

Amount of Loan

The maximum amount of a loan for any one project is \$25,000.00 or 80 percent of the total project cost, whichever is less. The minimum loan is \$5,000.00. Owner investment must be at least 20 percent or more of the project cost.

Interest rate

The minimum interest rate to be charged is the prime rate on the date of loan approval.

Term

Loan terms are negotiable, with a maximum term of ten years.

Collateral Requirements

The loan generally is secured by the assets acquired with loan proceeds. A personal guarantee or other collateral also may be required.

Additional Requirements

- Complete application
- Business plan
- A continuing relationship with SCORE (Service Corps of Retired Executives) or another similar agency in the initial period of operation for new businesses.

Fees and Costs

An application fee of \$25.00. Also, any incidental costs incurred by either the applicant or CICD with regard to the loan are the applicant's responsibility.

**Community Investment Corporation
of Decatur, Inc.**

Loan Funds

For additional information about the loans and other CICD services, contact:

**Community Investment Corporation
of Decatur, Inc. (CICD)**

2121 South Imboden Court
Decatur, Illinois 62521

Phone: 217/423-0352
Fax: 217/423-7214

REVOLVING LOAN FUND

CICD's Revolving Loan Fund is an option local businesses have to develop or expand. The Fund provides financing assistance to qualified projects in the City of Decatur. The Fund's purpose is to encourage business expansion, which in turn will create permanent private sector jobs and growth of capital in Decatur. Money in the Fund is used to make low-interest loans in conjunction with conventional loans from private lenders.

Eligible Applicants and Projects

- Businesses involved in a profit making enterprise
- Businesses located within the Decatur city limits

Eligible Expenses

- Land acquisition
- Site preparation
- Building acquisition
- Building construction
- Renovation, restoration, remodeling
- Equipment and machinery
- Working capital

Loan Selection Criteria

- Property in an eligible census tract where there is at least a 60 percent low/moderate income population
- Growth potential of business
- Probability of success and credit worthiness

- Availability of a private sector match
- Environmental factors
- Potential generation of tax revenues
- At least one full time permanent job must be created or retained for each \$10,000 borrowed

Amount of Loan

The maximum amount of a loan for any one project is \$200,000.00 or 1/3 of the total project cost, whichever is less. The minimum loan is \$10,000.00. Borrowers must use other debt sources for the remaining capital needs.

Interest Rate

The minimum interest rate to be charged on Fund monies is set to equal 70 percent of the U.S. Treasury rate for comparable maturities in effect at the time the loan is approved.

Term

The term of the loan is based upon the use of the loan proceeds and the economic life of the assets acquired. Generally, the term is the same as the term of the private sector loan.

Collateral Requirements

The loan generally is secured by the assets acquired with loan proceeds. A personal guarantee or other collateral also may be required.

Fees and Costs

An application fee of \$50.00. Also, any incidental costs incurred by either the applicant or CICD with regard to the loan are the applicant's responsibility

SMALL & MINORITY BUSINESS LOAN FUND

The Small and Minority Business Loan Fund provides financing assistance to small businesses operating or locating in the City of Decatur. Goals of the program are to increase the number of job opportunities, especially to low/moderate income people, and to rehabilitate commercial buildings in neighborhoods through loan assistance to small businesses.

Eligible Applicants & Projects

- Business involved in a profit making enterprise
- Businesses located within the Decatur city limits
- Special emphasis on businesses located in inner city
- Specific emphasis on women and minority owned businesses

Eligible Expenses

- Building acquisition/rehabilitation
- Equipment, machinery, furnishings
- Working capital

Loan Selection Criteria

- Creation or retention of at least one full time permanent job for each \$10,000.00 loaned
- Property in an eligible census tract where there is at least a 60 percent low/moderate income population
- Growth potential of business
- Probability of success and credit worthiness

