

---

**THE**

**OSHKOSH AREA ECONOMIC DEVELOPMENT  
CORPORATION**

**REVOLVING LOAN PROGRAM  
APPLICATION**

---

Contact Information: Rob Kleman, Senior VP, Economic Development  
Oshkosh Chamber of Commerce  
120 Jackson Street  
Oshkosh, WI 54901

Phone: 920-303-2265, ext. 14  
Fax: 920-303-2263  
E-Mail: [rob@oshkoshchamber.com](mailto:rob@oshkoshchamber.com)  
Website: [www.oshkoshchamber.com](http://www.oshkoshchamber.com)

**NOTE: THIS APPLICATION MAY BE DOWNLOADED OR OBTAINED FROM THE OSHKOSH AREA ECONOMIC DEVELOPMENT CORPORATION OFFICE. IN EITHER CASE, A REPRESENTATIVE OF THE OSHKOSH AREA ECONOMIC DEVELOPMENT CORPORATION SHOULD BE CONTACTED BEFORE STARTING THE APPLICATION PROCESS.**

**THE REVOLVING LOAN PROGRAM APPLICATION CHECK SHEET (Page 2) MUST BE COMPLETED BEFORE THE APPLICATION IS SUBMITTED**

(Revision Date: March 16, 2009)

**OSHKOSH AREA ECONOMIC DEVELOPMENT CORPORATION  
REVOLVING LOAN PROGRAM APPLICATION CHECK SHEET**

(Note: This completed check sheet must be submitted with each application. No incomplete applications will be accepted)

**THE FOLLOWING INFORMATION IS REQUIRED FOR ALL APPLICATIONS!**

	Initial in one column only	
	Complete	N/A
1. Application Form (signed and dated) (Pages 3-5)	_____	_____
2. Business Description (Page 10)	_____	_____
3. Project Description (Page 10)	_____	_____
4. Letter of Financial Commitment (Page 10)	_____	_____
5. Equity Investment (Page 10)	_____	_____
6. Financial History for Existing Companies (Page 11)	_____	_____
7. Financial Projections (Page 11)	_____	_____
8. Current Business Plan (Page 11)	_____	_____
9. Federal/State/Local Requirements (Page 11)	_____	_____

Date Received \_\_\_\_\_

(For Office Use Only)

**OSHKOSH AREA ECONOMIC DEVELOPMENT CORPORATION  
REVOLVING LOAN PROGRAM  
APPLICATION**

Legal Name of Business/Applicant: \_\_\_\_\_

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

Type of Business: \_\_\_\_\_ Date Established: \_\_\_\_\_

Owner/%  
Ownership: \_\_\_\_\_

#of Existing Employees: \_\_\_\_\_ Tax I.D. # \_\_\_\_\_

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

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

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

Proposed  
Project: \_\_\_\_\_

Amount Requested: \_\_\_\_\_ Date Required: \_\_\_\_\_

Jobs to be Created and/or  
Retained: \_\_\_\_\_

Uses of Funds**	Sources of Funds*			Total
1.				
2.				
3.				
4.				
5.				
<b>Total</b>				

\*i.e. Bank, Revolving Loan Fund (RLF), Owners Equity, etc.

\*\*i.e. Equipment, Real Estate, Working Capital

## **PRIVATE FINANCING**

Institution

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

Contact

Person: \_\_\_\_\_ Title: \_\_\_\_\_

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

## **LEGAL INFORMATION**

1. Have you or any officers of your company ever been involved in bankruptcy or insolvency proceedings?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please provide the details as a separate exhibit.

2. Are you or your business involved in any pending lawsuits?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please provide the details as a separate exhibit.

3. Does your business, its owners or majority stockholders own or have a controlling interest in other businesses?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please provide their names and relationship with your company along with a current balance sheet and operating statement for each as a separate exhibit.

Name of Business \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

4. Do you buy from, sell to, or use the services of any concern in which someone in your company has a significant financial interest?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please provide the details as a separate exhibit.

5. Have you ever been charged with, arrested for, or been convicted of any criminal offense other than a minor vehicle violation?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please provide the details as a separate exhibit.

