

McPherson County

**McPherson Business
& Industry Uniform
Loan Application**

McPherson County
McPherson Chamber of Commerce
E-Community

McPherson E-Community Vision

Economic Development Vision Goal: To continue and support the collaborative business environment and provide resources to encourage entrepreneurship and expansion of existing businesses.

McPherson County E-Community Program

A partnership project of

The McPherson Chamber of Commerce
306 N. Main, P.O. Box 616
McPherson, Kansas
620.241.3303



For McPherson County

Background & Eligible Project

The McPherson County E-Community program was created through a Kansas Center for Entrepreneurship Tax Credit Program in 2010. It is a project of the McPherson Chamber of Commerce to encourage entrepreneurial activity in the communities of McPherson County.

Qualifying entrepreneurial projects may include startup businesses, as well as existing business purchases and/or expansions. Funding applications may be in the form of a grant or a low interest loan request.

The minimum loan request is \$3,000 with a \$45,000 maximum amount available per applicant business. It is anticipated that request for grants will be scrutinized closely and primarily reserved for projects that demonstrate a high likelihood of success.

E-Community Guidelines:

Who Qualifies:

- Anyone wishing to start, purchase or expand a business in McPherson County
- Member of the McPherson Chamber of Commerce and Main Street

Use of Funds:

- Purchase of business equipment
- Purchase of business inventory
- Purchase of real estate
- Working capital
- Existing inventory

Fees:

- \$50.00 non-refundable application fee

Repayment:

- To be determined
- No penalty for early repayment

Loan Funds May Not Be Used For:

- Paying off or refinancing existing debt
- Salary or owner's draw
- Payroll taxes
- Personal vehicles

Businesses That Do Not Qualify:

- Non-profit organizations
- Academic institutions
- Gambling concerns
- Floor planning concerns (i.e. wholesale auto inventory financing)
- Speculative concerns
- Lending or investment institutions
- Multilevel marketing or pyramid sales

Applicants Who are Not Eligible:

- Convicted of felony offense
- Past due on school loans
- Past due on child support payments

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McPherson Chamber of Commerce
306 N. Main, P.O. Box 616
McPherson, Ks 67460
Fax: 620.241.8708
Website: www.mcphersonks.org

Jennifer Burch, Executive Director
email: Jennifer@mcphersonks.org
Phone: 620.241.3303

Applicant Information (Please Print)

1. Name of Entrepreneur or business: _____
2. If a company, list entity type (LLC, sole proprietorship, etc) _____
3. Name of Primary Contact: _____
4. Title Primary Contact: _____
5. Mailing Address: _____
6. Physical Address of business: _____
7. Phone Number: _____ Cell Number: _____
8. Fax Number: _____ Email: _____
9. Website: _____
10. Does the entrepreneur or business owner have a tax liability in arrears with the Kansas Department of Revenue or the IRS? _____

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11. Are the funds for a business startup, or are they for the expansion of an existing business?
Please provide relevant details (length of time in business, business name or entity changes,etc.)

12. Describe the business, its owner and key employees (detailed information should be made available in the business plan): _____

13. Provide projected sales, sales growth and any project employment growth from this project (detailed information should be made available in the business plan): _____

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- 14. Does the primary contact and or principals have any resolved personal/business judgments, unsettled lawsuits or major disputes? _____

- 15. Has the business, or any principals of the business, been involved in bankruptcy or insolvency proceedings? _____
If yes, Please give date and explanation: _____

Requested Funding Information

- 1. Amount of funds requested: _____

- 2. Date Needed: _____
If your answer to question #2 requires additional information, please describe here _____

- 3. Is the funding requested in the form of a grant or loan? _____

- 4. Amount of funds being provided by private lenders: _____

- 5. Amount of personal funds : _____

- 6. List of percentage match, amount of funds & terms being provided by the local and/or regional NetWork Kansas partners (see list) _____

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7. Explain specifically how the funds will be used by the client. _____

8. Describe any additional funding that will be utilized in this project. _____

9. Your Financial Institution: _____
Your Accountant: _____

10. If other community organization or community leaders, not previously mentioned, are involved or have expressed support, please explain. _____

11. Please describe how you will determine success of this project/business. What is the plan for tracking success. _____

12. Describe the benefits of the project to the community and the State of Kansas (example fills need, providing tax base, workforce, etc). _____

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Marketing Release of Information Declaration

By submitting an application for financial assistance from the E-Community fund, the prospective grant or loan recipient, hereafter referred to as "Client", 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 NetWork Kansas for the purpose of preparing a news release for distribution to other Resource Partners and media outlets as determined by NetWork Kansas; Information for the news release will be obtained primarily for the application, corresponding documents, the Resource Partner and the Client'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 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 Email, NetWork Kansas and third-party Web sites, blogs, instant messaging, chat rooms, message boards, etc.

