Lewis and Clark Development Group
Commercial Financing Application

Please type or print clearly. Be sure to fill in each blank and answer each question. If not applicable, mark N/A and explain. If there is not enough room in a section, use the additional page at the end of the form and indicate the section you are adding.

Submit Application to: Lewis and Clark Development Group
200 1st Avenue NW—Suite 100
Mandan, ND 58554

Or: chris@lcdgroup.org
derrick@lcdgroup.org

If applying for the Northern Plains Food Infrastructure Fund(NPFIF), contact chris@lcdgroup.org

SECTION 1. APPLICANT INFORMATION

Borrowing Company _____

Business Address_____ **City/State/County/Zip Code**_____

Business Telephone_____ **Fax Number**_____

Email Address_____ **Website Address**_____

Borrowing Company Employer's ID Number:

Federal_____ **State**_____

NAICS Codes_____ **Fiscal Year End**_____ **UEI Number**_____

*If the NAICS Code and/or employer's identification number for this project is **different from the numbers for the firm listed above**, please complete the following with the additional identification numbers:*

Employer's ID Number: Federal_____ **State**_____

If Applicable, Operating Company/Business Name _____

Business Address_____ **City/State/County/Zip Code**_____

Business Telephone_____ **Fax Number**_____

Email Address_____ **Website Address**_____

Operating Company Employer's ID Number:

Federal_____ **State**_____

NAICS Codes_____ **Fiscal Year End**_____ **UEI Number**_____

*If the NAICS Code and/or employer's identification number for this project is **different from the numbers for the firm listed above**, please complete the following with the additional identification numbers:*

Employer's ID Number: Federal_____ **State**_____

The Borrowing Company is a:

- ☐ Sole Proprietorship
- ☐ Partnership
- ☐ LLC
- ☐ LLP
- ☐ S-Corporation
- ☐ C-Corporation
- ☐ Non-Profit Development Corporation
- ☐ For-Profit Development Corporation

Other (Specify)_____

Date Applicant Business Established_____

Date Applicant Business Established in ND_____

State of Incorporation_____

Primary Business Activity:

- ☐ Retail
- ☐ Wholesale
- ☐ Manufacturing
- ☐ Service
- ☐ Other (Specify)_____

Business Description:

Brief History of Company:

Plant/Office Location(s)	# of Employees

Major Stockholders, Partners, or Proprietors:

Provide a current (less than 90 days old) financial statement on each principal owner (owning more than 10 percent) or guarantor, and the most recent personal Federal income tax returns (previous three years) for each principal. Please provide details of all existing personal debt. Attach resumes for each principal owner, guarantor, and all management personnel of company.

Name	% Ownership	Address & Phone Number	Social Security #
	%		
	%		
	%		
	0.00 %		

Identify personal and corporate guarantors and other collateral for this loan:

Management Information: List all the officers, directors, or general partners.

Name	Title	Address & Phone Number	Social Security #

Primary Lender Information

Name	City/State	Phone #	Type of Account	*Account #	90-Day Avg Balance

*Obtain this information from bank officer.

Working (Operating Line)

Limit	Based On	Current Balance

If Applicable, The Operating Company/Business is a:

☐	Sole Proprietorship	☐	S-Corporation
☐	Partnership	☐	C-Corporation
☐	LLC	☐	Non-Profit Development Corporation
☐	LLP	☐	For-Profit Development Corporation

Other (Specify)_____

Date Applicant Business Established_____

Date Applicant Business Established in ND_____

State of Incorporation_____

Primary Business Activity:

☐	Retail	☐	Wholesale	☐	Manufacturing
☐	Service	☐	Other (Specify)_____		

Business Description:

Brief History of Company:

Plant/Office Location(s)	# of Employees

Major Stockholders, Partners, or Proprietors:

Provide a current (less than 90 days old) financial statement on each principal owner (owning more than 10 percent) or guarantor, and the most recent personal Federal income tax returns (previous three years) for each principal. Please provide details of all existing personal debt. Attach resumes for each principal owner, guarantor, and all management personnel of company.

