



DIRECT INVESTMENT FUND

Dear Applicant:

Thank you for your interest in investing and helping us make an even better Battle Creek. The mission for the Battle Creek Unlimited (BCU) Direct Investment Fund is to use Battle Creek's economic development investment funds to create and retain jobs in Battle Creek. We are pleased to have the opportunity to be of service to you.

The BCU Direct Investment Fund makes loans from \$30,000 to \$500,000 to a wide variety of businesses. No single application form can meet the needs of all applicants. The following checklist is designed to help the BCU staff guide you in preparing an application, which can receive prompt consideration by the BCU Direct Investment Fund Committee. All loan request approvals are communicated in writing by authority of the BCU Direct Investment Fund Committee.

If you have any questions about your application, please feel free to call the BCU staff at any time. All applications require:

- A) "Application Information Sheet."
- B) The "Executive Summary" form.
- C) The personal financial statement(s) of persons holding a majority interest in the company.

In addition, please provide the information marked below:

- 1) _____ Current year interim corporate financial statement.
- 2) _____ The past three years financial statements or tax returns.
- 3) _____ A cash flow projection covering future periods as indicated.
- 4) _____ A business plan outlining basic strategy.
- 5) _____ A proforma balance sheet for future periods as indicated.
- 6) _____ Brief resumes of key people.
- 7) _____ A description of equipment collateral.
- 8) _____ Other:

Thank you for your application.

Sincerely,

BCU Direct Investment Fund



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APPLICATION INFORMATION SHEET

LOAN APPLICANTS AND THEIR REPRESENTATIVES (INCLUDING, WITHOUT LIMITATION, MEMBERS OF ANY APPLICANTS FAMILY AND ALL OTHER SUPPORTERS OF APPLICANT) ARE PROHIBITED FROM HAVING DIRECT CONTACT WITH ANY INDIVIDUAL DIRECT INVESTMENT FUND COMMITTEE MEMBER. ANY APPLICANT WHO CONTACTS OR ATTEMPTS TO CONTACT COMMITTEE MEMBERS SHALL BE DISQUALIFIED FROM CONSIDERATION FOR ANY DIRECT INVESTMENT FUND LOAN OR EQUITY INVESTMENT.

NAME OF APPLICANT

TAX ID NUMBER

CURRENT ADDRESS

TELEPHONE NUMBER

JOB IMPACT OF PROJECT: _____ + _____ + _____
CURRENT FULL TIME EMPLOYMENT PROJECTED NEW HIRE TOTAL

TARGETED STARTING DATE OF PROJECT: _____ TARGETED COMPLETION DATE: _____

TYPE OF ENTITY: Sole Proprietorship Partnership Corporation

TYPE OF BUSINESS:

BRIEF HISTORY OF BUSINESS

PRINCIPALS	TITLES	SOCIAL SECURITY NO.	% OF OWNERSHIP
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

ACCOUNTANT: _____ FISCAL YEAR END: _____

LEGAL COUNSEL: _____

EXECUTIVE SUMMARY

Name of Applicant: _____

A. Total amount needed to fund project: \$ _____
_____ Bank: \$ _____
BCU: \$ _____
Equity: \$ _____
Other public/private source: \$ _____

B. Purpose: (Provide a description of the project and the use of funds.)

C. Collateral: (Provide a description of the collateral in the following categories that are applicable. Include appraised/market values, if available.)

Real Estate:

Machinery and Equipment:

Accounts Receivable and Other Business Assets: Personal/Corporate Guarantees:

D. Requested Term or Amortization Period:

PERSONAL FINANCIAL STATEMENT

As of _____, 20

This form must be completed for:

- (1) each proprietor, or
- (2) each limited partner who owns 20% or more interest and each general partner, or
- (3) each stockholder owning 20% or more of voting stock, or
- (4) any person or entity providing a guaranty on the loan.

Name: _____

Address: _____

City: _____

State: _____ ZIP: _____

SOCIAL SECURITY NUMBER: _____ - _____ - _____

ASSETS (Please answer all questions using "No" or "None" where necessary)

Checking & Saving Accounts	\$ _____
Marketable Securities (Stocks, Bonds, Mutual Funds)	\$ _____
Real Estate (Describe-Section 3)	\$ _____
Automobile (Describe-Section 4)	\$ _____
Other Personal Property	\$ _____
Other Assets	\$ _____
Total	\$ _____

LIABILITIES

Accounts Payable	\$ _____
Notes Payable to Banks (Describe-Section 2)	\$ _____
Notes Payable to Others (Describe-Section 2)	\$ _____
Installment Account (Auto)	\$ _____
Monthly Payments	\$ _____
Installment Account (Other)	\$ _____
Monthly Payments	\$ _____