Annual Progress Reports

By submitted an application for financial assistance from E-Community fund, the Client agrees to provide annual progress until the loan is paid in full or the business closes.

In order to track the success of our programs, NetWork Kansas will contact the name listed below annually to update job, revenue and net income/loss information.

Please provide the contact information of the person we should get in touch with to obtain this updates. The contact may be the Client, Client's accountant, or the NetWork Kansas Resource Partner.

Name: _____ Title: _____

Phone: _____ Email: _____

Mailing Address: _____

Which method does this person prefer to be contacted for the progress report (Email, U.S.Postal Service, Phone call)? _____

Final Loan or grant recipient (Client)signature: _____

Printed name and title: _____

Date: _____

I have read and agree to the terms described in the Marketing Release of Information Declaration.

Signature of Authorized Business Representative

Date

McPherson County E-Community Entrepreneur Program Application

SCORING RUBRIC

The Financial Review Board will use this rubric to score all applications made for funds through the E-Community Program.

Criteria	Strength (1-4)	Weight (% of total)	Weighted Score
Financial Soundness		15	
Owner/Operator Experience		10	
Business Plan		10	
Projected Growth & Economic Impact		25	
Business Development Partnerships		10	
Quality of Life Impact		10	
Owner/3 rd Party Funding		10	
Community Commitment		10	
TOTAL			

RUBRIC GUIDELINES

SCALE

4 = Exceeds expectations

3= Meets expectations

2= Partially meets expectations

1= Does not meet expectations

Glossary of Terms

Financial Soundness – This will be determined by examining applicant’s financial statements

Owner/Operator Experience – This will include a review of resumes and references as well as the interview process. One resume and three references will be required with each application.

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Business Plan – All business plans should include key elements such as:

- Executive Summary
- Business Description
- Products or Services
- Project Financing
- Management
- Ownership
- Marketing Strategy
- Description of Major & Prospective Customers
- Description of Market & Competition
- Financial Information

Contact The McPherson County Small Business Development Association for assistance in developing your business plan, 620.241-3927.

Projected Growth & Economic Impact – This will be based on applicant’s identified long-term and short-term goals and financial information.

Business Development Partnerships – We will be looking for applicant’s use of NetWork Kansas partners during the planning and implementation process (i.e. working with Small Business Development Center, McPherson Main Street, the McPherson County Small Business Development Association, South Central Kansas Economic Development Division and Kansas Small Business Development Center.)

Quality of Life Impact – These questions will help determine the Quality of Life score:

- Does the business provide an unfulfilled need within the community/county?
- Does the business expand upon current business offerings?
- Does the business provide jobs for highly skilled and or educated employees?
- Will the business enrich the community with aesthetically and environmentally friendly facilities?

Owner/3rd Party Funding – This will be based on information in the applicant’s financial statements.

Community Commitment – Does or will the business participate in local organizations and projects through membership, volunteerism or financial contributions?
Is applicant a member of the McPherson Chamber of Commerce and Main Street?

McPherson County E-Community Application Process

- (a) Applicants will be required to complete McPherson County E-Community Uniform Loan Application and return to the McPherson Chamber of Commerce Office, 306 N. Main along with their non-refundable application fee.
- (b) Applications are available on our website www.mcphersonchamber.org and the McPherson Chamber of Commerce office, 306 N. Main .
- (c) Upon receipt of an McPherson County E-Community Uniform Loan Application, the E-Community Financial Review Board will meet (on an as needed basis) to review the application.
- (d) After coordinating an application review meeting, the Financial Review Board will schedule and conduct an interview with applicant.
- (e) After reviewing the application, the Financial Review Board must approve or reject all applications with a majority vote (5 members). A formal letter of acceptance or rejection will be sent to the applicant with the contingency that funding is secured through NetWork Kansas (60%) and another Network partner (40%). Communication to the full E-Team will be made notifying them as the status of the application.
- (f) An E-Team media release will be created announcing acceptance of applicant and will include business summary, amount to be awarded, funding partners, NetWork Kansas partners assisting with project, and description of how funds will be utilized to add resources, jobs, increase tax revenue, and/or improve the quality of life in the McPherson county area.
- (g) The McPherson Chamber of Commerce will administer the loan for a fee equal to 5% of the total loan amount to be paid at the time of loan closing.

Application Checklist – Be sure you have included/attached the following to your completed application.

___ Financial Statement

___ Applicant Resume

___ Three Letters of References

___ Business Plan

___ Does your application address projected growth & economic impact; quality of life impact and demonstration of community commitment?