



*New applications are accepted through the first business day of each month to be considered by the LDC's Board of Directors the first week of the following month.*

## **Application Checklist**

\_\_\_\_\_ A complete business plan which includes:

- A summary description of the business (or startup)
- The uses of loan proceeds and the expected benefits of the loan
- A description of the company's products or services, its customers, its competition, its marketing strategy, etc.
- Resumes and a list of qualifications of all owners and management
- Information concerning the company's workforce and staffing during hours of operation and projected growth (if any)
- A description of the company's physical location or location desires (supply current lease or LOI if obtainable)
- Projected income and cash flow for the next three years; spread monthly for the first year and annually for years two and three.
- If a startup, please include a startup balance sheet showing the proposed distribution of assets, liabilities and equity.
- If an existing business, please provide federal tax returns and audited financial statements for the past three (3) years, and current financial statements (within 45 days)

\_\_\_\_\_ Personal financial statements and federal tax returns for the past 3 years for all owners of 20% +

\_\_\_\_\_ A summary of the amount that is being requested and the uses of proceeds with corresponding proof (estimates on letterhead, quotes, pricelist, etc.)

\_\_\_\_\_ Proof of US Citizenship or Lawful Permanent Residency for each business owner

\_\_\_\_\_ Proof of each majority business owner's residency in the LDC's lending area (Berkeley, Charleston, Colleton or Dorchester Counties of South Carolina)

\_\_\_\_\_ Copies of the company's articles of incorporation, agreements, pertinent legal agreements (if any)

\_\_\_\_\_ Evidence from a commercial lender declining this request

\_\_\_\_\_ A completed LDC application & disclosures (downloadable @ [www.charlestonldc.org/news/](http://www.charlestonldc.org/news/))

\_\_\_\_\_ Program participation fee

\_\_\_\_\_ Recommended: Attendance at a *Financing for your Business* Seminar ( [www.charlestonldc.com/start/](http://www.charlestonldc.com/start/) for calendar)

**NOTE:** *Other documentation may be required to support the application, such as a copy of contracts, letters of reference, bank letter of commitment, credit reports, etc. Equal Opportunity Lender. [www.charlestonldc.org](http://www.charlestonldc.org)*