As an authorized representative of the organization listed above, I hereby certify that the information listed above and attached to this application is true and accurate and I am aware that any false information or intended omissions may subject me to civil or criminal penalties for filing of false public records and/or forfeiture of any loan funds approved through this program.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## **THE OSHKOSH AREA ECONOMIC DEVELOPMENT CORPORATION REVOLVING LOAN FUND PURPOSE**

The purpose of the Revolving Loan Fund is to promote local economic development through the expansion and retention of employment and business opportunities in the Oshkosh area, with an emphasis on the Central Business District. The fund is also designed to promote and foster entrepreneurial expansion in the Oshkosh area. Such purposes are declared to be a public purpose for which both public and private funds may be expended. Through the Revolving Loan Fund, the Oshkosh Area Economic Development Corporation will provide loans on terms tailored to meet the needs of qualified borrowers for eligible projects. The guidelines provided are intended to be used in the general structuring of economic development projects. The Oshkosh Area Economic Development Corporation reserves the right to waive any Fund requirement it deems necessary in order to develop successful projects, and to accept or reject any application for project funding. The objectives of the Fund are to:

- A. Stimulate commercial business growth and expansion in the Oshkosh area with emphasis on the Central Business District.
- B. Stabilize commercial and residential occupancy in the Oshkosh area and in the Central Business District.
- C. Diversify the economic base in the Oshkosh area and the Central Business District.
- D. Foster the retention and expansion of financially and managerially sound existing commercial business in the Oshkosh area and the Central Business District.
- E. Attract financially and managerially sound new business and capital to the Oshkosh area and the Central Business District.
- F. Support start-up businesses in the Oshkosh area and the Central Business District which will enhance the entrepreneurial climate for the community.
- G. Assist in goals concerning targeted recruitment efforts to prospects outside of the Oshkosh area on behalf of the Oshkosh Area Economic Development Corporation and its close partner organizations.
- H. Stimulate private sector investment in long-lived physical plant and equipment to increase productivity, create new employment opportunities, and increase the tax base in the Oshkosh area and the Central Business District.
- I. Provide financing to fill gaps in local capital markets and thereby stimulate private sector capital formation, and to serve as a pump primer rather than a replacement for private commercial lending.

**THE OSHKOSH AREA ECONOMIC DEVELOPMENT CORPORATION  
REVOLVING LOAN FUND APPLICATION**

1. PROGRAM FUNDING

- a. The Fund will contain income generated by the repayment of commercial development loans funded with any available private and /or public sources of capitalization to further the objectives of the Fund. The Fund will provide loan funds for future commercial development activities in the Oshkosh area. The funds may be used for loans, equity participation, and necessary administrative expenses.

2. ELIGIBLE AREA

- a. Generally, the activity financed and its benefits are located within an area designated Central Business District, however, applications from outside of the CBD will be considered on a case by case basis. The typical boundaries are defined as: Irving Ave on the North; Broad Street on the East; South Park Ave on the South; and Ohio Street/Wisconsin Street on the West.

3. ELIGIBLE APPLICANTS

- a. Applications may be submitted by the Chief Executive Officer of any business or industry wishing to expand an existing operation or establish a new operation in the designated area in the Oshkosh area.
- b. Applicants shall not be disqualified based on age, race, religion, color, handicap, sex, physical condition, development disability as defined in s.51.01(5), sexual orientation or national origin.

4. ELIGIBLE ACTIVITIES

Program loans shall be available to eligible applicants for the following activities:

- a. The acquisition of land, buildings and fixed equipment.
- b. The construction of new buildings, reconstruction of existing buildings, fixed equipment and site improvements.
- c. The clearance, demolition, removal or rehabilitation of buildings and improvements.
- d. Leasehold Improvements.
- e. Acquisition of inventory.
- f. Working Capital

## 5. INELIGIBLE ACTIVITIES

Program loans shall not be available for the following activities:

- a. Debt Refinancing
- b. Reimbursement for expenditures made prior to loan approval.
- c. Specialized equipment that is not essential to the business operation.
- d. Routine maintenance of real estate.
- e. Professional services such as feasibility and marketing studies, accounting, management services, and other similar services. Legal services incurred in the closing of a RLF loan are eligible.
- f. Speculative Activities.
- g. Other activities that the Loan Review Committee may identify during the administration of the program.

