

Date: \_\_\_\_\_

# TOWN OF MARION COVID-19 STIMULUS MICRO-ENTERPRISE LOAN FUND

TOWN OF MARION  
REQUEST FOR LOAN

## SECTION I: GENERAL INFORMATION

Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Business Phone Number: \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_

Business Address: \_\_\_\_\_  
\_\_\_\_\_

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## SECTION II: LOAN INFORMATION

Amount Requested: \_\_\_\_\_ (up to \$2,500)

Number of Full Time\* Employee (FTE) Positions Created or Retained: \_\_\_\_\_

\*Full-time Jobs are 30 hours or more per week; Part-time Jobs are 15 hours or more per week. 2 Part-time=1 FTE

Purpose (provide a description of what the loan will be used to purchase; any maps or drawings may be attached):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description of Collateral:  
\_\_\_\_\_  
\_\_\_\_\_

If you have any questions, including needing referral for business plan assistance, please call 276-378-5026 and speak with Ken Heath (or email kheath@marionva.org)

Please submit all completed applications and supporting documentation to:

Town of Marion  
138 West Main Street  
Marion, VA 24354  
kheath@marionva.org

Loan Pool Advisory Board  
Recommendation for Approval  
\_\_\_\_ Yes      \_\_\_\_ No

- APPLICATION CHECKLIST**
- \_\_\_\_ 5-page Application completed, including Credit Report Authorization Or actual Credit Report attached.
  - \_\_\_\_ Business Plan (Attach; may use Simple Business Plan form)  
Should include basic info on the company, history, primary customers and suppliers, future plans, project description, proposed use of funds, type and number of jobs, and marketing strategy. For start-ups, a basic pro-forma of expected revenue and expenses is needed. Free online assistance is available at score.org, and free direct assistance is available from the Virginia Highlands Community College Small Business Assistance Center.
  - \_\_\_\_ FORM FC-A Proof that: located in Town of Marion; that business is privately owned, employing 10 or fewer; that 51% or more ownership is US citizen/s or legal resident; that equity interest in business
  - \_\_\_\_ Proof of collateral: \_\_\_\_\_
  - \_\_\_\_ RD 1940-20 Request for Environmental Info (if construction work involved)
  - \_\_\_\_ Form AD-1048 Debarment Form
  - \_\_\_\_ Form RD-400-4 Assurance Agreement

### **SECTION III: CIVIL RIGHTS AND EQUAL OPPORTUNITY**

The following information is requested by the Federal Government in order to monitor the Recipient's compliance with Section 504 of the Rehabilitation Act of 1973, The Americans with Disabilities Act of 1990, Title VI of the Civil Rights Act of 1964, and the Age Discrimination Act of 1975.

You are not required to furnish this information, but are encouraged to do so.

The law requires that the Recipient may neither discriminate on the basis of this information, nor on whether you choose to furnish it. However, if you choose not to furnish it, under Federal regulations the Recipient is required to note race and sex on the basis of visual observation or surname.

If you do not wish to furnish the following information, please check the box below.

#### **Applicant**

##### **Ethnicity:**

- White
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- Hispanic or Latino
- Not Hispanic or Latino
- I do not wish to furnish this information

##### **Sex**

- Male       Female

#### **Co – Applicant**

##### **Ethnicity:**

- White
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- Hispanic or Latino
- Not Hispanic or Latino
- I do not wish to furnish this information

##### **Sex**

- Male       Female

*Credit or assistance from this program is provided without regard to sex, marital status, race, color, religion, national origin, age, physical or mental disability, receipt of income from public assistance or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act.*

#### **SECTION IV: DISCLOSURE STATEMENTS**

If the answer to any of the following questions is “yes”, please furnish details on an attached sheet.

