



FIRST CITY DEVELOPMENT CORPORATION - A NETWORK KANSAS E-COMMUNITY MEMBER

Dear Entrepreneur:

Thank you for your interest in applying for the First City Development Corporation E-Community loan program.

Overview of the program

Network Kansas was established as a component of the Kansas Economic Growth Act of 2004 to further Entrepreneurship and small business growth as a priority for economic and community development in the State of Kansas.

On November 14, 2011, Network Kansas announced that Leavenworth’s First City Development Corporation was selected as the 2011 Entrepreneurship (E-) Community member and awarded \$166,000 to the local community business loan fund to assist Entrepreneurs in the City.

First City Development Corporation is a Network Kansas E-Community member and is making loans to Entrepreneurs for new business expansion within the City limits of Leavenworth. E-community loans cannot exceed \$45,000.

Matching Funds Requirement

By statute the Network Kansas Program requires a 40 percent matching funds from a public source such as a City, a County, Main Street IWW Microloans or a financial institution bank loan.

Example #1

City of Leavenworth Small Business Grant =\$5,000(40%)
Applicant request FCDC loan up to: \$7,500(60%)
Total funds available to Entrepreneur = \$12,500

Example #2

Entrepreneur obtains bank loan = \$8,000(40%)
Applicant request loan up to: \$12,000 (60%)
Total funds available to Entrepreneur =\$20,000

For additional information, contact: Gary Bartek, Economic Development Administrator - City of Leavenworth; gbartek@firstcity.org or 913-680-2660

Business Owners and Key Employees (Name and Title):

Brief description of business, including company history:

Are you applying as an:

- Sole Proprietorship: Provide a Financial sheet,
- Jointly: Provide financial sheets for both persons applying
- Partnership: Provide Financial sheet on all partners & Partnership agreement
- LLC: Provide Management agreement
- Corporation: Provide Corporation Resolution

Federal ID # _____

Section 3: Loan and Application

Section A: Planning:

Have you completed a business plan? Yes _____ No _____ If “yes” please attach a copy

Section B: Legal:

Any unresolved person/business judgments, unsettled lawsuits or major disputes?

Yes _____ No _____

Has the business, or any principals of the business, been involved in bankruptcy or insolvency proceedings?

Yes ____ No ____ If "yes" please give date and explanation:

Do any of the business owners or the business have a tax liability in arrears with the Kansas Department of Revenue or the IRS? Yes ____ No ____ If "yes" give date and explanation:

Section C: Financing Information:

Date the loan funds needed by: _____

How will the funds be used?:

- New Business startup
- Expansion of existing business
- Other _____

Purpose of Loan (describe the project in detail and how the funds will be utilized for the project):

Total Loan Request:
(Cannot Exceed \$45,000.00)

40% Match Requirement
Amount of Match

Personal (not borrowed funds available to invest in project):

Cash= \$ _____

Assets= \$ _____

Total Funds to Invest \$ _____

Additional funding that will be utilized in this project:

Bank Loan \$ _____ Investors \$ _____

Equity injections \$ _____

Please provide the following information with the application:

- 3 years projected sales
- 3 years Sales growth
- 3 years Cash flow
- 3 years of tax information
- **Copy of grant contract or blank loan document to satisfy 40% Match**

Section D: Added Community Benefits

What will be the benefit to the community from this project?

Please provide projected sales, sales growth and any projected job creation (both full and part-time) from this project?

Section E. Marketing Release of Information Declaration

Please read the following Marketing Release of Information Declaration and place an “x” if you understand and agree to the terms described. Agree _____

Marketing Release of Information Declaration

By submitting an application for financial assistance from the E-Community Fund, both the NetWork Kansas Resource Partner and the Client (prospective grant or loan recipient) agree to the following Marketing Release of Information to be used by the Kansas Center for Entrepreneurship (DBA NetWork Kansas) for the purpose of promoting the successful delivery of services to entrepreneurs and small business owners.

Upon receiving notification that the E-Community has selected the Client to receive financial assistance, the Client agrees to provide pertinent information to the NetWork Kansas Marketing Manager and/or Director for the purpose of preparing a news release for distribution to other Resource Partners and media outlets as determined by the NetWork Kansas Marketing Manager.

Information for the news release will be obtained primarily from the E-Community application, the Resource Partner, the grant/loan recipient’s web sites and previously published information, and by phone interviews with representatives of both parties.

NetWork Kansas will make accommodations to withhold all information identified by the Client as being sensitive or competitive in nature, particularly when this information is not previously published. All parties named in the release will receive a final copy of the news release prior to distribution in order to verify the accuracy of all information contained therein.

