance with equal credit opportunity. **You are not required to furnish this information.** The law requires that a lender may neither discriminate on the basis of this information nor on whether you choose to furnish it. If you do not wish to furnish the requested information, please check the box below.

I do not wish to furnish this information.

Ethnicity:

- Hispanic or Latino
- Not Hispanic or Latino

Race: (Mark one or more)

- White
- Black or African American
- American Indian/Alaska Native
- Asian
- Native Hawaiian or Other Pacific Islander

Gender:

- Male
- Female

AUTHORIZATION AND INDEMNIFICATION AGREEMENT

I/we hereby authorize the North Central Alabama Regional Council of Governments, (hereafter referred to as "NARCOG") or any of its affiliates to make all inquiries it deems necessary to verify the accuracy of the information provided herein, and to determine my/our credit worthiness for any purpose related to our credit transaction with them. I/we hereby certify that the enclosed application information including attachments/exhibits are valid and correct to the best of my/our knowledge.

I/we hereby authorize NARCOG to furnish relevant information to all necessary sources including various federal, state, county, and conventional funding opportunities to obtain the best sources for the project. I/we hereby authorize NARCOG to furnish relevant information to NARCOG's Loan Review Committee(s) for decision; and, to furnish relevant information to the NARCOG Board of Directors and various federal, state, and county agencies, officials and economic development representatives for NARCOG's reporting requirements regarding area economic development.

I/we further agree that I shall indemnify and hold NARCOG harmless from any claim or cause of action arising because of incorrect, inaccurate or incomplete information furnished by me, whether the furnishing of such incorrect, inaccurate or incomplete information was accidental or intentional and in consideration of NARCOG's assistance, I waive all claims against NARCOG, its personnel or counselors arising from this assistance.

The small business applicant and its principals as individuals, agree to indemnify and hold NARCOG and/or its agents and assigns harmless from and against, any damages, cost, liability or expense attributable to release, threatened release, discharge, manufacture, production, storage or disposal or the presence of hazardous toxic substances, on or under borrower's property or property in which borrower has an interest including adjoining real property and based upon claims asserted by local, state, and federal governmental authority or other third parties against NARCOG or its assigns.

This indemnification will specifically survive, and is entirely independent of the debtor's contractual obligation to repay the primary obligation held by NARCOG as amended, extended, or renewed by NARCOG, prepayment in full of the borrower's indebtedness to NARCOG; and release of NARCOG's liens on borrower's real or personal property by payment, foreclosure, or other action including NARCOG's discretionary abandonment of lien.

Business Applicant:

_____ Signature / Title	_____ Date
_____ Signature / Title	_____ Date
_____ Signature / Title	_____ Date
_____ Signature	_____ Date

As Individuals:

_____ Signature	_____ Date
_____ Signature	_____ Date
_____ Signature	_____ Date
_____ Signature	_____ Date

Resource Page – Business Plans

A good, highly-rated business plan will address most if not all of these areas

A business plan serves as a company's road map defining a clear goal of what the company will become and how it is going to get there. The plan should convey a thorough understanding of the purpose of the business, who the market is, the competitive environment, and how the company will adapt to fulfill its objectives. The business plan should also include a complete analysis of the funds needed to meet its objectives including a current financial snapshot and projections.

Your business plan is an essential part of the evaluation process for consideration of a loan through the Small Business Fund. But it is also a guide as you operate your business and should be referred to regularly and modified as necessary. It is an extremely important tool for a business owner to evaluate strengths and weaknesses, areas of improvement, and financial objectives.

While your business plan (or a questionnaire/narrative addressing the following areas) is necessary for your application for a loan through the Small Business Fund, your plan can also be used to attract additional funding sources such as banks and investors.

Your business plan should be typed and include the following:

A Business Plan Summary. This summary should be brief, but include contact information, a business description, the purpose of your business plan, your product or service, critical factors to the success of the business, customers and market potential, and a financial snapshot.