## 6. INELIGIBLE BUSINESSES

Program loans shall not be available for the following businesses:

- a. Speculative investment companies
- b. Real estate investment companies
- c. Lending institutions

## 7. MINIMUM REQUIREMENTS

To be eligible for funding, the proposed project must meet all of the following minimum requirements:

- a. Ratio of Fund dollars: The applicant's request for loan funds cannot exceed the amount of funds borrowed from the participating lending institution.
- b. Financial Feasibility and Business Viability: The applicant must demonstrate that the proposed project is viable and the business will have the economic ability to repay the funds.
- c. Location: Activities financed under the Program must be located in the Oshkosh area or the designated area in the Central Business District of downtown Oshkosh (as defined in section 2a).
- d. Compliance with Applicable Laws: Applicants shall comply with all applicable local, state and federal laws and codes.
- e. Applicant Contribution: Applicants must contribute at least 10% cash equity into the project.
- g. Project Completion: Only those expenditures made within 18 months after loan approval shall be considered. Applicants shall provide the Oshkosh Area Economic Development Corporation with a project implementation schedule not exceeding 18 months for the project completion.

- h. Financial Reports: Applicants shall provide at least annual financial reports or more often as requested for the length of the loan, and will provide prior authorization to the participating lender to provide financial reports to the Oshkosh Area Economic Development Corporation.

## 8. COLLATERAL

The Oshkosh Area Economic Development Corporation will seek the best possible collateral position on all available business or personal assets or a combination thereof.

## 9. REPAYMENT

Based upon borrowers credit needs, the Fund may provide for flexibility in loan repayment to include:

- a. Monthly, level debt installments
- b. Interest only payments for a specified period of time
- c. Deferrals of principal, or interest and principal repayment for a specified period of time
- d. Delay first payment
- e. Extended amortization schedule with balloon payment

## 10. LOAN ASSISTANCE

The Oshkosh Area Economic Development Corporation will provide long-term, fixed rate, reasonably priced financing according to the following guidelines:

- **Loan Amount:** Up to amount borrowed from participating lender or maximum of \$25,000.
- **Interest Rate:** To be determined by Loan Review Committee on a case by case basis.
- **Repayment Terms:** Up to seven (7) years, generally 1 – 3 years

## 11. APPLICATION PROCEDURES

Before submitting an application, the applicant shall discuss the Program with the Oshkosh Area Economic Development Corporation. The Oshkosh Area Economic Development Corporation shall provide the applicant with the appropriate application forms and shall assist the applicant, as necessary, in completing the application. All financial information shall be kept confidential. The Oshkosh Area Economic Development Corporation may be contacted at 920-303-2266.

### a. TIMING

Applications may be submitted at any time during the calendar year.

### b. PRIORITY

Applications will be evaluated in the order received. Priority shall be placed on projects which emphasize:

1. Impact on the Oshkosh community with emphasis on downtown Oshkosh
2. Leverage of private funds
3. The extent to which the loan can be secured
4. Job creation/retention in the Oshkosh area
5. Technology application and/or use of “green” initiatives
6. Other factors as deemed appropriate



c. FINAL LOAN DECISION

Each completed application will be reviewed by the Oshkosh Area Economic Development Corporation and the Loan Review Committee. The Loan Review Committee will make a decision within 30 calendar days after receipt of a completed application. A rejected application may be resubmitted, provided it is revised in accordance with the Loan Review Committee's recommendation and fund dollars are still available. Decisions of the Loan Review Committee shall be final. A simple majority of five (5) from a total of nine (9) committee members must be present with a quorum constituting three (3) present.

d. LOAN CLOSING

Closing of the lender(s) and Fund loans will take place as soon as possible following the Oshkosh Area Economic Development Corporation approval, and the fulfillment of all contingencies related to the project. If the Fund loan cannot be closed within 60 days from the date of the Oshkosh Area Economic Development Corporation's approval, the Oshkosh Area Economic Development Corporation's commitment of funding will be revoked, and the borrower must reapply for funding. At the closing, the borrower will execute a Revolving Loan Agreement and fulfill any and all collateral requirements.

e. CLOSING COSTS

Borrower shall pay for all closing costs plus an origination fee of 2% of the loan amount. This amount shall be payable in full at closing, or deducted from the proceeds of the Fund loan.

