



MCBIF

## **Application for Funding** Applicant's Name City \_\_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Telephone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_ What is the legal form of business? (check one) 🗆 Sole Proprietorship 🔻 General Partnership 🔻 Limited Partnership ☐ C-Corporation ☐ S-Corporation ☐ Limited Liability Company ☐ Other (explain) Date Established \_\_\_\_\_\_ Date of Incorporation \_\_\_\_\_ State of Incorporation \_\_\_\_\_ FED Employer ID Number \_\_\_\_\_ MD Unemployment Ins. Acct. No. Fiscal Year End No. of Employees: Present \_\_\_\_\_\_ 12 Months After Approval \_\_\_\_\_ NAICS Code(s) \_\_\_\_\_ Project Location If Different Than Above \_\_\_\_\_ Trade Styles or Trade Name Used Email Address of Principal Contact\_\_\_\_\_ Affiliate & Subsidiaries [Name (s)] What Percentage of the Applicant's Revenue is Generated from Customers Located in Maryland? How Did You Hear About Us?\_\_\_\_\_ **OWNERSHIP** Information About Management: List the names of all owners who have 20% or greater interest including, officers, directors, and/or partners. Provide the percentage of ownership and the annual compensation from the applicant.

Name & Title	Date of Birth	Percent of Ownership
Home Address	Management Experience (yrs.)	Annual Compensation
	Business Experience (yrs.)	Education (highest degree)
Telephone (home)		Mobile No
Social Security No	Fax No. (home)	Your Investment in the Applicant: \$

☐ Female THE FOLLOWING IS OPTIONAL: Ethnicity: Gender: ■ Male

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OWNERSHIP			
Information About Management: List the names of percentage of ownership and the annual compensa	all owners who have 20% or greater interest including, o ation from the applicant.	fficers, directors, and/or partners. Provide the	
Name & Title	Date of Birth	Percent of Ownership	
Home Address	Management Experience (yrs.)	·	
	Business Experience (yrs.)	Education (highest degree)	
Telephone (home)	Fax No. (home)	 Mobile No	
Social Security No	Fax No. (home)	Your Investment in the Applicant: \$	
THE FOLLOWING IS OPTIONAL: Ethnicity:	Gender:	☐ Male ☐ Female	
IF MORE ROOM IS NEEDED TO	LIST OWNERS, ATTACH A SEPARATE SHEET	WITH THE ABOVE INFORMATION	
CITIZENSHIP STATUS OF OWNERS			
U.S. Citizen □; Resident Alien □; □ Oth	ner, please describe		
(Please attach	n a copy of your birth certificate, passport, or othe	r documentation)	
WHAT TYPE OF ASSISTANCE ARE YOU	REQUESTING?		
Financial Assistance			
1. Debt Investment	🗖 Equity Investment		
2. What is the total project cost?			
	uesting from MCBIF?		
4. What are the other funding sources?			
Name of Source:		Amount:	
		\$	
4. How will the total project funds be used?			
		\$	
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Current

**ECONOMIC IMPACT** 

Forecasted Annual Sales

1. Overview

Fiscal Year

Annual Payroll

No. of Employees

**MD** Residents

MD Full-time

MD Part-time

After 3 Years

## Is the applicant a Minority Business Enterprise certified by the Maryland Department of Transportation? ☐ Yes ☐ No Is the applicant a Woman Business Enterprise certified by the Maryland Department of Transportation? ☐ Yes ■ No Is the applicant a woman-owned business (51% or more ownership)? ☐ Yes ☐ No Is the applicant a minority-owned business (51% or more ownership)? ☐ Yes ☐ No Is the applicant a veteran-owned business (51% or more ownership)? ☐ Yes ☐ No By signing below, I indicate that I understand that there is no certainty of approval. All information in this application and in the supporting documents are true and complete to the best of my knowledge, information and belief. I hereby authorize MCBIF and all participating lenders and investors involved in financing this project to freely, and without further authorization and consent, exchange any and all information related to this application and the processing of this loan request. I understand that in connection with this application or any update, extension or renewal of any credit, a credit report may be requested from a credit reporting agency. I understand that all fees and loan closing costs are the responsibility of the Applicant and may be included in the amount borrowed. IN WITNESS THEREOF, the undersigned, being duly authorized to do so, have/has signed this application. Business Name:\_\_\_ Signature: \_\_\_\_\_\_ Date: \_\_\_\_\_\_ \_\_\_\_\_\_ Title: \_\_\_\_\_ Submit the checklist, signed application, application fee, and required documents to: MCBIF, 826 E. Baltimore Street, Baltimore, MD 21202 | PHONE: 410.333.4584 | FAX: 410.333.2552

ANSWERS TO THE FOLLOWING QUESTIONS WILL NOT DISQUALIFY YOU FOR FUNDING.