NetWork Kansas will disseminate a news release and related information to external media outlets only after the StartUp Kansas loan or grant is approved and closed by the Resource Partner.

In addition to disseminating the resulting news release to media outlets, NetWork Kansas may distribute all or part of the news release and related information to organizations, networks and individuals via e-mail, NetWork Kansas and third-party web sites, blogs, instant messaging, chat rooms, message boards, et. al.

Section F. Certifications

Please read the following and sign the Application Form below. All owners, officers, partners, member and stockholders must sign this application. Potential co-signers and guarantors must also sign this form. Signing this application serves as each person’s express permission that First City Development Corporation may obtain the person’s credit report, as well as authorization and confirmation of the following statements.

By signing below, I authorize First City Development Corporation (FCDC) and its assigned agents, to obtain a credit report on me through the credit reporting agency of its choice and to make such other investigations as deemed necessary. I understand that First City Development Corporation may verify, from all and any sources, all information provided. I understand that First City Development Corporation may call prior lenders and creditors to verify credit information, as well as answer questions others may ask about my credit record with First City Development Corporation. I authorize First City Development Corporation to keep this application whether or not my request for credit is approved.

The information in this application is provided for the purpose of applying for funds under the First City Development Corporation Loan Program. The information is true and accurate to the best of my knowledge. I understand that personal and/or business information may be requested pursuant to this loan application, and I hereby give my consent for such information to be provided to First City Development Corporation. I also understand the First City Development Corporation retains the sole decision as to whether this loan application is approved, disapproved, or modified. It is my right to accept or decline the loan amount, the rate, and the terms approved by First City Development Corporation Board of Directors. First City Development Corporation does not discriminate against applicants on the basis of race, color, religion, national origin, sex, marital status or age.

Confidentiality/Privacy Clause:

Content and information discussed or obtained by First City Development Corporation during the Application and interview process will not be disclosed or discussed with anyone other than FCDC, except as expressly authorized in writing by the Applicant. Applicant acknowledges that matters of confidentiality and privacy may be discussed in the Application and interview process.

Name (printed) _____ Signature: _____ Date _____

Name (printed) _____ Signature: _____ Date _____

Name (printed) _____ Signature: _____ Date _____

Please return a non-refundable Application Fee of \$50 made out to FCDC, completed application and all supporting documents to:

First City Development Corporation
c/o Gary Bartek
City of Leavenworth
P.O Box 911
Leavenworth, Kansas 66048

Please attach any additional information you feel might help the loan committee. For additional assistance, contact Gary Bartek, First City Development Corporation at gbartek@firstcity.org

FIRST CITY DEVELOPMENT CORPORATION

E-COMMUNITY FINANCIAL REVIEW

CRITERIA, PROCESS and TIMELINE

1. Applicant completes application and submits: “non-refundable \$50 application fee” made out FCDC, “the application”, and “all supporting documents” and mails to: First City Development Corporation, c/o Gary Bartek, P.O Box 911, Leavenworth, Kansas 66048. Incomplete applications will be returned.
2. FCDC Financial Review Board will review the application and will consider the following criteria in their decision making process:
 - A. 40% match from a public sector Network Kansas partner or bank loan
 - B. Determination and full understanding of the Entrepreneur’s need for the funding and how the funds will be used.
 - C. A high probability that the funds will be repaid within the terms of the loan.
 - D. Terms of the “0” percent interest loans not to exceed 24 months.
 - E. Existing and/or projected sales, jobs retained or added, increased tax revenue and/or community benefits.
 - F. Funds provided by the entrepreneur (down payment) and any third party funding (banks, etc.)
 - G. Local support for the project.
 - H. Involvement of other Network Kansas partners in the Project.
(Allow up to three weeks)
3. Upon completion of their analysis, the FCDC Financial Review Board will invite applicants securing a “recommendation for advancement” to a formal interview at a future FCDC Board of Directors Board meeting. (Allow up to three weeks).
4. The applicant will be given an opportunity to present their application and present their project to the Board of Directors.
5. The FCDC Board of Directors will then vote on the applicant request at the Board meeting. Staff will notify all applicants within two weeks of Board action if their applications were accepted or not accepted.
6. For applications accepted, A follow-up meeting will be established with the applicant discussing the terms and conditions of the loan. A contract will be completed by the applicant and First City Development Corporation.
7. The application and a check request will be sent to the Kansas Center for Entrepreneurship for processing. (Allow three weeks for processing)
8. All businesses that receive loans will be placed into the Network Kansas Business Trakker software database for semi-annual follow-up by a Network Kansas representative.
9. If applications are not approved, applicants may re-submit one year after their original application date.

For additional assistance, contact Gary Bartek, First City Development Corporation at:
gbartek@firstcity.org