



CITY OF JANESVILLE

Wisconsin's Park Place:

*Discover the community of choice
to realize life's opportunities*

COVID-19 Pandemic Recovery Loan Program - Loan Application

General Applicant/Project Information

Date:
Name of Applicant Business:
Applicant Business Mailing Address:
City:
State:
ZIP:
Website (if applicable):
Legal Organization Status & Year Established
FEIN/SSN
Primary Contact Name*: *Personal financial statements and tax returns are required for those with 20% or greater ownership interest. The City of Janesville and/or its agents reserve the right to obtain credit information on any business or individual in connection with this application.
Title:
Contact Address:
Contact Phone:
Contact E-mail:
Business Industry/Sector:
Number of Employees:
Have you applied for any of the following programs: SBA COVID-19 Related programs, WEDC 20/20 or Rock County Emergency Small Business Loan Fund: Yes/No
Have you been approved for any of the above-mentioned programs: Yes/No

Owners and Co-Applicants (owner(s), officer(s), director(s), & shareholder(s) who hold 20% or more ownership share in business)*. Any person with 20% or more ownership is considered a co-applicant.

Name	Title	% Ownership

*Personal financial statements and tax returns are required for those with 20% or greater ownership interest. The City of Janesville and/or its agents reserve the right to obtain credit information on any business or individual in connection with this application.

Loan Request

How much money are you applying for (request must be at least \$500 and cannot exceed \$5,000).

Anticipated Uses of Funds

Describe how the requested funds will be used to stabilize, sustain, strengthen or restart your business. What business practices or operational changes have your or will you make to increase the likelihood that the business will remain in operation post COVID-19 pandemic.

COVID-19 Impact Table

Fill in the following table to demonstrate that COVID-19 caused at least a 25% decrease in revenue for your business. If you have been open less than 12 months, attach a table showing the decrease in revenue month by month since inception. If you have been open more than 12 months but less than three years, fill in the table as much as possible.

Category	Jan-May 2020	Jan-May 2019	Jan-May 2018	Jan-May 2017
Total Sales				
Total Revenue				
Total Expenses				
Net Income				

Please complete the following year 2020 Projected Financial table by entering the requested values

Category	Q1 2020	Q2 2020	Q3 2020	Q4 2020
Total A/R				
Total A/P				
Total Payroll				
Total Non-Owner Payroll				
Rent/Mortgage				
Utilities				
Taxes				
Suppliers/Vendors				
Other				
Total:				

Supplemental Materials

THE FOLLOWING EXHIBITS MUST BE COMPLETED WHERE APPLICABLE AND PROVIDED AS SUPPLEMENTS TO YOUR APPLICATION. The City of Janesville reserves the right to request additional information.

- Personal Financial Statement for all principal business owners/investors (see attached)
- Income Statement for all principal business owners/investors
- Debt Schedule (see attached)
- Two (2) years of tax returns
- Copies of business year-end and quarterly Balance Sheets and Profit & Loss Statements for 2020, 2019 and 2018, if available
- Copy of business W-9 Taxpayer Identification Number and Certificate.
- Copy of business Wisconsin Department of Revenue’s Business Tax Registration Certificate.
- Copy of business Wisconsin Department of Financial Institution’s Registration Certificate.

Supplemental Questions

	YES	NO
Has the company, any officer, subsidiary or affiliate of your company been involved in any bankruptcy or insolvency proceedings in the last 36 months?		
<i>If yes, please provide the details as a separate exhibit.</i>		
Has the company, any officer, subsidiary or affiliate of your company been involved in any lawsuits in the last 36 months?		
<i>If yes, please provide the details as a separate exhibit.</i>		
Does the company, owner(s), or member of Owners and Co Applicants have a controlling interest in other businesses?		
<i>If yes, please provide their names and relationship with your company along with a current balance sheet and income statement for each as a separate exhibit.</i>		
Are any of the individuals listed under “Owners and Co Applicants” been charged with a crime; ordered to pay or otherwise comply with civil penalties; or been the subject of a criminal or civil investigation?		
<i>If yes, please provide the details as a separate exhibit.</i>		
Have any of the individuals listed under “Owners and Co Applicants” ever been convicted of a crime?		
<i>If yes, please provide the details as a separate exhibit.</i>		
Does the applicant, or any owner, officer, subsidiary or affiliate have any outstanding tax liens?		
<i>If yes, please provide the details as a separate exhibit.</i>		
Have you or are you making operational changes to prevent the spread of COVID-19?		
<i>If yes, please provide the details as a separate exhibit.</i>		

BY SIGNING ON PAGE 5 OF THIS DOCUMENT, THE APPLICANT(S)

- Certifies that to the best of his/her knowledge and belief, the information being submitted to the City of Janesville is true and correct;
- Certifies that the applicant will remain in compliance with all laws, regulations, ordinances, and orders of public authorities applicable to them;
- Certifies that he/she is not in default under the terms and conditions of any grant or loan agreement(s), lease(s), or financing arrangement(s) with other creditors
- Certifies that the City of Janesville is authorized to obtain a credit check on any principal or business associated with this application for the purposes of determining credit worthiness;

- Certifies that the applicant has disclosed and will continue to disclose any occurrence or event that could have an adverse material impact on the business and/or loan. Adverse material impact includes but is not limited to lawsuits, criminal or civil actions, bankruptcy proceedings, regulatory intervention or inadequate capital to remain open;
- Understands that unless it qualifies as a trade secret, all information submitted to the City of Janesville is subject to Wisconsin's Open Records Law;
- Understands that any deviation or disregard for approval of the use of the loan will result in a stop being placed on the loan.

In the event credit is extended, the applicant agrees to enroll in the City of Janesville's direct payment program, authorizing loan payments to be electronically debited.

Signature

Title

Print Name

Date

Social Security #

The Revolving Loan Review Committee meets as needed to review COVID-19 Loans and it is the intent of the City to review complete loan applications within 14 working days of submittal. Please submit completed application to:

Gale Price, Economic Development Director
 City of Janesville
 18 N. Jackson St., Janesville, WI 53548
priceg@ci.janesville.wi.us
 (608) 755-3059