



NORTH DAKOTA DEVELOPMENT FUND CHILD CARE LOAN PROGRAM APPLICATION
 NORTH DAKOTA DEPARTMENT OF COMMERCE
 SFN 59178 (5-2016)

Applicant Name		Social Security Number/Federal Tax ID Number			
Primary Contact		Title		Telephone Number	
Address		City		State	ZIP Code
Email Address		Date of Application		Date Business Established	
Legal Structure		<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Corporation <input type="checkbox"/> General Partnership <input type="checkbox"/> Limited Partnership <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Other		<input type="checkbox"/> Sub Chapter S Corporation <input type="checkbox"/> Non-Profit	
Purpose of Request		Current Number of Child Enrollment		Projected/Maximum Number of Child Enrollment	
Current Number of Employees	Projected Number of Employees within 24 Months	Current Average Wage Plus Benefits		Projected Average Wage Plus Benefits within 24 Months	
Financial Institution/Development Agency		Primary Contact		Telephone Number	
Address		City		State	ZIP Code

Sources of Funds		Amount		Sources of Funds		Amount
A. Owner Equity		\$		D. Other		\$
B. ND Child Care Loan Program Funds		\$		E. Other		\$
C. Other		\$		TOTAL		\$
Use of Funds	Source A	Source B	Source C	Source D	Source E	Total Cost
Land Acquisition						
Building Construction						
Building Purchase						
Site Improvement						
Machinery/Equipment						
Working Capital						
Other						
TOTAL						

Note: Attach a complete description of the use of the North Dakota Development Fund (NDDF) funds (i.e. list of Machinery & Equipment to be purchased, description of building to be purchased or erected and inventory purchased).

Summary of Collateral	Present Market Value	Present Mortgage Balance	Collateral Position
A. Land and Building	\$	\$	
B. Machinery & Equipment	\$	\$	
C. Furniture & Fixtures	\$	\$	
D. Accounts Receivable	\$	\$	
E. Inventory	\$	\$	
F. Other	\$	\$	
TOTAL COLLATERAL	\$	\$	
Primary Source of Repayment (Describe)			

Present Indebtedness: Business Debts, Contracts, Notes and Mortgages payables

Owed To	Original Amount	Original Date (MM/DD/YYYY)	Present Balance	Rate of Interest	Maturity Date (MM/DD/YYYY)	Monthly Payment	Security	Status (Current/Delinquent)
<i>Note: Please retain copies for yourself and for your financial institution/development agency.</i>								

Present Banking References

Financial Institution	City/State	Type of Account	Account Number(s)	Contact Person	Telephone Number

Trade References

Trade Supplier	Address	Materials and Products Supplied

Management (Officers, Directors, Owners, etc.)

Name and Title	Address	Percentage Ownership

Key Advisors

Name	Firm/Company	Address
Attorney		
Accountant		
Insurance Agent		

NOTE: THE FOLLOWING EXHIBITS MUST BE COMPLETED WHERE APPLICABLE. ALL QUESTIONS ANSWERED BECOME PART OF THE APPLICATION.

- 1) If your collateral consists of (A) Land and Building, (B) Machinery and Equipment, (C) Furniture and Fixtures, (D) Accounts Receivable, (E) Inventory, (F) Other, please provide an itemized list labeled **Exhibit A** that contains serial and identification numbers of all articles that have a value greater than \$500. Include a legal description of Real Estate offered as collateral.
- 2) Furnish a signed current personal balance sheet and three years of tax returns for each stockholder (with 20% or greater ownership), partner, officer and owner. Social Security number should be included on personal financial statement. It should be as of the same date as the most recent business financial statements. Label as **Exhibit B**.
- 3) Do you have any co-signers and/or guarantors for this loan?
 Yes No If yes, please submit their names, addresses, tax ID numbers, three years of tax returns and a current personal balance sheet(s). Label as **Exhibit C**.
- 4) Are you buying machinery or equipment with the proceeds?
 Yes No If yes, you must include a list of equipment and cost as quoted by the seller and a purchase invoice. Label as **Exhibit D**.
- 5) Have you, or has any officer of your company ever been involved in bankruptcy or insolvency proceedings?
 Yes No If yes, please provide details. Label as **Exhibit E**.
- 6) Are you, or is your business involved in any pending lawsuits?
 Yes No If yes, please provide details. Label as **Exhibit F**.
- 7) Does your business, its owners or majority stockholders own or have a controlling interest in other businesses?
 Yes No If yes, please provide their names and the relationship with your company along with a current balance sheet and operating statement for each. Label as **Exhibit G**.
- 8) Do you buy from, sell to or use the services of any concern in which someone in your company has a significant financial interest?
 Yes No If yes, provide details on a separate page. Label as **Exhibit H**.
- 9) Attach a copy of funding commitments from each source of funding, including matching funds and any state funds received. Label as **Exhibit I**.
- 10) Are any current business loans delinquent?
 Yes No If yes, describe on separate page. Label as **Exhibit J**.
- 11) Are any of the company's principals related to or doing business with any North Dakota Development Fund staff or Board member?
 Yes No If yes, describe on separate page. Label as **Exhibit K**.
- 12) Are there any judgments against you?
 Yes No If yes, list separately. Label as **Exhibit L**.
- 13) Attach a full business plan. Label as **Exhibit M**.
- 14) Are you a licensed child care business?
 Yes No If yes, provide copies of the license(s) to operate, other support documentation, and history of Licensed Child Care. **Label as Exhibit N**.

Program Criteria

The following criteria has been addressed in the application and is for your information:

1. The maximum award is \$100,000.
2. The business must be a Licensed Child Care Business. Provide copies of the following:
 - a. License(s) to operate in the State of North Dakota;
 - b. Other documentation to support approval;
 - c. History of Licensed Child Care.
3. Approved use of funds as a Child Care Provider are:
 - a. Equipment
 - b. Real Estate
 - c. Working Capital
4. Larger funding requests may require additional information.

The undersigned specifically acknowledge(s) that: (1) verification or re-verification of any information contained in the application may be made at any time by the Lender, its agents, successors, and assigns; either directly or through a credit reporting agency from any source named in this application and the original copy of this application will be retained by the Lender, even if the request is not approved; (2) the Lender, its agents, successors and assigns will rely on the information contained in the application and I/We have a continuing obligation to amend and/or supplement the information provided in this application, if any of the material facts which I/We have represented herein should change prior to closing; (3) in the event my/our payments indicated in this application become delinquent, the Lender, its agents and assigns may, in addition to all their other right and remedies, report my/our name(s) and account information to a credit reporting agency.

I/We authorize the North Dakota Development Fund to make all inquiries deemed necessary to verify the accuracy of the information contained herein and to determine the credit worthiness of the undersigned.

I/We certify that the information provided in this application is true and correct as of this date and that I/We understand the conditions set forth in this application.

Applicant (please print)	Financial Institution/Developer (please print)
Authorized Signature	Authorized Signature
Date	Date

Instructions for Applicant:

Submit the supporting documentation and the completed application to:

North Dakota Development Fund
PO Box 2057
Bismarck, ND 58502-2057

For more information on the North Dakota Child Care Loan Program, including additional requirements, please visit:
<http://www.legis.nd.gov/cencode/t10c30-5.pdf> (see § 10-30.5-02).

If you have any questions...

Call: 701-328-5310

Write to: North Dakota Development Fund
PO Box 2057
Bismarck, ND 58502-2057

Visit: www.NDDevelopmentFund.com