



# BUSINESS SEED

## **BUSINESS PLANNING**

Select all that you've completed or prepared.

Cover Sheet

Name and Address

General Business Information

Business Description

Short-Term Goals

Long-Term Goals

Marketing

- *Target Market*
- *Marketing Plan*
- *Customer Service*
- *Product or Service*
- *Location Description*
- *Competition*
- *Vendors*

Organizational Structure

Risk Management

Government and State Regulations

Cash Flow Projection

Strengths

Weaknesses

Additional Business Documentation

- *Copy of Letters of Intent*
- *Copy of all required Business Licenses*
- *Copy of Contracts*

Written Business Plan

## **BUSINESS FINANCING**

Loan Application

Personal Financial Statement

Latest Personal Income Tax Filing

Copy of Social Security Card and Photo ID

Documentation from the IRS and

VA Department of Taxation

Signed Release Form

Signed Acknowledgment of Lending

Eligibility Requirements

Loan Amount and Uses of Loan Proceeds

- *Working Capital*
- *Equipment*
- *Rent*
- *Salaries*
- *Other Startup or Expansion Costs*

Collateral / Guarantor

- *Real Estate Collateral*
- *Vehicle*
- *Business Equipment, Inventory, and Other*
- *Guarantor*

Secondary Income

## **EXISTING BUSINESSES**

Only for current business owners.

Business Tax Returns

- *Most Recent 2 Years*

Internal or Audit Financial Statements

- *Most Recent 2 Years*

Current Year Internal Financial Statements

### **CREDIT REPORT**

I give Total Action Against Poverty in Roanoke Valley permission to check my/our credit history. I also agree to answer questions regarding my/our credit history

Signature of Applicant

Date

### **BACKGROUND CHECK**

I give Total Action Against Poverty in Roanoke Valley permission to check my/our background. I also agree to answer questions regarding my/our background checks.

Signature of Applicant

Date

### **BUSINESS INFORMATION RELEASE**

I give Total Action Against Poverty in Roanoke Valley permission to promote my business to community leaders and other businesses in the Business SEED Loan Program.

Signature of Applicant

Date

### **PHOTO RELEASE**

I give Total Action Against Poverty in Roanoke Valley permission to use pictures of my business and me to promote my business and the Business SEED Loan Program.

Signature of Applicant

Date

### **SIGNATURE OF ACKNOWLEDGEMENT**

By signing below, I signify that I understand and agree with the above information.

Signature of Applicant

Date

### LOAN AMOUNTS

Minimum loan amounts are \$500. Maximum loan amounts are \$50,000.

### ELIGIBILITY REQUIREMENTS

1. Business must be located within the cities of Roanoke, Salem, Covington; the counties of Bath, Alleghany, Botetourt, Craig, Roanoke, the towns of Vinton, or Clifton Forge. Location of the business, rather than the place of residence of the borrower, determines eligibility.
2. No unsettled judgments, collection items, or insurance, etc, that does not have work-out agreements with 6 months of satisfactorily-made payments.
3. Personal and business taxes for the past 1-2 years must be presented. Federal and State taxes must be current.
4. Proof of 20-50% equity injection. Either cash to invest or receipts of purchases made and paid for by the owner.
5. Applicant is a U.S. Citizen or has green card/other proof of residence.
6. Funds will be used for working capital, inventory, equipment, or vehicle.
7. Applicants operating businesses for less than a year must meet at least one of the following requirements:
  - Provide evidence of business management skills in the specific business industry.
  - Provide evidence of business operating profitably.
  - Provide evidence of strong personal and/or business financial management.
  - Provide the signature of a guarantor with strong personal financial management history.
  - Provide evidence of adequate collateral to secure the loan.
8. Borrower must complete the Business SEED training course as evidenced by the completion of a Business Plan, or demonstrates business skills sufficient to complete the business plan independently.
9. Borrower must not be able to access traditional credit products for small business.
10. Business must be eligible under SBA guidelines. The business must not be engaged in pornography or pyramid-type businesses.
11. Loan funds must be used for working capital, inventory, supplies, equipment, or vehicles. Loan funds cannot be used to consolidate or payoff current debts.
12. Applicant must provide reasonable explanations for judgments, collections, bankruptcies, bad checks, and 60-day past-due accounts.
13. Bankruptcies must not be within the past 12 months.
14. Child support must not be past due.
15. All derogatoriness on credit reports must be addressed and a written document verifying the payment schedule that has been agreed upon between the creditor and the applicant must be provided.