Number to be employed and/or retained, projected:

After 2 Years

After 1 Year

Rev. 7/12/2013 F:\MCBIF\Program Documents\MCBIF Application.DBED.docx





MCBIF

## **Application Checklist** Page 4 YES NO N/A Applicant's Name: Have you attached the completed and signed application? Attach as Exhibit A. 2. Is the \$100 application fee enclosed and made payable to MCBIF? Have you filled out a Personal Financial Statement and provided the most recent personal income tax returns for each person listed as a 20% or greater owner in the application? Attach as Exhibit B. Have you included resumes of all owners and management personnel, as well as a list of references for each? Attach as Exhibit C. Have you included Applicant's Balance Sheets, Profit and Loss Statements, and Statements of Cash Flow for the past three (3) years and within ninety (90) days of the filing date of this application? Attach as Exhibit D. LINE OF CREDIT APPLICANTS ONLY. Have you included the Applicant's projected monthly cash flow analysis with related assumptions for the current fiscal year end and the next fiscal year? Attach as Exhibit E. Have you included the Applicant's projected profit and loss statements with related assumptions for the next 3 fiscal years? Attach as Exhibit F. Have you included a list which contains the original date and amount, present balance owed, interest rate, monthly payment, maturity and security for each loan or debt that your business currently has? Attach as Exhibit G. Have you attached the following item: Attach as Exhibit H. a. A current Certificate of Corporation's Good Standing with State Department of Assessment and Taxation dated within five days of the application; or b. If the applicant is incorporated in another state, a current Certificate of Qualification to do business in Maryland dated within five days of the application. **RETAIL APPLICANTS ONLY.** Have you included location demographics? Attach as Exhibit I. Have you listed the Applicant's key deadlines and milestones? Attach as Exhibit J. Have you included the Applicant's business plan? Attach as Exhibit K. Is your principal place of business: Attach as Exhibit L. Leased? If yes, please provide the date that the lease began, term and monthly payment; or Owned? If the property is owned by the Applicant, the principals, or an entity formed by the principals, please provide the name(s) of the owner(s) and provide any existing financing terms (name, term, interest rate, monthly payment, balance) for the property. 14. Have you been declined by a bank(s) or other financing institution(s)? Attach a copy of the declination letter (s). Attach as Exhibit M. Be sure to answer the next question correctly because it is important. The fact that you have a conviction record will not automatically disqualify you, but a false answer will probably cause your application to be declined. Have any of the owners listed in questions 3 and 4 ever been convicted of any criminal offense other than

Submit the checklist, signed application, application fee, and required documents to:

a minor motor vehicle violation? If yes, furnish details in Exhibit O. List name(s) under which convicted, if

applicable.

PERSONAL FINANCIAL STATEMENT
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I ERSONAL I INANCIAL STA	LIVILINI			As of	20
Complete this form for: (1) each stockholder owning 20% or mo				or more interest and each	h general partner, or (3) e
Name			Bu	siness Phone ( )	
Resident Address			Re	sidence Phone ( )	
City, State & Zip Code					
Business Name of Applicant/Bo					
	ASSETS	(Omit Cents)		LIABIL	
Cash on hands & in Banks		\$	Accounts Pa	yable	\$
Savings Accounts		\$		le to Bank and Others	\$
IRA or Other Retirement Accou	ınt	\$	(Describe in		
Accounts & Notes Receivable		\$		Account (Auto) ts \$	\$
Life Insurance – Cash Surrender (Complete Section 8)	Value Only	\$	Installment A	Account (Other)	\$
Stocks and Bonds (Describe in Section 3)		S	Loan on Life		\$
Real Estate (Describe in Section 4)		s	—— Mortgages c —— (Describe in	on Real Estate Section 4)	\$
Automobile—Present Value		\$	Unpaid Taxe		\$
Other Personal Property			(Describe in Other Liabil	·	ς
(Describe in Section 5)		\$	—— (Describe in		~ <del></del>
Other Assets (Describe in Section 5)		\$	Total Liabilit	ies	\$
			Net Worth		\$
	TOTA	L \$			TOTAL \$
Section 1. Source of Income				Contingent	Liabilities
Salary Net Investment Income		\$S		or Co-Maker	\$
Real Estate Income		\$ \$	J	& Judgments Federal Income Tax	5
Other Income (Describe below	<b>\</b> *	\$	Other Speci		\$ \$
Other income (Describe below	)	· · · · · · · · · · · · · · · · · · ·	Other speci	al Debt	\$
Description of Other Income	in Section 1				
*Alimony or child support payment	rs need not be disc	losed in "Other Inco	me" unless it is desired	to have such payments cours	ted toward total income
Section 2. Notes Payable to E					
Name and Address of Noteholder(s)	Original Balance	Current Balance	Payment Amount	Frequency (monthly, etc.)	How Secured or Endor Type of Collateral
			<u> </u>		
		<b>†</b>	<u> </u>		
		<del> </del>			
	L	<u></u>		<u></u>	

