

**THE GREEN COMMUNITY IMPROVEMENT CORPORATION
ECONOMIC ASSISTANCE LOAN PROGRAM GUIDELINES**

In an effort to promote continued economic growth within the City of Green, The Green Community Improvement Corporation ("CIC") has created the Economic Assistance Loan Program. This Program is intended to assist for-profit companies currently located in Green. The Program is designed to provide financial assistance in the form of loans to companies that are in need of assistance during the COVID-19 pandemic.

Listed below are the program guidelines:

- **ELIGIBILITY:**
 - For profit companies located in the City of Green (Applicant must be the business owner/operator)
 - Project Priorities:
 1. Primary (Businesses closed by State orders; however, all will be considered)
 - Office
 - Manufacturing/Industrial Facilities
 - Restaurant and Food Service Companies
 - Service Oriented
 - Retail Oriented
 - Eligible Expenses:
 1. Machinery & equipment payments
 2. Payroll (if not receiving assistance from State/County/ or Federal Program)
 3. Rent
 4. Utility Expenses
 5. Insurance Payments
 - Ineligible Expenses:
 1. New Purchases
 2. New Debt
 - Loans will be awarded based on the merits of the applications as determined by the CIC's grant review process.
 - The CIC Board of Trustees reserves the right to accept, or reject, any loan application request.



- TYPES OF ASSISTANCE AVAILABLE:
 - The CIC will provide funding for eligible expenses specifically listed in the Loan Agreement.
 - The CIC will provide a maximum of three (3) years, zero percent (0 %) loan up to Six Thousand Dollars (\$6,000.00).
 - The terms and conditions of the Loan will be governed by a Loan Agreement. In the event of a default, or the company's relocation outside of the City of Green within one (1) year from loan disbursement, the Green CIC will require the full payment of all Loan award amounts as specified in the Loan Agreement.

- FUNDING AMOUNTS:
 - The maximum amount of a Loan that may be recommended by the CIC for any project is Six Thousand Dollars (\$6,000.00).
 - The CIC Board of Trustees retains the authority to accept, reject or modify the funding recommendation of the CIC Loan awards will be offered on the basis of the availability of funds, and the merits of the application. Loan awards must not exceed the current, unallocated balance in the CIC's account at the time of the Loan award.

Please note, the Green CIC Economic Loan Assistance Program is not an entitlement program and as such, funding is not guaranteed. The decision/actions of the Green CIC Board of Trustees on matters related to the approval and allocation of the Loans are final.



**THE GREEN COMMUNITY IMPROVEMENT CORPORATION
ECONOMIC ASSISTANCE LOAN APPLICATION**

Applicants seeking Economic Assistance Loan through the Green Community Improvement Corporation ("CIC") must submit the following form for consideration. All applicable information as requested in this form must be provided, and the applicant is responsible for the accuracy of the information submitted.

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GREEN ECONOMIC ASSISTANCE LOAN REQUEST: \$ _____

SECTION A- GENERAL INFORMATION

1. APPLICANT INFORMATION: Please provide the legal name, address and other contact information of the applicant for this request.

- a. Applicant Name(s): _____
- b. Contact Name(s): _____
- c. Applicant Mailing Address: _____
- d. City/State/Zip: _____
- e. Email Address: _____
- f. Website Address: _____
- g. Daytime Phone #: _____ Fax: _____
- h. Federal Tax ID#: _____

2. AFFILIATED COMPANY INFORMATION: If there is/are another company(ies) ("Affiliates") that will benefit from the receipt of this economic assistance Loan program, please list the appropriate contact information for each company, as well. (An affiliate, is defined as any company in which either the applicant, or applicant's principals, has a financial interest).

- a. Affiliate Name(s): _____
- b. Contact Name: _____
- c. Affiliate Relationship to Applicant: _____
- d. Affiliate Mailing Address: _____
- e. City/State/Zip: _____
- f. Email Address: _____
- g. Website Address: _____
- h. Daytime Phone #: _____ Fax: _____
- i. Federal Tax ID #: _____



