



Childcare Loan Fund - Application for Financing

Company Name: _____ **Contact Name:** _____

Mailing Address: _____

Physical Address: _____

Telephone: _____ **Fax:** _____

E-Mail Address: _____ **Website:** _____

DUNS Number¹: _____ **EIN or Social:** _____

All Applicable Information Below Must be Submitted with Loan Application

Fees

- Application fee of 1% of loan but not less than \$ 250 required to begin the application process \$_____enclosed.
 - Credit report fees are paid directly to Experian Connect or other selected reporting agency as directed by JEDC and you will receive a copy of the report. A personal credit report is required for each guarantor and business owner.

Personal Information

- Personal financial statement for each individual borrower or guarantor on Juneau Economic Development Council form "Personal Financial Statement"
- Last 2 years of personal tax returns (additional years may be required later), signed and dated
- Current resume(s) of applicant(s) and key members of your management team
- Three business references including business name, job title and phone number

Financial Information (For current operating childcares only)

- Last 2 years of business tax returns (additional years may be required later)
- Last 2 years of company-prepared balance sheets and income statements
- Current balance sheets and income statements (less than 60 days old)
- List of all outstanding debt. Include original amount, lender, present balance, interest rate, maturity date, monthly payment, collateral description, payment status (state current or provide past due amount)
- Current aged listing of accounts payable and receivable (less than 60 days old)
- Annual profit/loss projections for 5 years; if business is seasonal, provide monthly projections for 1 year and quarterly for years 2-5

Business Information (please include all that apply to your business)

- Articles of incorporation/organization and bylaws or operating agreements, certificate of incorporation, partnership agreements, joint venture agreements, business license copy, occupational or operating licenses, trademark registration (complete documentation of legal entity will be required before loan closing)
- Business plan including, business and product description, marketing plan, detailed analysis of competitive position, management resumes and staffing plan, description of operations cycle, financial projections (most applicants, and all new businesses will be required to submit complete business plans with their application).
- Copies of insurance policies or quotes
- Copies of existing and proposed leases, franchise agreements, title reports to real estate proposed as collateral
- Preliminary plans and specifications for new construction including contractor's estimates

Please explain any unchecked items on a separate sheet

¹ DUNS numbers are used by the federal government to monitor business credit and are required for reporting to our federal funders. The number is free, you can apply online <https://products.dandb.com/duns-number> or call 1-855-455-8038 to get one.



Childcare Loan Fund - Application for Financing

Structure of Company. Please check one.

- | | | |
|---|--|--------------------------------------|
| <input type="checkbox"/> C – Corporation | <input type="checkbox"/> General Partnership | |
| <input type="checkbox"/> S – Corporation | <input type="checkbox"/> Limited Partnership | |
| <input type="checkbox"/> Professional Corporation | <input type="checkbox"/> Limited Liability Company | <input type="checkbox"/> Other _____ |
| | <input type="checkbox"/> Sole Proprietorship | |

2. **Ownership of Company.** Please list all the individuals, corporations or partnerships owning 20% or more of the company, providing names, titles, percentage of interest and Social Security or Federal Tax ID numbers for each.

Name	Title	% Ownership	SSN/TIN	Email

3. **Management.** List key members of your management team, their responsibilities and the number of years of experience each has in your type of business.

Name	Title	Yr. Exp.	Responsibilities

4. **Use of Funds.** Please specify how you plan to use loan proceeds in your business. Indicate amounts separately for rent, FF&E, classroom supplies and material, pay modifications, renovations and or expansions, by description and cost.

Amount	Purpose
\$	
\$	
\$	
\$	
\$	Project Total
\$	Less 50% Cash to be provided by owner or borrower (required)
\$	Less Financing arranged from another lender
\$	Less Other Funding available (explain)
\$	Loan Amount Requested

5. **Additional Required Information.** Please answer the following questions to the best of your ability, attaching additional sheets as necessary.

Credit Problems, Bankruptcy & Litigation.

- Has the company ever filed for bankruptcy? If yes, explain on a separate sheet.
- Have any individuals associated with the company (owner, officers, and major shareholders) ever filed for bankruptcy? If yes, explain.
- Are there any tax liens or civil judgments outstanding? If yes, explain.
- Is the company or any of its principal officers or shareholders involved in litigation, as either a plaintiff or defendant? If yes, explain.



Childcare Loan Fund - Application for Financing

6. **Key Business Advisors.** Name/phone number of attorney: _____
- Name/phone number of accountant or accounting service: _____
- Name/phone number of CPA: _____
- Name/phone number and company of insurance agent: _____

7. **Collateral.** Availability of collateral will, in part, determine the loan amount and structure. Please check all available collateral.
- | | | |
|---|--|--------------------------------------|
| <input type="checkbox"/> UCC(Uniform Commercial Code) | <input type="checkbox"/> Marketable Securities | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Personal Assets | <input type="checkbox"/> Equipment | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Inventory | <input type="checkbox"/> Real Estate | <input type="checkbox"/> Other _____ |

8. **Loan Requirement Questions.** (please check the all following boxes that apply.)
- State of Alaska Licensed Childcare Provider
 - I currently operate a childcare facility
 - I operate at least 30 hours a week
 - I have 50% match to contribute to loan
 - I plan to expand the amount of childcare spots

9. **Equal Opportunity Lender Data.** Please provide the following information for statistical purposes, and to evidence that Juneau Economic Development Council is an Equal Opportunity Lender. You may elect not to provide this information, if you wish. That decision will have no bearing on how we evaluate your loan application.

Your Age	Your Gender	Your Background/Race	Your Background/Ethnicity
<input type="checkbox"/> 21-30 <input type="checkbox"/> 31-40 <input type="checkbox"/> 41-50 <input type="checkbox"/> 51-60 <input type="checkbox"/> Over 60	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other	<input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Mixed Race <input type="checkbox"/> Other	<input type="checkbox"/> Hispanic Origin <input type="checkbox"/> Not of Hispanic Origin



Childcare Loan Fund - Application for Financing

Terms and Conditions of Application Acceptance & Evaluation

- ➔ Juneau Economic Development Council agrees to maintain the confidentiality of all trade, commercial and financial information provided in this application.
- ➔ Applications for financing will be approved or rejected at the sole discretion of Juneau Economic Development Council.
- ➔ The undersigned acknowledges and agrees that Juneau Economic Development Council will investigate the creditworthiness of the Applicant Company, its principal officers and shareholders.
- ➔ The undersigned authorizes Juneau Economic Development Council staff to communicate directly with the company's internal accounting staff and outside accounting, tax and audit professionals.
- ➔ The Childcare Loan Fund requires a non-refundable loan application fee to defray a portion of the cost of underwriting. This fee is due to begin the application process. In the event a loan is approved and closed, the application fee may be incorporated into the loan.

The statements in this application are warranted to be true, full, and complete. I/we have read, understand and agree to comply with all terms and conditions set forth in this application.

Date	Authorized Signature	Title
Date	Authorized Signature	Title
Date	Authorized Signature	Title

RETURN COMPLETED APPLICATION TO:

Brian Holst, Executive Director
Juneau Economic Development Council
612 W. Willoughby Ave, Suite A
Juneau, Alaska 99801-1732
CALL: (907) 523-2333 FAX: (907) 463-3929
OR Email: bholst@jedc.org

Questions? Need Help?

Office Use Only	Initials	Comments
Date of Submittal	_____, 20____	_____
Request for Additional Information (Due 10 business days after submittal)	_____, 20____	_____
Response Date (Due 5 business days after request)	_____, 20____	_____
Informed of Status (Due 7 business days after response)	_____, 20____	_____