1. Have any owners, officers, directors, guarantors, general partners, or stockholders or limited partners owning 20% or more of the Applicant, ever been charged with, or convicted of, any criminal offense, other than minor motor vehicle violations?  Yes  No

2. Has the Applicant or management of the Applicant been informed of any current or on-going investigation of the Applicant with respect to possible violation of state or federal securities law?  Yes  No

3. Has the Applicant or any owners, officers, directors, guarantors, general partners, or stockholders or limited partners owning 20% or more of the Applicant ever been in receivership, filed for bankruptcy, or adjudicated as bankrupt?  Yes  No

4. Is the Applicant or any owners, officers, directors, guarantors, general partners, or stockholders or limited partners owning 20% or more of the Applicant, involved in any pending lawsuits?  Yes  No

5. Does the Applicant or any guarantors owe past due federal, state, or local taxes of any nature?  Yes  No

6. Does any elected member or employee of the Town of Marion, or any board member or employee of any state or local government, board, council, agency, authority, or commission, have any “personal interest” (as defined in the Virginia State and Local Government Conflict of Interests Act) with respect to any aspect of the project or this funding request?  Yes  No

The Applicant hereby understands and agrees to the following:

1. Eligibility for financial assistance from the Town is determined by the information presented in this application and in the required attachments. Any changes in the proposed project from the facts presented herein could disqualify the project. Therefore, the Town immediately must be advised in writing of any material changes in the information contained in this application.

2. The Applicant understands that neither the submission of this application, nor any other communications (oral or written), creates any legally binding obligations upon Town. There is no guarantee of approval.

3. The Town may require supplemental information from time to time. Any such submitted supplemental information shall become a part of this application.

4. This application shall form a part of any financing or loan agreement between the parties, whether or not expressly adopted by any such financing or loan agreement.

5. In order to keep submitted financial information confidential and not part of public records (unless such information is required by law to be open to the public), each page must be marked “CONFIDENTIAL”.

6. On all loans to or for the benefit of a private enterprise or other non-governmental entity, a 2% loan closing fee must be paid or deducted from the loan proceeds at closing.

7. Applicant authorizes the Town to contact any and all credit references, obtain credit reports, and otherwise perform whatever background investigations or obtain whatever information the Town deems necessary or desirable in processing this application.

8. Only complete applications will be considered.

## V. ATTESTATION

The undersigned hereby certifies that all information contained above and all information contained in attachments which make up this loan application are true and correct to the best of his/her knowledge and belief, and are submitted for the purpose of obtaining financial assistance from the Town of Marion. Applicant hereby agrees to maintain financial records and post the supplied “And Justice for All” and “Equal Employment is the Law” posters if loan funds are approved. Further, the applicant hereby commits to comply with all federal and state employment tax requirements.

**Applicant Name:** \_\_\_\_\_

**Signed By:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Submit one original copy of this application to: Town of Marion, 138 West Main Street, Marion, VA 24354 or via email to [kheath@marionva.org](mailto:kheath@marionva.org).

This is an Equal Opportunity Program. Discrimination is prohibited by Federal law. Complaints of discrimination may be filed with the Secretary of Agriculture, Washington, DC 20250

**CHECKLIST:**

**Revolving Loan Fund Requirements** – Prior to receiving assistance, each third party receiving loans from the revolving loan fund must:

- A. Complete and submit Form RD 1940-20, “Request for Environmental Information” and provide such additional information subsequently requested or needed by RD to complete the appropriate environmental review.
- B. Provide Intergovernmental A-95 Review clearance from the appropriate Planning District Commission.
- C. The recipient must certify that their project is located in an eligible rural area.
- D. The recipient must certify that at least 51 percent of the outstanding membership or is owned by those who are either citizens of the United States or reside in the United States after being legally admitted for permanent residence.
- E. The recipient must provide an executed Form AD-1048, “Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion – Lower Tier Transactions” that they are not debarred or suspended from receiving Government assistance.
- F. The recipient must provide an executed Form RD 400-4, “Assurance Agreement”.
- G. The recipient must display the enclosed “And Justice For All” and “Equal Employment Is the Law” posters in conspicuous areas of employee use and in places where the recipient conducts employee business (hiring, promotions, etc.) related to employment activities.