



## COVID-19 Emergency SMALL BUSINESS Forgivable LOAN Program

### PROGRAM SUMMARY

#### Mission

Due to the COVID-19 pandemic, the Franklin County Chamber of Commerce, the Franklin County Community Foundation and private donors have established the **COVID-19 Small Business Emergency Forgivable Loan Program**. The program is intended to provide quick access to operating capital to small businesses in Franklin County whose operations and cash flow have been negatively impacted by the 2020 COVID-19 pandemic.

#### Eligibility

In order to qualify for a loan all applicant businesses must:

- Operate within Franklin County.
- Have 50 or fewer employees (FTE, full time employees)
- Have been in business for two years or have received bank financing.
- No federal or state liens and no outstanding judgments.

#### Loan Terms

- **Range** – Working Capital loan requests from \$2,500 to \$10,000 will be considered.
- **Repayment Terms** – Borrower will make repayment in amount of 1% of loan principal per month beginning 6 months after receipt of funding. Should the borrower: **1)** make regular and on-time payments, **2)** submit documents attesting funds were used for fixed-type costs, such a payroll, rent, mortgage, utilities or other loan payments pursuant to the business, and **3)** the business operates successfully through December 31, 2021, then the remaining balance and lending requirements will be forgiven.
- **Interest Rate** – The interest rate is 0%.
- **Tax Liability** – The borrower will be responsible for the tax liability on the forgivable portion of the loan. Upon completion, the borrower will receive a 1099 tax form.
- **Collateral** – loans are unsecured.
- **Delinquency** – ALL monthly loan payments are required to be made via ACH on the due date, which will be established at loan closing. Franklin County Chamber of Commerce will initiate all monthly ACH loan transactions; a loan becomes delinquent if the receiving bank returns the transaction for any reason (i.e. insufficient funds, closed account, etc...).
- **Default** – Events of default include (but are not limited to) representation or warranty made in writing on the loan application and/or supporting documents that is materially false; filing voluntarily or involuntarily for bankruptcy, reorganization, arrangement, or readjustment of the business's debts; the dissolution of the business by the Indiana Secretary of State, or in the case

of a foreign entity, a revocation business's authorization to transact business in the State of Indiana; the business discontinues actively conducting business in Franklin County; and death.

- **Conditions** – Applied for terms will be considered by the Loan Review Committee (LRC) during its review of the application; if approved, loan terms may differ from the requested terms in this loan application.
- **Reservation of Rights** – The Franklin County Chamber of Commerce, at their discretion, retain the right to make an exception to any of the terms and criteria in this application.
- **Press** – If your loan is approved, the Franklin County Chamber of Commerce may issue a press release about your business and how it plans to use the loan funds.

### APPLICATION PROCESS

Businesses interested in applying for a forgivable loan should complete the loan application and submit all supporting documents. The LRC will review applications and notify applicants of its decision as soon as possible.

It is highly recommended that all application documents be submitted electronically via **ShareFile** established by the Franklin County Chamber of Commerce. Please contact the Franklin County Chamber of Commerce at: **info@fcchamber.net** for submittal instructions. The LRC will review loan applications and all supporting documents uploaded to this service.

If you do not have access to a scanner, there are free applications for your cell phone: Adobe Acrobat Reader or Genius Scan. You can scan (take a picture) of documents with your phone then send via email. If approved, a virtual closing will be coordinated with the applicant. All related loan documents will be signed by borrower and scanned back to **info@fcchamber.net**. Scanned documents are legal and binding.

### LOAN REVIEW COMMITTEE ROSTER

<b>Jenny Wilz</b> Entrepreneur and Small Business Owner	<b>John Palmer</b> President, Franklin County Economic Development Commission
<b>Shelly Lunsford</b> Executive Director, Franklin County Community Foundation	<b>Andi White</b> Realtor & Certified Residential Appraiser, White's Realty Secretary, Franklin County Chamber of Commerce
<b>Jane Klenke</b> Owner, Jane Klenke Tax Treasurer, Franklin County Chamber of Commerce	<b>Carrie Rupp</b> Business Development Manager, First Financial Bank Board Member, Franklin County Chamber of Commerce
<b>Amber McMillin Orozco</b> Attorney Mullin, McMillin and McMillin, LLP	

## **LOAN APPLICATION**

### **APPLICATION CHECKLIST**

- ✓ Completed Application
- ✓ Required Documents:
  - Description of business and reason for lending – 500 words or less (word document is acceptable)
  - Profit and Loss Statement through March 31, 2020 by month
  - Balance Sheet as of March 31, 2020
- ✓ Indiana Articles of Incorporation or Articles of Organization, if available
- ✓ IRS Form W-9: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>
- ✓ Bank account information – routing and account number
  - Most recent bank statement in business name
- ✓ Do you have a bank line of credit?

\*\*\* The LRC, at its discretion, may request additional documents and/or explanations not specified above during its review of the application. \*\*\*

\*\*\* Please request a ShareFile link for uploading these documents by e-mailing [info@fcchamber.net](mailto:info@fcchamber.net) \*\*\*

Amount Requested \$2,500-\$10,000	
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Enter Amount

BUSINESS INFO
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Business Name			
Business Address			
	Street	City, State, Zip	
Business County or Municipality (is your business located within City Limits or in the County)			
Business Telephone			
Business E-mail Address			
Business Website			
Business Established Date		Federal Employer Tax ID Number	
Type of Business		Number of Business Owners (members, partners, shareholders)	
Do you have bank line of credit?		Name of Bank and amount available	
Number of Full Time Employees			

OWNER INFO
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Owner 1 Name			
Owner Address			
	Street	City, State, Zip	
Home Phone			
Cell Phone		Can receive text messages at this number?	
E-mail Address			
% Owned			
Owner 2 Name			
Owner Address			
	Street	City, State, Zip	
Home Phone			
Cell Phone		Can receive text messages at this number?	
E-mail Address			
% Owned			
Owner 3 Name			
Owner Address			
	Street	City, State, Zip	
Home Phone			
Cell Phone		Can receive text messages at this number?	
E-mail Address			
% Owned			

<b>PROFESSIONAL ADVISORS</b>
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Primary Bank Name			
Bank Contact Name			
Bank Contact Telephone			
Bank Contact E-mail Address			
Attorney Name			
Firm Name			
Attorney Telephone			
Attorney E-mail Address			
Accountant / CPA Name			
CPA Firm Name			
Accountant / CPA Telephone			
Accountant / CPA E-mail Address			

<b>DECLARATIONS</b>
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I/we declare that any statement in this application and the supporting documentation submitted to the Franklin County Chamber of Commerce is true and complete in substance and in fact. I declare that I/we am/are (a) legal resident(s) or U.S. Citizen(s) with the authority to conduct business in the State of Indiana.

Owner 1 Name		Owner 1 Signature		Date	
Owner 2 Name		Owner 2 Signature		Date	
Owner 3 Name		Owner 3 Signature		Date	