### ***ELIGIBILITY REQUIREMENTS (CONTINUED)***

**16. Borrower must provide:**

- Picture ID
- Social Security card
- Proof of current address
- Either proof of income for 6 months prior to applying for a loan (if attempting to qualify based upon income guidelines), or verification that loan would not be approved by a bank via (a) attempt made to secure funds from a bank; if declined by a bank, provide the bank's name and date when the attempt was made; (b) a verbal denial from the bank which can be verified by Business SEED staff; or (c) an attempt to secure a guarantee from the SBA; if declined by the SBA provide documentation stating this fact.

**17. Borrower must complete a cash flow analysis with the loan officer and determine working capital needs before submitting an application.**

**18. Borrower must review applicant's credit report, checking account status (last 3 months) and industry experience with the loan officer.**

**19. Borrower must be able to maintain a bookkeeping accounting system or contract the services of an accountant.**

**20. Borrower may need to have proof of work or contacts already obtained.**

**21. Collateral's equity must equal 50-80% of loan value for homes or liquid collateral. Collateral's equity must equal 100-150% of loan value for vehicles and equipment.**

**22. Owner must carry business liability insurance for their industry.**

**There are no guarantees of receiving a loan in any amount upon completion of the Business SEED Program.**

Materials submitted through the Business SEED application process, copies of the business plan, information provided for support of the business plan, and the loan application and related references remain a part of the program participant's file. These materials are not returned to the loan applicant.

*I have read the above Eligibility Requirements for participation in the Business SEED Loan Program.*

Signature of Business SEED Applicant

Date

Signature of Business SEED Staff

Date

# BUSINESS SEED

## LOAN APPLICATION

### PERSONAL INFORMATION

Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_  
Address: \_\_\_\_\_  
City County Town State: Zip Code:  
Home Phone: Work Phone: Cell Phone:  
Previous Address: \_\_\_\_\_  
City County Town State: Zip Code:

### BUSINESS INFORMATION

Name of Business: \_\_\_\_\_  
Business Address: \_\_\_\_\_  
City County Town State: Zip Code:  
What type of business will/do you operate?  
Retail Service Manufacturing Construction Other  
If other, describe the type of business: \_\_\_\_\_  
Business Stage: Start-up Expansion  
In what month of what year did/will you start your business?  
How many partners do/will you have? Family: Non-Family:  
Names of Partners: \_\_\_\_\_  
How many people do you expect to employ over the next two years?  
Full-Time Family: Non-Family:  
Part-Time Family: Non-Family:  
Will this be a full-time, seasonal, or part-time business? Full-Time Seasonal Part-Time  
If seasonal, which months will you operate?: \_\_\_\_\_

### MANAGEMENT AND GUARANTORS (100% of ownership must be shown)

Name and Title:	Social Security #	Percent Owned
-----------------	-------------------	---------------

# BUSINESS SEED

## LOAN APPLICATION

### PURPOSE OF THE LOAN

Loan Requested Amount \$:

Date needed by:

Not including the loan, how much of your own money will you invest?

How do you plan to use the funds?

Working Capital

Inventory

Equipment

Facility Improvements

Other

Describe the above loan proceed purchases...

Category listed above

Purchase/Item/Detail

Amount \$

Will you receive other loans or funds for this project? Yes No

If yes, by whom and how much?

Have you ever been denied a loan for this business? Yes No

If yes, by whom and why?

*(This information is to determine eligibility. A previous denial will be sufficient for completing this loan eligibility requirement.)*

### BUSINESS DEBT SCHEDULE

*(Please provide details of your existing or previous business credit relationships below)*

Name and Address of Lender

Original Amount \$

Current Outstanding \$

Collateral Pledged for Debt

Purpose

Monthly Payment Maturity Date

# BUSINESS SEED

## LOAN APPLICATION

### INSURANCE SCHEDULE

Type of Insurance	Insurance Company	Amount \$	Existing	Planned
			Existing	Planned
			Existing	Planned
			Existing	Planned
			Existing	Planned
			Existing	Planned

Will any current household incomes cease or decrease after the business is started?

Yes      No

List the type of income, amount, and person for whom the income will cease/decrease.

Type of Income:

Amount:

Person:

Exactly when will this change in income take place?

### COLLATERAL AGREEMENT

Loans will be backed by collateral to the maximum extent feasible as determined by the loan commitment. What will you use as collateral?

