



Rawlins County

Entrepreneurship (E-) Community

Loan Application

Rawlins County E-Community Program

A partnership project of



Background & Eligible Project

The Rawlins County E-Community program was created through a Kansas Center for Entrepreneurship Tax Credit Program in 2007. It is a project to encourage entrepreneurial activity in the communities of Rawlins County. Qualifying entrepreneurial projects may include startup businesses, as well as existing business purchases and/or expansions.

E-Community Guidelines

The following must be completed for an applicant to be considered:

- Submit an official application.
- Submit a complete business plan with three year financial and job projections. If applicant is purchasing an existing business the previous three year financial statements must be submitted with the all of the above.
- Attend a formal interview with the advisory board upon approval of the submitted application, to present the business plan and other documents.

Who Qualifies:

- Business must be located in Rawlins County
- Must be for-profit business

Use of Funds:

- Purchase of a building
- Purchase of business equipment
- Purchase of real estate
- Construction or renovation on a business
- Working capital
- Other projects

Details:

- E-Community funding cannot exceed 60% of the total funding package.
- E-Community loan maximum is \$45,000.
- Must obtain required matching funds.

Loan Funds May Not Be Used For:

- Paying off or refinancing existing debt
- Salary or owner's draw
- Payroll taxes
- Personal vehicle
- Building renovation not tied to a specific business

Businesses That Do Not Qualify:

- Non-profit organizations
- Academic institutions
- Gambling concerns
- Floor planning concerns (i.e. wholesale auto inventory financing)
- Speculative concerns
- Lending or investment institutions
- Multilevel marketing or pyramid sales

Rawlins County E-Community Application

Rawlins County Economic Development
P.O. Box 403
Atwood, KS 67730

Applicant Information (Please Print)

1. Name of entrepreneur or small business: _____
2. If company, list entity type (LLC, sole proprietorship, etc.) _____
3. Name of Primary Contact: _____
4. Title of Primary Contact: _____
5. Mailing Address: _____
6. Phone Number: _____
7. Fax Number: _____
8. Email Address: _____
9. Does the entrepreneur or small business owner have a tax liability in arrears with the Kansas Department of Revenue or the IRS? _____
10. Will the business be located in the same city listed in Question 5? _____
11. If No, list city where business is/will be located: _____
12. Are the funds for a business startup, or are they for the expansion of an existing business? Provide relevant details (length of time in business, business name or entity changes, etc.).

13. Tell about the business, its owners and key employees.

14. Provide projected sales, sales growth and any projected employment growth from the start of this project to the next five years.

Requested Funding Information

E-Community Funding Example

Assume the applicant needs a total of \$60,000. Also, assume the applicant has \$10,000 of their own capital. Of the remaining \$50,000 needed, the E-Community can provide no greater than 60% of that gap (with a max of \$45,000). The other 40% minimum must come from a financial institution and/or a local/regional funding source. Please ask your local E-Community contact for more details.

1. Amount of funding requested: _____

2. Date Needed _____

3. Is the funding requested in the form of a Direct Loan?

4. Amount of funds being provided by private lenders:

5. List the percentage match and amount of funds being provided by third party lenders:

6. If the agreement between the Rawlins County Economic Development and the client is a loan; please list any fees required by Rawlins County Economic Development to administer the loan that are to be paid by the E-Community (fee amount, reasons for fee, etc.). n/a

7. Explain specifically how the funds will be used by the client:

8. Describe any additional funding that will be utilized in this project. (Personal cash injection, equipment,etc.)

NetWork Kansas Resource Partner Information

1. List other NetWork Kansas resource partners that have or will assist with this project and their role of contribution.

2. If other community organizations or community leaders not previously mentioned are involved or have expressed support, please explain.