f. LOAN SERVICING and MONITORING

All loan payments shall be made to the Oshkosh Area Economic Development Corporation Revolving Loan Fund, 120 Jackson Street, Oshkosh Wisconsin 54901, unless provisions are made otherwise to be serviced directly through a participating lending institution. Collected funds will be administered by the Oshkosh Area Economic Development Corporation and its Loan Review Committee.

g. DISBURSEMENT of LOAN PROCEEDS

Proceeds of the RLF Loan shall be disbursed to the borrower based on the ratio of Oshkosh Area Economic Development Corporation dollars to other public/private dollars in the project, for the amount of expenses paid or incurred for project work or expenditures approved by the Oshkosh Area Economic Development Corporation. The borrower shall submit written evidence of any and all expenses paid or incurred for project work to the Oshkosh Area Economic Development Corporation. The Oshkosh Area Economic Development Corporation will inspect all project work before the payment is issued. Alternate disposal methods may be utilized depending on the form of participation incorporated for the loan.

## LOAN PACKAGE

Applicants shall submit a loan package consisting of the following information:

1. Application: A completed application form, as provided by the Oshkosh Area Economic Development Corporation.
2. Business Description: A written description of the business, including the following:
  - a. A brief history of the existing or proposed business, including when it started or is to start, type of operation, legal structure, markets and products.
  - b. Key customers and clients.
  - c. A brief personal resume of each principal associated with the business, including number of years' experience, educational background, and personal involvement in proposed business.
  - d. Projected job creation/retention including titles, pay range, and benefits offered.
  - e. A copy of the business' Articles of Incorporation/Organization.
3. Project Description: Explain how the company plans to use the requested funds.
4. Letters of Financial Commitment: All funds committed to the project must be evidenced by letters of commitment from borrowers and/or lenders. The applicant will meet with the lenders to discuss the project. The lender will perform a detailed evaluation of project feasibility and creditworthiness of the borrower. In addition, the lender will specify their participation in the project financing, will assist in structuring the loan package, and will prepare a written statement of commitment for the Loan Review Committee describing the amount, interest rate and term of their financing in the project. This commitment may be contingent upon approval by the Oshkosh Area Economic Development Corporation of financing in the project. The lender should also describe the amount of Revolving Loan Fund dollars needed for successful completion of the project and a statement that no contingencies exist for the successful completion of the project other than the receipt of a loan from the Fund.
5. Equity Investment:
  - a. Provide personal financial statements of the principal(s) in the business not older than 90 days for each person having 20% or greater ownership interest.
  - b. Identify those assets of the business and its principals that are already pledged as security in the business and elsewhere, the creditor who holds the collateral, and those assets which are being pledged to the project.
  - c. Amount of personal/business funds committed to the project.

## 6. Financial History for Existing Companies

Provide three years of financial history which should consist of at least review quality financial statements (balance sheets and income statements) prepared in accordance with GAAP or other recognized basis of accounting. Copies of the latest three years of tax returns will suffice for new businesses or other small businesses that do not possess financial reports.

## 7. Financial Projections

Three year financial projections must be compiled in accordance with GAAP and include a discussion of all significant assumptions. Furthermore:

- a. There must be monthly cash flow statements for the first year.
- b. Officers' compensation must be separately identified.
- c. A separate schedule of debt service showing principal and interest payments for all debts to be carried must be provided.
- d. The statements should be based on the assumption that the business will receive the requested loan.
- e. Applicant understands that the Oshkosh Area Economic Development Corporation will obtain a D&B report on said applicant and will obtain a personal credit report on said applicant.

## 8. Current Business Plan

Provide a Business Plan which describes the firm by its type, legal organization, ownership, management, stage of development, place in the market and industry, objectives, marketing strategy, agreements with other businesses, financing and capital requirements. The business plan should include a short description of the following:

- NAICS code
- Management team and its experience
- Market and identification of major competitors
- Sales growth and composition of the customer base
- Accounting methods applied to inventory and the aging of inventory
- Terms offered to customers, and the aging of accounts receivables
- Agreements with suppliers and other trade accounts and aging of accounts payable
- Debt structure and the status of outstanding debts
- Schedule of debt repayments.

## 9. FEDERAL /STATE/LOCAL REQUIREMENTS

All projects financed with Fund dollars are subject to all applicable federal, state and local laws and regulations.