Name	% Ownership	Address & Phone Number	Social Security #
	%		
	%		
	%		
	0 %		

Identify personal and corporate guarantors and other collateral for this loan:

Management Information: List all the officers, directors, or general partners.

Name	Title	Address & Phone Number	Social Security #

Primary Lender Information

Name	City/State	Phone #	Type of Account	*Account #	90-Day Avg Balance

*Obtain this information from bank officer.

SECTION 2. PURPOSE OF THE LOAN

Description of the Project and Reason for the Loan:

Requested Sources of Financing: Please attach copies of letters of commitment for each source of financing. Letters should contain a description of items to be financed, credit analysis and work papers, the specific terms and conditions, and the proposed collateral position.

A. Sources of Financing

Name of Lending Institution	Contact Person	Phone Number	Address

B. Project Financing Sources

Financing Sources	Amount
Applicant Equity	$
	$
	$
Lewis and Clark Development Group	$ *
TOTAL PROJECT FINANCE SOURCES	$ 0

* Loan Amount Requested from the Lewis and Clark Development Group Cannot Exceed 50% of the Total Financing Sources.

C. Project Costs Eligible for Lewis and Clark Development Group Financing

Uses of All Funds	Useful Life	Total Cost	Proposed Source	Proposed Collateral Position
Inventory	_____ months	$_____	_____	_____
Trade Receivables	_____ months	$_____	_____	_____
Other Working Capital	_____ months	$_____	_____	_____
Financing Fees	_____ years	$_____	_____	
Building	_____ years	$_____	_____	
Real Estate	_____ years	$_____	_____	
Machinery & Equipment	_____ years	$_____	_____	
Furniture, Fixtures, & Equipment	_____ years	$_____	_____	
	TOTAL*:	$ 0		

*Must Equal B. Total Project Finance Sources on Previous Page.

SECTION 3. HISTORICAL FINANCIALS

Provide an annual balance sheet and income statement for the most recent three years. Audited financials are preferred, however, other statements may be acceptable. If applicant is a business newer than three years, provide all previous financials. *Unaudited financial statements must be signed and dated by an authorized financial officer of the applicant business and details (terms, maturity, and interest rate) must be provided on existing debt agreements.* If unaudited financial statements are provided, also include *federal tax returns* for the previous three years. Provide the current year's year-to-date profit and loss statements and balance sheet.

SECTION 4. PROJECTED FINANCIAL STATEMENTS

Submit projected financial statements reflecting the performance of the applicant under the conditions for the term of the loan for the next two years. Projected financial statements must include: balance sheet, income statement, cash flow, and *must be supported by notes and justifiable assumptions*.

If you need assistance completing projections, contact the Small Business Development Center nearest you or on the web at http://ndsbdc.org/about/.

SECTION 5. EMPLOYMENT SUMMARY

Please indicate the company representative who should be contacted to follow up on the employment information.

Name_____

Title_____

Telephone_____

Email Address_____

A. Current Employment Information

Please provide current employment levels as of the date of the application.

	Total # of Employees (In & Out of ND)	**Avg Annual Hours**	**Total # of Employees in ND**	**Avg Annual Hours (ND Employees)**
Full-Time				
Part-Time*				
Seasonal/ Temporary**				
TOTAL	0	0	0	0

*Works Less Than 30 Hours Per Week.
**Works Only During Peak Season (Please Specify Length of Peak Season:_____Months).