3. **PROJECT LOCATION:** Please specify the street address of the proposed project.
Project Street Address: _____ Green, Ohio _____
4. **TIME IN BUSINESS:** How long has the company to benefit from the Loan program been in existence? _____ Years _____ Months
When is your current lease up for renewal? _____
Do you intend to renew? _____
5. **INDUSTRIAL CLASSIFICATION:** List primary 6-digit North American Industry Classification System (NAICS) Code of the company to benefit from the Loan program: _____ (optional)
6. **COMPANY OFFICERS/PRINCIPALS:** Please provide the name of all owners, principals and/or primary officers of the company on the lines below:
- a. _____
b. _____
c. _____
d. _____
7. **BUSINESS ORGANIZATION:** Please indicate under which type of organization your company presently operates:
- | | |
|------------------------------|--------------------------|
| a. _____ Corporation | e. _____ Franchise |
| b. _____ Sole Proprietorship | f. _____ Joint Venture |
| c. _____ Partnership | g. _____ Start-Up |
| d. _____ LLC | h. _____ Other (specify) |
8. **BUSINESS CLASSIFICATION:** Please describe the type of business in which the applicant, or affiliated company to benefit from the incentive program is involved (check all that apply):
- | | |
|-------------------------------|--------------------------|
| a. _____ Construction | e. _____ Retail |
| b. _____ Manufacturing | f. _____ Restaurant/Food |
| c. _____ Service | g. _____ Other (specify) |
| d. _____ Research/Development | _____ |
9. **CURRENT EMPLOYMENT:** For each of the categories listed below, please specify the number of employees currently employed by the applicant in Green prior to March 15, 2020.
- | | |
|------------------------------|------------------------------|
| a. _____ Full-time permanent | d. _____ Part-time temporary |
| b. _____ Part-time permanent | e. _____ Seasonal |
| c. _____ Full-time temporary | f. _____ None (New Business) |



10. **CURRENT PAYROLL:** For each of the categories listed below, please specify the dollar amount of payroll for the employees currently employed by the applicant in Green: Please provide Monthly payroll amount for each.

- | | |
|---------------------------------|---------------------------------|
| a. \$ _____ Full-time permanent | e. \$ _____ Seasonal |
| b. \$ _____ Part-time permanent | f. \$ _____ None (New Business) |
| c. \$ _____ Full-time temporary | |
| d. \$ _____ Part-time temporary | |

11. **LOAN TIMELINE:** Loan repayment will begin on the 1st day of the month following a 90 Day deferment after dispersal of the funds.

12. DELINQUENCIES:

- a. Does the applicant, or affiliated company to benefit from the Loan program, owe any delinquent taxes to the City of Green, Summit County, State of Ohio or Federal Government?
Yes _____ No _____
- b. If yes to either of the above, please provide details of each instance including, but not limited to, the location, amounts and/or case identification numbers.

13. **LEGAL PROCEEDINGS:** Are there any current or pending lawsuits involving either the principals or the company? Yes _____ No _____

If yes, provide details below, and attach any supporting documentation related to the lawsuits.

14. **NEED FOR FUNDING ASSISTANCE:** Please provide a very detailed description of the need for Loan funds.

Have you received any rent reductions, utility waivers or other assistance (or have you requested any of the above) to provide relief for your business? If yes, please provide details.

SECTION B- SOURCES AND USES OF FUNDS

1. **FUNDING USES:** For each of the categories listed below, please estimate the amount to be invested by the applicant, or affiliated company to benefit from the Loan program to establish, expand, renovate or occupy a facility:

- a. Payroll \$ _____
- b. Rent \$ _____
- c. Equip & Machinery Payments \$ _____
- d. Inventory Payments \$ _____
- e. Utility payments \$ _____
- f. Insurance payments \$ _____
- Estimated Total: \$ _____



2. **FUNDING SOURCES:** List the sources, and amounts of anticipated funding:

a. Bank	\$ _____
b. CIC	\$ _____
c. Owner Equity	\$ _____
d. Other (Specify)	\$ _____
i. County	\$ _____
ii. State	\$ _____
iii. Federal	\$ _____
iv. Other	\$ _____
Estimated Total:	\$ _____

Please provide the status of any applications you have made for assistance to the County, State or Federal programs.

SECTION C- REQUIREMENTS AND CERTIFICATIONS

PLEASE ATTACH THE FOLLOWING DOCUMENTS:

1. Current Bank Statement
2. Past 2 years federal tax returns
3. 2019 Fiscal Year Profit and Loss Statement and Balance Sheet

The undersigned, duly authorized Officers of the Applicant, hereby certify that the statements made in the foregoing application and in all attachments submitted in connection with this application are true and correct to the best information and belief of the undersigned and are submitted as a basis for determining approval of the Loan fund financing.

I/we certify that the requirements listed below will be met:

- a. I/we agree to notify the Green Community Improvement Corporation immediately of any project modification impacting employment and payroll.



- b. The Applicant agrees to supply additional information upon request.
- c. This loan is to be used for business related expenses only.
- d. I/We have not nor do we intend to be involved in illegal activity under federal, state or local laws. Nor do I/We have any criminal proceedings pending against me/us.

Applicant Name & Title (Please Print)

Signature

Date:

Co-Applicant Name & Title (Please Print)

Signature

Date:

Co-Applicant Name & Title (Please Print)

Signature

Date:

SUBMIT COMPLETED APPLICATION TO:

**City of Green
Department of Planning
P.O. Box 278, 1755 Town Park Blvd.
Green, Ohio 44232-0278
planning@cityofgreen.org
330-896-6614**