No. of Shares				identified a	s a part of this statemer	it arra signea).
	Name of Securities	Cost	Market \ Quotation/l		Date of Quotation/Exchange	Total Value
ection 4. Real Est	ate Owned. (List each parcel	separately. Use atta	achments if necessar	y. Each attac	hment must be identifie	ed as a part of this statement
gned).						
		Pro	perty A	Pr	operty B	Property C
ype of Property						
ddress						
ate Purchased						
Original Cost						
resent Market Valu	e					
lame & Address of						
Mortgage Account I						
Mortgage Balance						
mount of Payment						
Nonth/Year						
tatus of Martanaa						
ection 5. Other P	Personal Property and Ot ent, and if delinquent, describe		cribe, and if any is p	oledged as s	ecurity, state name and	address of lien holder, amo
ection 5. Other P		delinquency).				
Section 5. Other P of lien, terms of payme Section 6. Unpaid	ent, and if delinquent, describe	delinquency). o type, to whom p				
Section 6. Unpaid	ent, and if delinquent, describe  Taxes. (Describe in detail, as t	delinquency).  o type, to whom p	ayable, when due,	amount, and	d to what property, if a	ny, a tax lien attaches).
Section 5. Other P of lien, terms of payme Section 6. Unpaid Section 7. Other L Section 8. Life Insu	Taxes. (Describe in detail, as t	delinquency).  o type, to whom p  unt and cash surrer  y to verify the accurate as of	nayable, when due, nder value of policionacy of the statemer of the stated date(s)	es – name o	f insurance company ar d to determine my cred ments are made for the	ny, a tax lien attaches).  Ind beneficiaries).  It it worthiness. I certify the about purpose of either obtaining
Section 5. Other P of lien, terms of payme Section 6. Unpaid Section 7. Other L section 8. Life Insu- authorize MMG/Lend and the statements con ban or guaranteeing a 8 U.S.C. 1001).	Taxes. (Describe in detail, as the state of	delinquency).  o type, to whom p  unt and cash surrer  y to verify the accur ue and accurate as of ents may result in for	nder value of policionacy of the statemer or free the statement of the stated date(s) or feiture of benefits	es – name o ots made and . These state and possibl	f insurance company ar the determine my cred ments are made for the e prosecution by the U.	ny, a tax lien attaches).  Ind beneficiaries).  Itworthiness. I certify the about the purpose of either obtaining statements. S. Attorney General (Reference)
Section 5. Other P of lien, terms of payme section 6. Unpaid Section 7. Other L section 8. Life Insu- authorize MMG/Lend and the statements con ban or guaranteeing a 8 U.S.C. 1001). signature:	Taxes. (Describe in detail, as the state of	delinquency).  o type, to whom p  unt and cash surrer  y to verify the accur ue and accurate as of ents may result in for	nder value of policionacy of the statemer of the stated date(s) orfeiture of benefits	es – name o  outs made and These state and possible	f insurance company ar  If to determine my cred ments are made for the e prosecution by the U.	ny, a tax lien attaches).  Ind beneficiaries).  Itworthiness. I certify the able purpose of either obtaining.  S. Attorney General (Refere

410.333.4584 info@mcbif.com www.mcbif.com