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Loans on Life Insurance	\$ _____
Mortgage on Real Estate <i>(Describe-Section 4)</i>	\$ _____
Unpaid Taxes <i>(Describe-Section 7)</i>	\$ _____
Other Liabilities <i>(Describe-Section 8)</i>	\$ _____
Total Liabilities	\$ _____
Net Worth	\$ _____
Total	\$ _____

SECTION 1. Source of Income (Describe below all items in this Section)

Salary	\$ _____	As Endorser or Co-Maker	\$ _____
Net Investment	\$ _____	Legal Claims and Judgments	\$ _____
Real Estate Income	\$ _____	Provision for Federal Income Tax	\$ _____
Other Income (Describe)	\$ _____	Other Special Debt	\$ _____

Description of Items listed in Section 1:

- It is not necessary to disclose alimony or child support payments in "Other Income" unless it is desired to have such payments counted toward total income.

Life Insurance Held (Give face amount of policies – name of company and beneficiaries)

SUPPLEMENTARY SCHEDULES

SECTION 2. Notes Payable to Banks and Others

Name and Address of Holder

Name and Address of Noteholder(s)	Amount of Loan		Terms of Repayment	Maturity Date	How Secured or Endorsed Type of Collateral
	Original Bal.	Current Bal.			
	\$ _____	\$ _____			

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SECTION 3. Other Stocks and Bonds: Give listed and unlisted Stocks and Bonds (Use separate sheet if necessary)

Number of Shares	Name of Securities	Cost	Market Value Statement Date	
			Quotation	Amount

SECTION 4. Real Estate Owned (List each parcel separately. Use supplemental sheets if necessary. Each sheet must be identified as a supplement to this statement and signed.) (Also advise whether property is covered by title insurance, abstract of title, or both.)

Title is in name of	Type of Property
Address of Property (City & State)	Original Cost to (me) (us) \$ _____
	Date Purchased \$ _____
	Present Market Value \$ _____
	Tax Assessment Value \$ _____

Name and Address of Holder of Mortgage (City & State)	Date of Mortgage \$ _____
	Original Amount \$ _____
	Balance \$ _____
	Maturity \$ _____
	Terms of Payment \$ _____

Status of Mortgage, i.e. current or delinquent. If delinquent describe delinquencies.

SECTION 5. Other Personal Property (Describe and if any is mortgaged, state name and address of mortgage holder and amount of mortgage, terms of payment and if delinquent, describe delinquency.)

SECTION 6. Other Assets (Describe)

SECTION 7. Unpaid Taxes (Describe in detail, as to type, to whom payable, when due, amount, and what, if any, property a tax lien, if any, attaches.)

SECTION 8. Other Liabilities *(Describe in detail)*

(I) or (We) certify the above and the statements contained in the schedules herein are a true and accurate statement of (my) or (our) financial condition as of the date stated herein. This statement is given for the purpose of: (Check one of the following)

- Inducing Battle Creek Unlimited to grant a loan as requested in application, of the Individual or firm whose name appears herein, In connection with which this statement is submitted.
- Furnishing a statement of (my) or (our) financial condition, pursuant to the terms of the guaranty executed by (me) or (us) at the time Battle Creek Unlimited granted a loan to the individual or firm whose name appears herein.

Signature

Date

Signature

Date



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DISCLOSURE AND RELEASE AUTHORIZATION

In connection with business matters I am involved with or contemplating to be involved with and that are under review by Battle Creek Unlimited, Inc.: I authorize the partners, management and legal counsel of Battle Creek Unlimited, Inc. to conduct an investigation and review any information they deem necessary as part of their due diligence process. This information may include but not limited to: my personal identity verification, names and dates of previous employers, work history, Interviews of past business associates, education verifications, job performance, personal credit history or business credit profiles of any business I have been or still am involved with. I further understand that public records and other research regarding me, any business partners and companies I have been involved with may also be included in reports and such Information may show but not limited to: criminal records, driving records, workers compensation claims, bankruptcies, liens, judgments, and civil litigation records from federal and state courts and other filings and activities managed by regulatory and licensing authorities, and also include review of U.S. Patriot Act Requirements, white collar crime, financial and other fraud alerts and advisories gained from multiple private and government reporting sources. It is agreed and understood that the credit report authorization will be performed once on all applicants unless future circumstances of the loan/Investment require additional discovery and/or before any release of funds.

I authorize any person, company, educational institution and government agency contacted by Battle Creek Unlimited, Inc. and their authorized agent to provide information, and records on file, about me as requested.

Please print:

Your full name

Social Security Number

Other names used

Date of Birth

Your signature and date

Driver's License No. State

Current Actual Residence Address:

Physical address(es)
Where you resided if you
have ever lived outside
of the United States:
