



COVID-19 Emergency Loan Fund Application

This application and all supporting attachments should be sent to [jekey@ccportauthority.com](mailto: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:	