



**Port Authority of Winona
207 Lafayette
P.O. Box 378
Winona, MN 55987**

PRE-APPLICATION REQUEST FOR PORT AUTHORITY REVOLVING LOAN

PROJECT:

1. Legal Business Name: _____
d/b/a: _____
Address: _____
Telephone: _____
Contact: _____
Email: _____
Type of Business: Sole Proprietor Partnership Corporation
2. Provide articles of what type of organization the business is (LLC, GP, LP, etc.), and provide evidence of authorized signor(s) of loan documents.
3. Brief Description of the Business:
4. Date Business was Established:
5. Federal Identification Number:
6. State Identification Number:
7. Are you or your business currently involved or have any history of being involved in litigation: Yes No

8. Name of Owner(s) with 20% or more interest:

Name	Percentage Owned

9. Current number of:

Full-Time Employees Average Wages Benefits Offered

Part-Time Employees Average Wages Benefits Offered

10. Will the business project retain jobs? Yes No

a. If yes; please indicate how many:

Full-Time Employees Average Wage Benefits Offered

Part-Time Employees Average Wage Benefits Offered

11. Will the business project create new jobs? Yes No

a. If yes; please indicate how many:

Full-Time Employees Average Wages Benefits Offered

Part-Time Employees Average Wages Benefits Offered

12. Provide a brief description of the business and expansion project requesting funding, and what the revolving loan funds will be used for (machinery, working capital, construction, etc).

13. Please specify the financing gap and explain why this causes a need to apply for a Revolving Loan.

	REVOLVING LOAN	BANK #1	BANK #2	EQUITY	OTHER (SPECIFY)	TOTALS
PROPERTY ACQUISITION	\$	\$	\$	\$	\$	\$
SITE IMPROMENTS	\$	\$	\$	\$	\$	\$
BUILDING REHABILITATION	\$	\$	\$	\$	\$	\$
NEW CONSTRUCTION	\$	\$	\$	\$	\$	\$
MACHINERY & EQUIPMENT	\$	\$	\$	\$	\$	\$
INVENTORY	\$	\$	\$	\$	\$	\$
WORKING CAPITAL	\$	\$	\$	\$	\$	\$
OTHER (SPECIFY)	\$	\$	\$	\$	\$	\$
OTHER (SPECIFY)	\$	\$	\$	\$	\$	\$
PROJECT TOTALS	\$	\$	\$	\$	\$	\$

14. Source and Use:

15. Are there any extraordinary costs such as, soil contamination or other challenging site conditions.

16. Amount of Assistance and what will the funds be used for:

Estimated Gap: \$

If the project involves building construction, answer questions 17 – 20; if not proceed to question 21.

17. Total Estimated Market Value at completion: \$

Current Market Value: \$

18. Estimated real estate taxes upon completion: \$

Current real estate taxes: \$

19. Name & Address of:

Architect
Engineer
General contractor

20. Development construction schedule:

- a. Construction Start Date
- b. Construction Completion Date

c. If phased project:

Year	% Complete
Year	% Complete

21. If financial assistance is not provided, will the project (1) proceed as previously described utilizing other financing, (2) proceed in some alternative form, or (3) not proceed at all? If the project will proceed in some alternative form, provide a summary below.

22. Please indicate how the development would meet one or more of the following:

- 1) Economic Development goals: Number of jobs created or retained, or
- 2) Tax base expansion, or 3) Tax base diversification.

23. Please submit the Business Plan documents listed below. The documents and financials should be arranged, when possible in the orders listed below and attached to the application.

A. History of Business

- 1) Briefly describe the past operation of the business or the events leading to its creation.

B. Market Analysis and Strategy

- 1) Description of current buyers and target markets, which relate to the loan request
- 2) Competition
- 3) Distribution
- 4) Sales Method/Process

C. Products

- 1) Description of product line
- 2) Patents, copyrights, or legal and technical considerations
- 3) Comparison to competition

D. Manufacturing Process

- 1) Materials
- 2) Production Methods

- E. Financial Projections
 - 1) Profit and Loss Statement for the past three years, current year, and 2-year projection
 - 2) Balance Sheet for the past three years, current year, and 2-year projection
- F. Schedule of Business Debts
- G. Commitment Letters
 - 1) Include commitment letters for other funding sources.
- H. Affiliate(s)
 - 1) Describe any affiliate(s) or subsidiary(s) of the business or principal(s) requesting assistance, as well as, income statement(s) and balance sheet(s) for the past two years of the affiliate(s) or subsidiary(s).
- I. Partnership Certificate of Authorization or Corporate Certificate of Authority. include the minutes of the corporate meeting adopting this certification.
- J. Articles of Incorporation and By Laws.
- K. Provide a W-9

24. Additional Comments:

Additional Considerations

Agreement: I/We, by signing this application, agree to the following:

1. The information submitted is correct and adequately represented.
2. I/We understand the City reserves the right to invoice the applicant for the services provided by the Port Authority's Legal and Financial Consultants to review the applicants request and services necessary and appropriate to carry out the applicant's request.
3. I/We understand the City reserves the right to deny approval, regardless of preliminary approval or the degree of construction completed before application for final approval.
4. I/We authorize the City to check references, run a credit report, verify criminal and financial backgrounds; obtain other relevant information on the applicant and parties.
5. I/We agree to provide additional information as may be requested by the City after filing of this application.

Applicant Name (Printed):

Date:

Signature:

**Completed applications can be emailed to:
portauthoritystaff@ci.winona.mn.us
or mailed to:
Port Authority of Winona
PO Box 378
Winona, MN 55987-0378**