Loan Package

- Application – signed and dated
- Purpose and use of loan proceeds – explained
- Summary of collateral (description and valuation)
- Two years of business financial statements, tax returns, interim statements, signed and dated (if applicable)
- Reconciliation of business net worth
- Aging reports for accounts receivable and payable (if applicable)
- Guarantors' and affiliates' financial statements (if any)
- History of business – narrative
- Business plan
- Market analysis
- Product and service advantages
- Machinery or equipment to be acquired
- New construction estimates and sources – renovations and build-outs (if any)
- Resumes of principals
- Personal financial statements, and last two years of personal tax returns, signed and dated
- Where, real estate to be acquired: environmental survey, flood insurance, copy of purchase agreement, contract, zoning, code compliance

**COMMUNITY INVESTMENT CORPORATION OF DECATUR, INC.
LOAN APPLICATION**

Name and Address of Applicant(s) _____

Telephone Number (____) _____
Contact Person _____
SSN(s) of Applicant(s) _____
Date of Application _____

For Office Use Only

Loan Program _____
Amount Requested \$ _____
Term Requested _____
Date Submitted _____
Loan Review Date _____

SUMMARY OF PROPOSED PROJECT

A. **Type of Business (check one):** ___ Sole Ownership ___ Partnership ___ Corporation-State of Incorporation
 ___ Other (Explain) _____

B. **Business Name/Address:** _____

C. **Brief description of proposed project:** _____

_____	% of Project Cost	Years	Interest	\$ Amount
D. PROPOSED SOURCES OF FUNDS				
Bank(s) / Primary Funding Source Name: Address: Contact: Phone:				\$
CICD Financing				\$
Equity, cash invested by owner (if owner equity is land, equipment etc., identify as such)				\$
Other				\$
TOTAL	100%		TOTAL	\$
E. PROPOSED USES OF FUNDS				
Land / Building	\$			
Equipment	\$			
Working Capital	\$			
Other	\$			
TOTAL	\$			

F. Name and Address of Guarantors	Net Worth outside of interest in applicant company

G. Names of all officers, directors, or partners and their annual compensation (complete all columns/attach additional sheet if necessary)		
Name	Annual Compensation	Percent Owner

H. Current and Projected Employment

Number of existing jobs _____ Anticipated New Jobs: After 12 Months _____ After 24 Months _____

I. Proposed Site Information

Number of Acres _____ Access Roads ___ Yes ___ No Rail Siding ___ Yes ___ No

Utilities Available

Water ___ Yes ___ No Sewer ___ Yes ___ No Electricity ___ Yes ___ No Natural Gas ___ Yes ___ No

J. Site Improvements (i.e., parking, driveways, landscaping, etc.)

K. Building Information (if applicable)

Size (square footage) _____ Eave Height _____ Dimensions _____ Truck Docks _____

Document recent significant improvements to the existing facility:

L. Description of Equipment to be Acquired (include item, cost, new or used)

M. Why is the loan necessary? (Explain why, without this assistance, the project would not go forward)

Signature Date

PERSONAL FINANCIAL STATEMENT

Date: _____

Name and Address – if joint statement for husband and wife, include both husbands and wife’s full name.

ASSETS		LIABILITIES	
Cash on Hand and Deposit	_____	Accounts Payable	_____
U.S. Government Bonds	_____	Notes Payable to Banks (Detail on separate sheet)	_____
Accounts and Notes Receivable	_____	Notes Payable to Others (Detail on separate sheet)	_____
Life Insurance – Cash Surrender Value Only (Do not deduct loans)	_____	Installment Account – Auto (Annualized)	_____
Stocks and Bonds (Detail on separate sheet)	_____	Loans on Life Insurance	_____
Real Estate (Detail on separate sheet)	_____	Mortgages on Real Estate (Detail on separate sheet)	_____
Automobile(s) – Present Value	_____	Other Liabilities (Detail on separate sheet)	_____
Other Personal Property (Detail on separate sheet)	_____	TOTAL LIABILITIES	\$ _____
TOTAL ASSETS	\$ _____	Net Worth	_____
		TOTAL LIABILITIES AND NET WORTH	\$ _____
SOURCE OF INCOME		CONTINGENT LIABILITIES	
Salary (annually)	_____	As Endorser or Co-Maker	_____
Investment Income (annualized)	_____	Legal Claims & Judgment(s)	_____
Real Estate Income (annualized)	_____	Provision for Federal Income Tax	_____
Other Income (annualized – describe below)	_____	Provision for State and Local Income Tax	_____
		Other Contingent Liabilities	_____

