



## Microenterprise Loan Application

Revised 2018

### Part One: Intake Information

Date: \_\_\_\_\_

Name of applicant: \_\_\_\_\_ SS#: \_\_\_\_\_

Name of applicant: \_\_\_\_\_ SS#: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Number in Family: \_\_\_\_\_ Monthly Household Income: \$ \_\_\_\_\_

Source of income: \_\_\_\_\_

Nearest Relative: \_\_\_\_\_ Phone: \_\_\_\_\_

Personal References with phone numbers: (Please list three)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Veteran Status:  Non -veteran  Vietnam era veteran  Other Veteran

Are you over 60 days delinquent in child support?  Yes  No

Have you ever been convicted of a felony?  Yes  No

If Yes, Explain: \_\_\_\_\_

### Part Two: Business Overview

Business name: \_\_\_\_\_ Phone: \_\_\_\_\_

Business address: \_\_\_\_\_ County: \_\_\_\_\_

Business phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Website: \_\_\_\_\_

Description of business: \_\_\_\_\_

Type of business:  Service  Retail  Wholesale  Agricultural  
 Manufacturing  Green product/service  Other (specify) \_\_\_\_\_

NAICS code(s): \_\_\_\_\_

Business Status:  Startup - or under 12 months  Existing business-Over12months

**Part Two Continued:**

Business Structure:  Sole Proprietorship       Partnership       Limited Liability Co.  
 Corporation S       Corporation C

Where do you bank for your business? \_\_\_\_\_

Have you ever owned or been involved in a small business before?     Yes     No

Explain: \_\_\_\_\_

Economic Impact Data:      Jobs created: \_\_\_\_\_      Jobs saved: \_\_\_\_\_

(Existing Business) Gross Annual Sales: \$ \_\_\_\_\_ (Start-up Business) Projected Annual Sales: \$ \_\_\_\_\_

(Existing Business) Number of employees: \_\_\_\_\_

**Part Three: Loan Request and Collateral**

**Loan Uses:**

Real Estate                    \$ \_\_\_\_\_  
Purchase Equipment        \$ \_\_\_\_\_  
Repair Equipment          \$ \_\_\_\_\_  
Purchase Vehicle            \$ \_\_\_\_\_  
Renovations                 \$ \_\_\_\_\_  
Furniture/Fixtures         \$ \_\_\_\_\_  
Purchase of Inventory      \$ \_\_\_\_\_  
Purchase of Supplies       \$ \_\_\_\_\_  
Insurance Premiums       \$ \_\_\_\_\_  
Fees/Licenses               \$ \_\_\_\_\_  
Working capital             \$ \_\_\_\_\_  
    Rent                        \$ \_\_\_\_\_  
    Utility Deposits / Fees \$ \_\_\_\_\_  
    Advertising               \$ \_\_\_\_\_  
    Other Deposits/ Fees \$ \_\_\_\_\_  
    Salaries                    \$ \_\_\_\_\_  
Total Working Capital      \$ \_\_\_\_\_  
Other                          \$ \_\_\_\_\_

**TOTAL Loan Request** \$ \_\_\_\_\_

**Collateral: (Market Value)**

New Equipment              \$ \_\_\_\_\_  
New Inventory               \$ \_\_\_\_\_  
New Furniture/Fixtures    \$ \_\_\_\_\_  
Existing Equipment         \$ \_\_\_\_\_  
Existing Inventory         \$ \_\_\_\_\_  
Existing Furniture         \$ \_\_\_\_\_  
Existing Supplies          \$ \_\_\_\_\_  
Land                            \$ \_\_\_\_\_  
Building                      \$ \_\_\_\_\_  
Vehicles (no liens)         \$ \_\_\_\_\_  
Real Estate                    \$ \_\_\_\_\_  
Other                            \$ \_\_\_\_\_  
**TOTAL Collateral**         \$ \_\_\_\_\_

**Part Three Continued:**

Quotes on Items to be Purchased: (list and attach)

Source:	Quote:
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____
4. _____	4. _____

**Part Four: Business Plan**

Please attach a copy of your business plan.