North Dakota Employees Only

PLEASE USE HOURLY WAGES	Wages Weighted			Number of Employees Receiving That Wage			
	Low	Avg	High	Low	Avg	High	
Managers & Administrators	$_____	$_____	$_____	_____	+ _____	+ _____	= 0
Professional & Technical	$_____	$_____	$_____	_____	+ _____	+ _____	= 0
Sales	$_____	$_____	$_____	_____	+ _____	+ _____	= 0
Clerical	$_____	$_____	$_____	_____	+ _____	+ _____	= 0
Service	$_____	$_____	$_____	_____	+ _____	+ _____	= 0
Agriculture, Forestry, Fishing	$_____	$_____	$_____	_____	+ _____	+ _____	= 0
Production, Maintenance	$_____	$_____	$_____	_____	+ _____	+ _____	= 0

NORTH DAKOTA TOTAL NUMER OF WORKERS: 0

CURRENT NORTH DAKOTA
TOTAL ANNUAL PAYROLL $_____

Current Employee Benefit Package: Please provide a detailed listing of employer-paid benefits.

B. Projected Employment Information

North Dakota-only employment projected to be created each year as a result of the proposed project.

Projected Annual Employment in North Dakota

Jobs to Be Created

	Year1	Year2	Year 3	Year 4	Year 5	Total
Full-Time						0
Part-Time*						0
Seasonal/Temp**						0
TOTAL	0	0	0	0	0	0

*Works Less Than 30 Hours Per Week.
**Works Only During Peak Season (Please Specify Length of Peak Season: _____ Months).

SECTION 6. LITIGATION

Provide summaries including descriptions of the current status of any legal proceeding, consent decrees, orders, investigations, or suits against the applicant, any affiliates, guarantors, and all principals with ten percent or more ownership; which are currently pending, threatened, or which concluded within the five years prior to the date of the application.

Application Checklist:

Please review your application to make sure all relevant information has been submitted. Applications **WILL NOT** be processed without all documentation provided.

	ENCLOSED	N/A
Completed Application Form – *All pages, sections, and certifications MUST be completed in full*	☐	☐
Schedules Attached:		
Two Years of Tax Returns for Borrowing Company, Operating Company, Owners	☐	☐
Interim financial statements within 120 days of application	☐	☐
Personal financial statements within 120 days for each owner	☐	☐
Organizational Documents for Borrower and Operating Company (if applicable)	☐	☐
All individual owners ID's who own at least 20% or more of the company	☐	☐
Lead Lenders Credit Memo	☐	☐
If Applicable: If the lender's portion of the loan has funded, please include executed loan documents	☐	☐
Banks credit reports for borrowers/owners	☐	☐
Cost Documentation: Purchase Agreement, Construction bids, Sales Contracts, Invoices, etc.	☐	☐
Appraisal or valuation of all collateral	☐	☐
Business Plan (if new business)	☐	☐
Two years of projections (if new business)	☐	☐
Current Business Debt Schedule	☐	☐
If applicable: If this request is for Community Match Portion on BND's Flex PACE Buydown, include buydown schedule and Flex PACE Documents	☐	☐

SECTION 7. Civil Rights Compliance

The following information is requested by the Federal Government in order to monitor compliance with applicable Federal Civil Rights laws. You are not required to furnish this information, but are encouraged to do so. The law states that a provider of services may neither discriminate on the basis of this information, nor on whether you choose to furnish it. However, if you choose not to furnish it, under Federal regulations the provider of services is required to note race, ethnicity, and sex on the basis of visual observation or surname.

Ethnicity (mark one)

- ☐ Not Hispanic or Latino
- ☐ Hispanic or Latino

Race (mark one or more)

- ☐ White
- ☐ Black or African American
- ☐ American Indian/Alaskan Native
- ☐ Asian
- ☐ Native Hawaiian or Other Pacific Islander

Sex:

- ☐ Female
- ☐ Male

Veteran Status:

- ☐ Veteran
- ☐ Non-Veteran

SECTION 8. CONFIDENTIALITY STATEMENT

North Dakota Century Code 44-04-18.4. Confidentiality of trade secret, proprietary, commercial, and financial information. Any documentary material, data made or received by the Lewis and Clark Development Group Loan Committee, for the purpose of furnishing assistance to a business to the extent that such material or data consists of trade secrets, commercial, or financial information regarding the operation of such business, may not be considered public record, and shall be exempt from disclosure. Any discussion, consideration of, or action upon such trade secrets, commercial, or financial information by the Lewis and Clark Development Group Loan Committee may be done in Executive Session closed to the public, notwithstanding the provisions of the Open Meeting Laws of this state.

