



COVID-19 Emergency Loan Fund Application

This application and all supporting attachments should be sent to jekey@ccportauthority.com.

Loan Program Overview	
Eligibility:	Clinton County-based small businesses that have been impacted by COVID-19
Interest Rate:	1.0 – 2.5%
Amount:	Up to \$5,000
Term & Payments:	2-5 years; payments may be deferred for up to 6 months
Use of Proceeds:	Unrestricted, including program expenses, administrative costs, inventory, etc.
Fee:	Up to 1.0% of loan amount
Reporting:	Semi-annual reporting during life of loan

Business Information			
Business Name:		Date Business Opened:	
Address:			
City:		Zip:	
Type of Business:	Corporation LLC Partnership Sole Proprietor		

Contact Information			
Name:		Title:	
Phone:		Email:	

Ownership Information

Please list all owners with at least 20% ownership.

Name:	Percent Owned:

Business Need

Describe the impact of COVID-19 on the business, including decreased or increased demand, furloughed/laid off employees, increased expenses, ability to earn revenue, etc.

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How will funds be utilized? If you have laid off/furloughed employees, will funds be utilized to return employees to work?

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Has the business applied for (or will the business be applying for) for other COVID-related program funding? If so, from where and for how much?

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Are there other, pre-existing loans for the business? If so, is the business receiving extensions? Please provide detail on loans and terms.

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If the business leases space, has the business received any rent concessions or other relief?

Social Impact

Annual Revenues in 2019:	
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FTEs as of 12/31/2019:		Current FTEs:	
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Full-Time Equivalent (FTE) is 35 hours or more worked per week. Example: Two part-time employees who each work 17.5 hours per week combine to count as one FTE (17.5 hours x 2 = 35 hours).

Federal Reporting

The following information is requested by the federal government for certain types of loans. This information is NOT required to be eligible for the COVID-19 Emergency Loan Fund, but we encourage you to provide it as it helps us better demonstrate the communities we serve. The law requires that a lender may neither discriminate on the basis of this information nor on whether you choose to provide it.

Minority Ownership: Are more than 50% of the owners minorities?	Yes	No
Women Ownership: Are more than 50% of the owners women?	Yes	No
Veteran Ownership: Are more than 50% of the owners veterans?	Yes	No
Low-Income Ownership: Are more than 50% of the owners low-income (at or below 80% AMI – Average Household Median Income: \$64,600)?	Yes	No

Required Documents

The following documents must be submitted with your application. By checking the box next to each required document, you acknowledge that you will submit said documents with this application.

- W-9 or IRS letter for Tax ID/EIN
- Articles of Incorporation and By-Laws
- Most recent two years' federal tax returns

Signature:	
Date:	