Type	Name/Model	Currently Pledged	Serial/VIN #	Current Value	Remaining Debt	Monthly Payment
		Yes    No				
		Yes    No				
		Yes    No				
		Yes    No				
		Yes    No				

***By signing below, I acknowledge that the above items are to be considered as collateral for a Business SEED or multi-party loan.***

Signature of Applicant

Date

### PRIMARY GUARANTOR

Name:

Relationship:

Phone #:

Social Security #:

Address:

City/County:

State:

Zip Code:

# BUSINESS SEED

## LOAN APPLICATION

### DECLARATION

I declare to the best of my knowledge that the information in this application is complete and accurate and that falsification or misrepresentation of any information contained in this application could result in automatic denial of loan funds. I certify that the requested loan is for a business, and for business purposes only. Total Action Against Poverty and sponsoring Lenders are authorized to check my/our credit and background history, and to answer questions about my/our credit experience with me/us.

Materials submitted through TAP's Business SEED Loan Application Process (copies of the business plan, as well as information provided for support of the business plan, the loan application, and related references) remain a part of the program participant's file and are not returned to the loan applicant. Also, I understand there are no guarantees of receiving a loan after completing the loan application.

If approved, I agree to meet with a Business SEED Loan Officer as requested by the (Initial) Business SEED staff to review and discuss any pertinent information pertaining to the performance of the loan.

I also agree to send monthly income statements pertaining to the performance of (Initial) my business.

Signature of Applicant

Date

Signature of Applicant

Date

Signature of Guarantor (if applicable)

Date



# BUSINESS SEED

## PERSONAL FINANCIAL STATEMENT

### PERSONAL INFORMATION

Applicant's Name:	Phone #:	
Employer:	Phone #:	
Employer Address:	City/County:	
State:	Zip Code:	# of Years with Employer:
Accountant's Name:	Phone #:	
Attorney's Name:	Phone #:	
Investor's/Broker's Name:	Phone #:	
Insurance Agent's Name:	Phone #:	

### INCOME AND EXPENSES

Annual Income	Amount \$	Annual Expenses	Amount \$
Salary (applicant)		Federal Taxes	
Salary (co-applicant)		State Taxes	
Bonuses/Commissions (applicant)		Rent	
Bonuses/Commissions (co-applicant)		Maintenance	
Rental Income		Mortgage Payments (investment)	
Interest Income		Mortgage Payments (residential)	
Dividend Income		Credit Card Payments	
Capital Gains		Auto Loan Payments	
Partnership Income		Insurance	
Other Investment Income		Alimony/Child Support	
Other (specify)		Tuition/School Loan Payments	
Other (specify)		Living Expenses (food/utilities/bills)	
Other (specify)		Medical Expenses	
Other (specify)		Other (specify)	
Other (specify)		Other (specify)	
<b>Total Income</b>		<b>Total Expenses</b>	
<b>Difference between Total Income and Total Expenses</b> <b>(Net Income or Loss)</b>			

# BUSINESS SEED

## PERSONAL FINANCIAL STATEMENT

### BALANCE SHEET

Assets	Amount \$	Liabilities	Amount \$
Cash (savings, checking, CDs, etc.)		Mortgage Debt (primary residence)	
Stocks, Bonds, etc.		Mortgage Debt (other real estate)	
Accounts and Notes Receivable		Mortgage Debt (land)	
Life Insurance net cash surrender value		Life Insurance Loans	
Residential Real Estate		Notes Payable (auto)	
Investment Real Estate		Notes Payable (other personal property)	
Retirement Accounts		Notes Payable (personal loan)	
Personal Property (autos, boats, etc)		Other Notes Payable	
Other Assets		Accounts Payable (credit cards)	
Other Assets		Other Accounts Payable	
Other Assets		Other Liabilities	
Other Assets		Other Liabilities	
	<b>Total Assets</b>		<b>Total Liabilities</b>
	Difference between Total Assets and Total Liabilities		
	(Equity)		

Are you a guarantor, co-maker, or endorser for any debt of an individual, corporation, or partnership?

Yes      No      Amount:

Do you have any outstanding credit cards, loans, or other credit products or surety bonds?

Yes      No      Amount:

Are there any suits or legal actions pending against you?

Yes      No      Amount:

Do you have any pending liabilities for any leases or contracts?

Yes      No      Amount:

Are any of your tax obligations past due?

Yes      No      Amount:

Have you ever declared bankruptcy

Yes      No      Amount:

Have you ever had a judgment recorded against you?

Yes      No      Amount:

Are you obligated to pay alimony, child support, or separate maintenance payment?

Yes      No      Amount: