



# Small Business Center Grant/Loan Application

COMPANY NAME:	DATE ESTABLISHED	Phone Number	WEBSITE URL:	
STREET ADDRESS:	CITY		STATE	ZIP
TYPE OF BUSINESS:	TYPE OF ENTITY: <input type="checkbox"/> Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> LLC			

Company Ownership		
OWNER NAME	TITLE	OWNERSHIP
		%
		%
		%

References		
BANK NAME	ACCOUNT OFFICER	PHONE
ACCOUNTANT	FIRM NAME	PHONE

Project Site Information	
PROJECT STREET ADDRESS:	
PROJECT NAME:	
Anticipated project start date:	Anticipated project completion date:

USES OF PROJECT FUNDS		SOURCES OF PROJECT FUNDS	
Acquisition (Land/Building):	\$	Equity Investment:	\$
Building (Construction/Renovation):	\$	*Bank Loan:	\$
Machinery & Equipment:	\$	Government Loan:	\$
Infrastructure:	\$	Other:	\$
Soft Costs (Fees, Miscellaneous):	\$	Other:	\$
<b>TOTAL PROJECT COSTS:</b>	<b>\$</b>	<b>TOTAL PROJECT SOURCES:</b>	<b>\$</b>

\* Please provide all Commitment Letters for additional sources of financing



# Small Business Center Grant Application

**Employee Questionnaire: Complete attached employment worksheet**

	# OF EMPLOYEES	# OF MINORITY EMPLOYEES	PAYROLL
Currently			\$
If Approved (Next 3 years)			\$ (Projected)

**Miscellaneous: Provide appropriate information for the following questions, if applicable**

- Does your business, its owners or majority stockholders own or have a controlling interest in other businesses? If yes, please provide their names and the relationship with your company along with a current balance sheet and operating statement for each. If not applicable, check here
- Do you or your spouse or any member of your household, or anyone who owns, manages, or directs your business or their spouses or members of their households work for the City of Dallas? If so, please provide the name and address of the person and the office where employed. If not applicable, check here
- Have you or any officers of your company ever been involved in bankruptcy or insolvency proceedings? If yes, please provide details. If not applicable, check here
- Are you or your business involved in any pending lawsuits? If yes, please provide details. If not applicable, check

**I UNDERSTAND THAT ANY WILLFUL MISREPRESENTATION ON THIS STATEMENT COULD RESULT IN A FINE AND/OR IMPRISONMENT UNDER PROVISIONS OF THE UNITED STATES CRIMINAL CODE.**

I HEREBY AUTHORIZE THE RELEASE TO THE CITY OF DALLAS ANY INFORMATION THEY MAY REQUIRE AT THE TIME FOR ANY PURPOSE RELATED TO MY CREDIT TRANSACTION WITH THEM.

I FURTHER AUTHORIZE THE CITY OF DALLAS TO RELEASE SUCH INFORMATION TO ANY ENTITY THEY DEEM NECESSARY FOR ANY PURPOSE RELATED TO MY CREDIT TRANSACTION WITH THEM.

APPLICANT NAME	TITLE	SIGNATURE	DATE
APPLICANT NAME	TITLE	SIGNATURE	DATE



# Small Business Center Grant Application

Unpaid Taxes: Attach tax lien				
TYPE OF TAX	PAYABLE TO	DUE DATE	AMOUNT	IF FOR A PROPERTY, INDICATE ADDRESS
TYPE OF TAX	PAYABLE TO	DUE DATE	AMOUNT	IF FOR A PROPERTY, INDICATE ADDRESS
TYPE OF TAX	PAYABLE TO	DUE DATE	AMOUNT	IF FOR A PROPERTY, INDICATE ADDRESS

Business Debt Schedule: Indebtedness- furnish the following information on all installment debts, contracts, notes and mortgages payable. Do not include accounts payable or accrued liabilities								
Creditor	Original Amount	Original Date	Present Balance	Interest Rate	Maturity Date	Monthly Payment	Security	Current or Delinquent
NAME								
ADDRESS								
NAME								
ADDRESS								
NAME								
ADDRESS								
NAME								
ADDRESS								
<b>Total Present Balance*</b>			<b>\$ 0.00</b>	<b>Total Monthly Payment</b>		<b>\$ 0.00</b>		