3. List and describe any milestones for success that are planned to track the project.

4. Describe the benefits of the project to the community and the state of Kansas.

Marketing Release of Information

By submitting an application for financial assistance from the E-Community fund, the prospective grant or loan recipient, hereafter referred to as "Client", agree to the following Marketing Release of Information* to be used by the Kansas Center for Entrepreneurship (dba NetWork Kansas) for the purpose of promoting the successful delivery of services to entrepreneurs and small business owners.

Upon receiving notification that the E-Community has selected the Client to receive financial assistance, the Client agrees to provide pertinent information to NetWork Kansas for the purpose of preparing a news release for distribution to other Resource Partners and media outlets as determined by NetWork Kansas; Information for the news release will be obtained primarily for the application, corresponding documents, the Resource Partner and the Client's web sites and previously published information, and by phone interviews with representatives of both parties.

NetWork Kansas will make accommodations to withhold all information identified by the Client as being sensitive or competitive in nature, particularly when this information is not previously published. All parties named in the release will receive a final copy of the news release prior to distribution in order to verify the accuracy of all information contained therein;

NetWork Kansas will disseminate a news release and related information to external media outlets only after the loan or grant is approved and closed by the Resource Partner;

In addition to disseminating the resulting news release to media outlets, NetWork Kansas may distribute all or part of the news release and related information to organizations, networks and individuals via Email, NetWork Kansas and third-party Web sites, blogs, instant messaging, chat rooms, message boards, etc.

Annual Progress Reports

By submitting an application for financial assistance from E-Community fund, the Client agrees to provide annual progress until the loan is paid in full or the business closes.

In order to track the success of our programs, NetWork Kansas will contact the name listed below annually to update job, revenue and net income/loss information.

Please provide the contact information of the person we should get in touch with to obtain this updates. The contact may be the Client, Client's accountant, or the NetWork Kansas Resource Partner.

Name: _____ Title: _____

Phone: _____ Email: _____

Mailing Address: _____

Which method does this person prefer to be contacted for the progress report (Email, U.S.Postal Service, Phone call)? _____

Final Loan or grant recipient (Client) signature: _____

Printed name and title: _____

Date: _____

I have read and agree to the terms described in the Marketing Release of Information Declaration.

Signature of Authorized Business Representative

Date

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SCORING RUBRIC

In the formal interview process, the advisory board members will ask specific questions that pertain to the following criteria and score the application accordingly:

- On a one (1) to 10 scale, with 10 being the highest and one (1) being the lowest based on the applicant's ability to successfully meet criteria.
- The average total score will be calculated, and then the amount and terms of the Rawlins County E-Fund Loan or Grant will be awarded.
- Average scores and comments will be documented for each criteria question.

a. Explanation of the applicants need for funding and what it will be used for

1 2 3 4 5 6 7 8 9 10

Comments:

b. Projected sales and sales growth and any projected employment growth

1 2 3 4 5 6 7 8 9 10

Comments:

c. Additional local and third party funding

1 2 3 4 5 6 7 8 9 10

Comments:

d. Local support for the project through cooperation of organizations and community leaders

1 2 3 4 5 6 7 8 9 10

Comments:

e. Community benefits of the project

1 2 3 4 5 6 7 8 9 10

Comments:

f. Involvement of Network Kansas partners in the project

1 2 3 4 5 6 7 8 9 10

Comments:

g. Description of how the funds will be utilized to add resources, enable the business to add jobs, increase tax revenue and/or improve the quality of life to Rawlins County

1 2 3 4 5 6 7 8 9 10

Comments:

Rawlins County E-Fund Financial Advisory Board

- a) Linda Wright, lwright@mwenergy.com
- b) Sandy Mulligan, thelmarule@aol.com
- c) Jared Hurst, jaredhurst@att.net
- d) Linde Kastens, lindekastens@yahoo.com
- e) Diana Tongish, Tongish13@gmail.com
- f) Rachel Finley, rach.finley@gmail.com
- g) Kelsey Wahrman, kelseywahrman@gmail.com
- h) Robert Binning, rob.binning@yahoo.com