A Business Description. The Business Description will give a thorough picture of your company including goals and objectives. Describe what your business does or what it will do. Include a company history, the current industry trends, why your company is unique, and short and long-term goals and objectives.

The Market and Marketing Strategy. Give a detailed analysis of your market, who they are, where they come from, and their needs and interests. Be sure to document your sources of information. Describe your marketing strategy and how you intend to reach and capture your market through advertising or other means.

Neighborhood Impact. This section should describe how your business will or currently impacts the community. How will your business create or retain jobs? What will your business do to improve the community? In addition to answering these questions, give an overall description of how your business contributes to the city.

Product/Service Description and Production. Describe your product and service in understandable terms. Explain your product lines, offerings, equipment, materials, and suppliers.

Management. Write a description of your management structure, who is on your team and the experience they bring. Indicate your legal business structure, such as a corporation, limited liability company, sole proprietor, or partnership. Explain why this team will make it possible for you to reach your objectives. Attach resumes if possible and names of those on the Board of Directors if applicable.

Business Operations. In this section explain how you intend to operate or how you are currently operating your business. Describe your location and facilities, your workforce and hours of operation, and your methods of record keeping and accounting.

Current Financial Situation and Forecast. Give a detailed analysis of your current financial situation if you are an existing business. Be sure to include notes and explanations on any items that need clarification. All applicants must include:

- Operating Profit and Loss Statements:** If the business has been in operation for three years or more, three years of operating cash flow statements are required. If less than three years, submit every year of operation. A current interim statement less than 60 days old is also required for all businesses except start-up businesses.

Balance Sheet: If the business has been in operation for three years or more, three years of operating cash flow statements are required. If less than three years, submit every year of operation. Start-ups must submit a pro forma balance sheet for the first year of operation.

Pro Forma (3-year Projection of Income): This statement shows projected profits and losses for the three years after the loan is granted.

Financing Proposal. Indicate the dollar amount and describe the purpose of the loan you are seeking. Explain in detail how the funds will be used and how they will impact your business. If you are seeking any funds for working capital, be descriptive as to how those funds will be used.

Future Plans. Now that you have given a clear picture of where you are and what you need, describe where you see your company in the future. Explain how all the components, from marketing to financing, will get you to that point.

Other Considerations. As you write and assemble your business plan, you might want to consider including a table of contents and a list of references for any external information. Also include items you think explain your business such as menus, brochures, promotional materials or other items that will strengthen your financial position and the ability to borrow.

NARCOG
Small Business Fund
Checklist for Financial Assistance

- Business Plan to include:**
 - **Description of Business**
 - **Description of the project proposed for financing**
 - **Description of industry competitors**
 - **Resumes of Principal Owners and Key Management Personnel**
 - **Minimum of three references (banking, professional or trade)**
- Profit and Loss Statements – 3 year historical and 2 year projections *(for existing businesses)***
- Balance Sheets – 3 year historical and 2 year projections *(for existing businesses)***
- Business Federal Tax Returns *(Past 3 years) (for existing businesses)***
- Individual Federal Tax Returns of Principal Owner(s) *(Past 3 years) (all businesses)***
- Personal Financial Statement of Principal Owner(s) *(all businesses)***
- A letter from the participating lender(s) stating the terms and conditions of the participation and requesting *Revolving Loan Fund* assistance, if applicable *(Traditional Loan applicants only)***
- Additional supporting documentation requested by NARCOG. Attach as appropriate.**

To submit your application:

1. Mail a hardcopy of your application and \$150 application fee made out to NARCOG to:

*NARCOG
Attention: Small Business Fund
P.O. Box C
Decatur, AL 35602*

2. Drop off your completed application with required attachments at:

*NARCOG
216 Jackson St., SE
Decatur, AL 35602*

3. For questions, comments, or concerns, contact Joey Hester, Director of Planning and Economic Development at Joey.Hester@adss.alabama.gov or 256.355.4515.