



Revolving Loan Fund

Application Package

The Village of Hampshire Revolving Loan Program provides direct financing to businesses at below market, fixed rate of interest in cooperation with loans made through private financing. The program is designed to assist with the retention and growth of the existing industrial and commercial base, providing needed financial assistance to new start-up businesses, and the development of minority and female owned businesses.

Eligible uses of loan proceeds:

- Construction/renovation
- Leasehold improvements
- Purchase of machinery/equipment or inventory
- Working capital

**** THE FUND MAY NOT BE USED TO REFINANCE EXISTING DEBT**

JOB CREATION/RETENTION CRITERIA

Loans can be made to eligible businesses which demonstrate that the project will result in the creation or retention of jobs. For every \$15,000 which is loaned, at least one (1) Full-time Equivalent (FTE) job must be created or retained. A FTE job can be created by a combination of one or more part-time jobs. Also, at least 51% of the jobs created must benefit low-moderate income individuals.

The Village of Hampshire will not fund more than 50% of the total project cost. Terms of the loan are negotiated with flexible repayment to match the company's cash flow.

Each Revolving Loan Fund application made to the Village will undergo the same review process. First, it will be reviewed by the Village staff for completeness, and then it will be presented to the Revolving Loan Fund Committee. The RLF Sub-Committee reviews the loan application and makes a recommendation to the Village Board of Trustees. The Village Board makes the final decision regarding each RLF application.

The review process takes up to six weeks or longer and is on a first come, first served basis. Applications that meet the Village's criteria and demonstrate the greatest potential for job creation and economic development will be viewed most favorable. All loans are contingent upon availability of funds. The Village Board of Trustees reserves the right to deny any application at any time.

Additional information regarding the Hampshire Revolving Loan Fund can be obtained by contacting:

Village of Hampshire
234 S. State Street
Hampshire, Illinois 60140
847-683-2181

LOAN APPLICATION PACKAGE

The loan application package must include all of the following items:

1. Completed application for financing.
2. Personal resume(s) of principals and managers.
3. Current signed personal financial statements of principals.
4. Two years tax returns for principals of business.
5. Three (3) years operating results consisting of balance sheets and profit and loss statements or tax returns (if established company).
6. Twelve (12) month cash flow statement (if start up company).
7. Narrative of business history and expected results.
8. Cost estimates, bids, or other documentation substantiating borrower's request or need.
9. **Applicant must submit original and five copies of loan application and supporting documents.**

Any incomplete application will not be reviewed by the Loan Review Sub-Committee. Other information may be requested by the Revolving Fund Committee during its review of the request.

HAMPSHIRE REVOLVING LOAN FUND APPLICATION

Company: _____

Company Address: _____

Company Phone: _____

Contact Person: _____

Management (*proprietor, partner, officers, directors and stockholders
owning 20% or more of outstanding stock*)

Name	Address	% Owned
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Attach additional sheet if necessary.

Attorney Representing Company: _____

Address: _____

City & Zip: _____

Telephone #: _____

Accountant Representing Company: _____

Address: _____

City & Zip: _____

Telephone #: _____

1) Provide a brief description of the proposed project:

2) If new construction, provide building dimensions, and construction type. If renovation, provide detailed explanation of improvements to be undertaken.

How many full-time equivalent jobs will be created by proposed project within 18 months of project completion? _____

*(*full-time equivalent jobs equal 1,950 hours worked annually)*

Of the full-time equivalent jobs created, how many will benefit low-moderate income persons? _____

Amount of loan requested from the Hampshire Revolving Loan Fund: \$ _____

Interest rate of loan requested from the Village of Hampshire _____ %

Term of the loan requested from the Village of Hampshire: _____

Purpose for which Village funding is requested: *(land acquisition, working capital, inventory, etc.):*

Proposed Financing: *(i.e. bank, owner equity, Village)*

Source	% of Project	Terms
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total Project Cost: \$_____

Payment of the Hampshire-RLF loan will be guaranteed by:

Provide summary of collateral offered in guarantee of loan including type of collateral, value of collateral, and any liens or encumbrances against collateral:
