

Falls City Chamber & Main Street Physical Improvements Revolving Loan Fund Guidelines

This loan program provides a low-interest flexible loan amount determined by project review on a case-by-case basis for property within Falls City city limits to develop and maintain commercial spaces and/or upper story residential units through permanent physical improvements.

- For profit and non-profit applicants are eligible.
- The applicant must be a member in good standing of the Falls City Chamber of Commerce.
- The amount of the loan requested must be between \$2,000 and \$10,000. The maximum loan amount is also subject to the Falls City Chamber & Main Street's available capital and the scope of the project.
- Written permission of the property owner is required.
- Loan terms are for 1 year at a fixed 3% interest rate.
- All projects must be completed and all funds expended within 12 months from the execution of the loan agreement; or another time frame if approved. The applicant shall identify the projected start and ends dates on the application.
- Loan payments must begin within 30 days of work completion.
- Principal and interest will be repaid in equal installments for the term of the loan. Loan payments will be due monthly and payable by check to the Falls City Chamber & Main Street. The loan committee may consider alternative payment schedules upon request.
- Funds must be used for permanent physical improvements to the property, including but not limited to structural improvements, building additions or expansions, upper story apartment development, mechanical or electrical upgrades, HVAC work, roof work, ADA upgrades, code compliance issues, permanent site improvements, paint, window and/or door repair, storefront renovation or restoration, false façade removal, tuck pointing, interior construction and awnings.
- The loan may NOT be used for gap financing, property purchase, refinancing of existing debt, work already completed, non-permanent items, inventory, fixtures, furnishings, payroll or other business operation expenses. See the Falls City Chamber & Main Street Executive Director for more funding opportunities for these endeavors.
- The applicant must demonstrate the proposed project is viable and that the business has the economic ability to repay the funds.
- Planned improvements are subject to current city codes & ordinances. The applicant is responsible for acquiring all necessary permits and approvals.
- Property & improvements must be reasonably maintained throughout the loan cycle and for 3 years after completion. The Falls City Chamber & Main Street has the right to inspect the project to ensure all work completed is satisfactory including quality of materials and workmanship. The City of Falls City will make the final inspection, if required, to ensure conformance with applicable codes.
- The applicant will need to complete a loan application, sign a loan agreement and promissory note.
- If the project fails to comply with the terms of the agreement, or fails to use the loan for only those purposes set forth, the Falls City Chamber & Main Street may terminate the contract in whole, in part or accelerate payment of all principal and accrued interest, and may immediately declare the loan due and payment at any time before the date of completion.

Please contact the Falls City Chamber & Main Street for application or assistance in completing the application **before** the project begins. Complete and return the application and necessary attachments to the Falls City Chamber & Main Street office or by email. The Loan Approval Committee will review the application and render a decision within 30 days or less. No financial match or other lender participation is required, but financial information is needed. A personal interview may be requested before a decision is rendered. The Loan Approval Committee reserves the right to negotiate terms of all loans and request more information.

The following procedures represent a recommended path for efficient determination as well as a checklist for loan approval:

- Prepare a written statement of what you wish to accomplish with a full project budget. This does not have to be a full business plan, but it could be. This step will cause you to consider the issues involved and help you present a consistent message about your project ideas. This is also useful in applying for funds from other sources.
- Proof of property ownership or written permission for the project from the owner.
- Photographs of the existing property and drawings/plans of the proposed project.
- Income statements, balance sheets, cash flow sheets and/or profit & loss statements are needed to prove repayment ability.
- Solicit and assemble written estimates of the proposed project from contractors or those performing work for the loan project. A timetable for work to be performed is helpful.

Falls City Chamber & Main Street Physical Improvements Revolving Loan Application

Applicant Information

Contact Name: _____

Contact Phone Number: _____ Contact Email: _____

Business Name: _____

Business Mailing Address: _____

Briefly Describe the Business: _____

Circle Business Type: Sole Proprietorship Corporation Partnership LLC Non-Profit

Is this a new business: Yes No Date Established: _____

Do you own or rent the property (will need owner's permission if not applicant): Own Rent

SSN of Applicant: _____ FEIN of Business: _____

Loan Information

Desired Loan Amount (Min. \$2,000, Max. \$10,000): _____

Full Project Cost: _____

Address of Property for Loan Project: _____

Briefly Describe Loan Project: _____

Contractor or Service Provider Name: _____

Anticipated Start Date: _____ Anticipated Finish Date: _____

Required Attachments

- Income statements, balance sheets, cash flow sheets and/or profit & loss statements
- Business plan if new business
- Project drawings and/or plan
- Bids, quotes, estimates or other cost documentation for project activities
- Proof of ownership or owner approval

By signing and submitting this application, I certify that I have read the eligibility requirements above and that the business requesting funding complies with such requirements. I certify that I am an officer of the applicant business applying for financing assistance from the Falls City Chamber & Main Street Physical Improvements Revolving Loan Fund, that I am familiar with the records of the borrowers and contents of this application, and I am authorized to submit and sign this application. All information contained in this application, including all attachments, is to the best of my knowledge, true and accurate and presents fairly the condition of the borrower.

Applicant Name (printed)

Signature

Date

Please return application to: amber@fallscitychamber.com or 1705 Stone Street, Falls City, NE 68355.