**Part Five: Cash Flow Projections**

Cash Flow Projections – Calculate for one year. (Attached)

**Part Six: Application Agreement**

All information in this application/data entry form and business plan is true and complete to the best of my/our knowledge and is submitted to the MicroEnterprise Business Development Program for the purpose of review for a loan. It is my/our understanding that this information will be confidentially reviewed by the appropriate staff of the SPICE. I/we agree to pay for any appraisal or legal costs necessary to complete my/our application, pay nominal legal and administrative fees at closing and agree that SPICE may compile information through the credit bureau about my/our creditworthiness.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The following information is requested by the Federal Government 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, but are encouraged to do so. The law requires that a lender may neither discriminate on the basis of this information, nor on whether you choose to furnish it. However, if you choose not to furnish it, under Federal regulations, this lender is required to note race/ethnicity on the basis of visual observation or surname. If you do not wish to furnish the above information, please check the box below.

- |  |  |
|--|--|
| <p>Ethnicity</p> <p><input type="checkbox"/> Hispanic or Latino</p> <p><input type="checkbox"/> Not Hispanic or Latino</p> <p>Gender</p> <p><input type="checkbox"/> Female</p> <p><input type="checkbox"/> Male</p> | <p>Race</p> <p><input type="checkbox"/> American Indian/Alaskan Native</p> <p><input type="checkbox"/> Asian</p> <p><input type="checkbox"/> Black or African American</p> <p><input type="checkbox"/> Native Hawaiian or other Pacific Islander</p> <p><input type="checkbox"/> White</p> |
|--|--|

I choose not to furnish this information.

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, natural origin, sex, age, or disability. Not all prohibited basis applies to all programs). To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington D.C. 20250-9410, or call (800)795-3272 (voice), or (202)720-6382 (TDD).

# 12 Month Cash Flow

This document is also available on the SCORE website at:

<http://www.score.org/resources/business-plans-financial-statements-template-gallery>

Look for “**Cash Flow Statement (12 Months) (Excel)**” under “**Finance Templates**”. Click on “View” to Download the Form.

It is an Excel document and you will need a computer with Microsoft Excel to fill the form out. It is recommended that you use the computer version since the formulas are built in and it adds everything up. It is also easier to edit any changes.

If you prefer, you can use the form printed on the following page for your calculations instead of the download from the SCORE website.

## **Notes on Preparation:**

Line-by-line ask yourself when you should expect cash to come and go. You must predict when you will actually collect from customers. On the expense side, predict when you will actually have to write the check to pay expenses and bills. Rent and utility bills, for instance, are usually paid in the month they are incurred. Other items: Insurance and some types of taxes, for example, may actually be payable quarterly or semiannually, even though you recognize them as monthly expenses. Just try to make the Cash Flow as realistic as you can line by line. The payoff for you will be an ability to manage and forecast working capital needs. Change the category labels in the left column as needed to fit your accounting system.

Note that lines for 'Loan principal payment' through 'Owners' Withdrawal' are for items that always are different on the Cash Flow than on the Profit & Loss. Loan Principal Payment, Capital Purchases, and Owner's Draw simply do not, by the rules of accounting, show up on the Profit & Loss Projection. They do, however, definitely take cash out of the business, and so need to be included in your Cash plan. On the other hand, you will not find Depreciation on the Cash Flow because you never write a check for Depreciation. Cash from Loans Received and Owners' Injections go in the "Loan/ other cash inj." row. The "Pre- Startup" column is for cash outlays prior to the time covered by the Cash Flow. It is intended primarily for new business startups or major expansion projects where a great deal of cash must go out before operations commence. The bottom section, "ESSENTIAL OPERATING DATA", is not actually part of the Cash model, but it allows you to track items which have a heavy impact on cash. The Cash Flow Projection is the best way to forecast working capital needs. Begin with the amount of Cash on Hand you expect to have. Project all the Receipts and Paid Outs for the year. If CASH POSITION gets dangerously low or negative, you will need to pump in more cash to keep the operation afloat. Many profitable businesses have gone under because they could not pay the bills while waiting for money to flow in. Your creditors do not care about profit; they want to be paid with cash. Cash is the financial lifeblood of your business.

