

Wimbledon Community Improvement Corporation

New/existing business loan or grant policy

Loans and/or grants are available for qualifying applicants with businesses serving the Wimbledon ND trade area. Loans and/or grants are available for capital expenditures only.

The process generally takes a minimum of 45-60 days. The applicant should prepare an in-person presentation to the WCIC business subcommittee. The subcommittee will make a recommendation to the WCIC Board, and any denial or loan or grant monies passed will be contracted within 10 days of the meeting.

New Business

The following is required at a minimum to request a loan or grant and should be provided to the business subcommittee prior to the presentation. The following may include confidential material and will not be shared with the WCIC board of directors or its members.

- Resume
- If required for the business, copies of
 - Required business registrations or licenses
 - Commercial leases
 - Franchise agreements
 - Proof of insurance
 - Contracts with third parties
 - Articles of incorporation
- Executive summary of business plan (Appendix 1)
 - Business concept
 - Financial features (sales, profits, cash flows and return on investment)
 - Financial requirements (capital needed), how the capital will be used, any equity or collateral and collateral source, and an up-to-date credit report).
 - Current business position
 - Major achievements.
- References

The applicant may be asked to provide a full business plan (an example in Appendix 2) to the committee or be required to present a proposal to the business development committee and/or the board.

The committee will make a recommendation for a loan or grant to the board using a standard checklist. Prior to the vote by the board, there will be a declaration of any conflicts of interest. The board will vote and a majority vote is required for any loan or grant. Any denial or loan or grant monies passed will be contracted within 10 days of the meeting.

Loans are expected to be repaid in a timely manner. In general, loans up to \$2500 will be expected to be repaid within a year. Amounts greater than \$2500 will have terms finalized at signing, and no loan shall be made for a period greater than 3 years.

Grants are optional and will be considered to a maximum of a WCIC loan made at the same time.

APPENDIX 1. Executive Summary

1 page maximum length

Business concept. Describes the business, its product and the market it will serve (what will be sold, to whom and why the business will hold a competitive advantage). Include industry analysis and competition.

Marketing strategy. Describes how you will bring in customers and type of advertising.

Financial features. Highlights the important financial points of the business including sales, profits, cash flows and return on investment.

Financial requirements. Clearly states the capital needed to start the business and to expand. It should detail how the capital will be used, and the equity, if any, that will be provided for funding. If the loan for initial capital will be based on security instead of equity, you should also specify the source of collateral. An up-to-date credit report must be provided.

Current business position. Furnishes relevant information about the company, its legal form of operation, when it was formed, the principal owners and key personnel. Has the company been registered with the Secretary of State? Are licenses, bonding required? Is there proof of required insurance?

Major achievements. Details any developments within the company that are essential to the success of the business.

Financial Analysis (attach to document). Cash flow, income, balance sheet, start-up income required. This is arguably the most important section of the request. Be able to justify any assumptions.

Letter of reference (attach to document). Two to three.

APPENDIX 2. Full Business Plan

Personal information

Name of business
Name of Owner(s)
Type of business
Physical address of business
Physical address of primary owner
Mailing address of business
Mailing address of primary owner
Telephone number
Date presented
Educational qualifications
Experience
Completed Vocational training courses
License #
Membership in professional organizations

Proposed venture

Description of product or service provided
Short term goals
Long term goals
Inventory (vehicles, machinery, and equipment)

Proposed company profile

Type of entity
Proposed location
Proposed number of permanent employees
Proposed number of casual employees
Proposed management and administrative structure
Who is the manager (director) of the company?
Who is responsible for what?
Who does the bookkeeping?
Who will do payroll?

Marketing plan

Clients, organizations and companies you will provide products/services to
How are you finding vendors?
Names and addresses of peoples and suppliers from whom you will buy equipment and supplies
How will you pay for supplies?
How will you market to your clients?

SWOT Analysis

Strengths
Weaknesses
Opportunities
Threats

Financial Plan

Income statement
Outflow (profit or loss)
Cash flow projections
Balance sheet
Security available (description and value)

Funding request

Current funding requirement
Time period, type of funding, requested terms
Funding requirements over next 5 years
How do you intend to use funds?
Capital expenditures
Working capital
Debt retirement
Acquisitions
Any strategic financial situational plans
Historical financials (3-5 yr. tax returns, bank statements, credit report)
Forecasted income projections (monthly, quarterly, annual)
Ratio and trend analysis