



New applications are accepted through the first business day of each 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 two (2) years, and current financial statements (within 45 days)

- _____ Personal financial statements, proof of YTD personal income and federal tax returns for the past 2 years for all owners of 10% +

- _____ 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 the business location in the LDC's lending area (Berkeley, Charleston, Colleton, Dorchester or Williamsburg 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/)

- _____ Program participation fee

- _____ Recommended: Attendance at a *Financing for your Business* Seminar, held monthly on the first and last Tuesdays @ 10:00 and first and last Thursdays @ 4:00

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