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Current Employment Profile Worksheet	
COMPANY NAME	REPORT DATE

<i>Job Classification</i>	<i>Salary Range</i>	<i>Number of Jobs</i>	<i>African Americans</i>	<i>Hispanics</i>	<i>Men</i>	<i>Women</i>	<i>City of Dallas Residents</i>
<b>Total:</b>							



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## Declaration of Number of Persons Employed by Applicant

### Federal Law Compliance

The applicant shall comply with all applicable federal labor laws, including the National Labor Relations Act.

1. Is your company/organization for-profit  or non-profit  ?
2. Number of current/active employees on payroll? \_\_\_\_\_
3. Number of employees if grant is awarded? \_\_\_\_\_
4. If your company/organization is a non-profit entity, what is the highest amount paid to any employee? (please specify if amount is paid annually, biweekly, weekly or hourly). \_\_\_\_\_

## Current Contracts with City of Dallas

Provide the following information about any current City of Dallas contracts you or your company/agency may have with the City.

City Contract Number: \_\_\_\_\_

Type of Contract: \_\_\_\_\_

Contract Expiration Date: \_\_\_\_\_

Dollar Amount of Contract. \$ \_\_\_\_\_

## Certifications

### CERTIFICATION

It is hereby represented and certified that to the best of knowledge and belief of the undersigned, that the information contained herein and attached hereto is accurate and correct.

Applicant Name (Typed): \_\_\_\_\_

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

I authorize the City of Dallas, Texas to make inquires as necessary to verify the accuracy of the statements made and to determine my creditworthiness. I certify the above statements contained in the attachments are true and accurate as the state date(s). These statements are made for the purpose of either obtaining financial assistance. I understand that any willful misrepresentation on this statement could result in a fine and/or imprisonment under provisions of the United States criminal Code



# Small Business Center Grant Application

All items indicated on the checklist below must be submitted or an explanation submitted in order to apply for small business assistance from the City of Dallas Small Business Center

Checklist	
<input type="checkbox"/> <b>Business Information</b> <input type="checkbox"/> Audited business financial statements for the last 3 years <input type="checkbox"/> Business debt schedule <input type="checkbox"/> Federal tax returns for the last 3 years (CPA prepared) <input type="checkbox"/> Five year operating pro forma (CPA Prepared) <input type="checkbox"/> Articles of Organization and Operating Agreement (if LLC) <input type="checkbox"/> Articles of Incorporation and by-laws (if applicable) <input type="checkbox"/> Itemized list of new jobs and payroll amounts	<input type="checkbox"/> <b>Personal Information</b> Provide for each owner of 20% or greater: <input type="checkbox"/> Management Resumes <input type="checkbox"/> Personal credit report <input type="checkbox"/> Proof of Equity injection <input type="checkbox"/> Partnership Agreement (if partnership) <input type="checkbox"/> Franchise Agreement
<input type="checkbox"/> <b>Real Estate Information</b> <input type="checkbox"/> Real Estate Purchase Agreement (if available) <input type="checkbox"/> Construction cost budget <input type="checkbox"/> Legal description of project site <input type="checkbox"/> Settlement Statement (if available) <input type="checkbox"/> Existing environmental studies <input type="checkbox"/> Five-year real estate pro forma <input type="checkbox"/> Proof of Insurance <input type="checkbox"/> Detailed project operating cost items, depreciation and projected debt service <input type="checkbox"/> Explanation of green/sustainable building initiatives (if applicable) <input type="checkbox"/> Line item project budget <input type="checkbox"/> As-is appraisal (if available) <input type="checkbox"/>	<input type="checkbox"/> <b>Other Information</b> <input type="checkbox"/> Commitment for other funding <input type="checkbox"/> Detailed business plan <input type="checkbox"/> Machinery/Equipment liquidation appraisal (if applicable) <input type="checkbox"/> Detailed project description <input type="checkbox"/> If tenants, provide leases, jobs associated with tenant and square footage