Description of Other Income:

Stocks				
Number of Shares	Name of Securities	Cost	Quotation	Amount

Real Estate								
Location and Description	Year Purchased	Cost	Assessed Value	Fire Insurance	Present Value	Mortgage Amount	When Due	Yearly Gross Rental Income

Other Personal Property. (Describe, and if any is mortgaged, state name and address of mortgage holder and amount of mortgage, terms of payment, and if delinquent, describe delinquency.)

Other Assets (Describe)

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

Other Liabilities (Describe in detail. Attach an additional sheet if necessary.)

In submitting the foregoing statement, the undersigned guarantees its accuracy with the intent that it be relied upon by the Community Investment Corporation of Decatur, Inc. in its decision whether or not to grant approval of the accompanying loan application.

Signature(s) _____

Date: _____

Business Plan Outline

I. Statement of Purpose

II. Definitions of the Business

III. History of the Business

If buying a business or already in business

IV. Objectives and Goals

Long term and short term

V. Marketing

Is there a need or want?

Why will you succeed?

Target market

Demographics

Competition

Advertising

Pricing

Location

VI. Management Structure

Type of ownership

Organization

Resume of principal employees

Other resources

VII. Financial

Cost to start the business in detail

Projected Income Statement – 2 years

Cash Flow Projection – 1 year

Projected Balance Sheet – Opening of Business

Previous IRS Filings – 3 years

SBA Loan Applications

PROJECTED INCOME STATEMENT

	1 st Year	2 nd Year
Gross Income	_____	_____
Cost of Sales	_____	_____
GROSS PROFIT	_____	_____
<u>EXPENSES</u>	_____	_____
Salaries	_____	_____
Employee Wages	_____	_____
Other Employee Expenses	_____	_____
Electricity / Gas	_____	_____
Telephone	_____	_____
Rent	_____	_____
Auto / Transportation	_____	_____
Insurance	_____	_____
Taxes / Licenses	_____	_____
Advertising	_____	_____
Depreciation	_____	_____
Legal / Accounting	_____	_____
Printing / Photocopying	_____	_____
Interest	_____	_____
Repairs	_____	_____
Supplies	_____	_____
Bad Debts	_____	_____
Miscellaneous	_____	_____
TOTAL EXPENSES	_____	_____
NET PROFIT / LOSS	_____	_____

PROJECTED BALANCE SHEET

Opening Day

ASSETS

Current Assets:

Cash on hand and in bank	\$ _____	
Accounts receivable	_____	
Inventory	_____	
Total Current Assets		\$ _____

Fixed Assets:

Automobile	_____	
Furniture, fixtures and equipment	_____	
Less allowance for depreciation	_____	
Total for Fixed Assets		\$ _____

Other Assets:

Deposit – utilities	_____	
Deposit – lease	_____	
Prepaid expenses – remodeling & advertising	_____	
Total Other Assets		\$ _____

TOTAL ASSETS \$ _____

LIABILITIES AND CAPITAL

Current Liabilities:

Loan payable, due within 1 year	\$ _____	
Total Current Liabilities		\$ _____

Long Term Liabilities:

Loan payable, 5 years, 10%	_____	
Less: Current portion above	_____	
Total Long Term Liabilities		\$ _____

TOTAL LIABILITIES \$ _____

Proprietor's Capital \$ _____

TOTAL LIABILITIES AND CAPITAL \$ _____

(A similar format will be used for projected balance sheets at the end of years one and two.)

ACCESS TO CREDIT REPORT

I authorize Community Investment Corporation of Decatur, Inc. to request a CSC Credit Report on myself.

I understand that this credit information will be considered as part of the loan review process.

Signature

Signature

Date

Date