SECTION 9a. APPLICANT COMPLETION CERTIFICATION

_____

All information contained above and in schedules attached hereto is true and complete to the best knowledge and belief of the applicant. There is no intent to deceive or defraud the Loan Committee or any potential participant in any loans to finance this project.

The applicant recognizes that the Loan Committee may not process any application that is not complete. Incomplete applications will be returned to the applicant for completion.

The Applicant also recognizes that there shall be no commitment of any loan program without specific authorization of the Loan Committee. Only the Loan Committee may make an award from the loan program to an applicant.

Federal Law prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, marital or family status.

I declare and affirm under the penalties of perjury that the claim (petition, application, information) has been examined by me, and to the best of my knowledge and belief, is in all things true and correct.

SECTION 9b. BORROWER CERTIFICATION (USE OF FUNDS)

The borrower hereby certifies the following to the lender:

1. The loan or investment proceeds will be used for a “business purpose.”

   Business purpose includes, but is limited to, start-up costs, working capital, business procurement, franchise fees, equipment, and inventory as well as the purchase, construction, renovation, or tenant improvements of an eligible place of business that is not for passive real estate investment purposes. The definition of business purpose excludes: activities that relate to acquiring or holding passive investments such as commercial real estate ownership, the purchase of securities, and lobbying activities as defined in Section 3(7) of the Lobbying Disclosure Act of 1995, P.L. 104-65, as amended.

2. The loan proceeds will not be used to:

   a. repay delinquent federal or state income taxes unless the Borrower has a payment plan in place with the relevant taxing authority; or

   b. repay taxes held in trust or escrow; e.g., payroll or sales taxes; or

   c. reimburse funds owed to any owner, including any equity injection or injection of capital for the continuance of the business; or

   d. to purchase any portion of the ownership interest of any owner of the business.

3. The borrower is not:

   a. an executive officer, director, or principal shareholder of the lender; or

   b. a member of the immediate family of an executive officer, director, or principal shareholder of the lenders; or

   c. a related interest of such executive officer, director, principal shareholder, or member of the immediate family.

For the purposes of these three restrictions, the terms “executive officer,” “director,” “principal shareholder,” “immediate family,” and “related interest” refer to the same relationship to a lender as the relationship described in Part 215 of Title 12 of the code of Federal Regulation, or any successor to such part.

Applicant Business:_____

Officer's Signature:_____

Officer's Name/Title: _____

Telephone Number:_____Date: _____

SECTION 10. OPERATING COMPANY COMPLETION CERTIFICATION, if Applicable:

_____

All information contained above and in schedules attached hereto is true and complete to the best knowledge and belief of the applicant. There is no intent to deceive or defraud the Loan Committee or any potential participant in any loans to finance this project.

The Operating Company recognizes that the Loan Committee may not process any application that is not complete. Incomplete applications will be returned to the Operating Company for completion.

The Operating Company also recognizes that there shall be no commitment of any loan program without specific authorization of the Loan Committee. Only the Loan Committee may make an award from the loan program to an Operating Company.

The prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, marital or family status.

I declare and affirm under the penalties of perjury that the claim (petition, application, information) has been examined by me, and to the best of my knowledge and belief, is in all things true and correct.

Operating Company Business:_____

Officer's Signature:_____

Officer's Name/Title: _____

Telephone Number:_____Date: _____

AUTHORIZATION TO RELEASE CREDIT INFORMATION

I/we hereby authorize the release of credit information of principal applicant and all business affiliates to Lewis and Clark Certified Development Company (LCCDC) on behalf of Lewis and Clark Regional Development Council DBA the North Dakota Opportunity Fund, of any and all information required at any time for any purpose related to our credit application/transaction.

I/we further authorize Clark Certified Development Company (LCCDC) on behalf of Lewis and Clark Regional Development Council DBA the North Dakota Opportunity Fund to release such information to any entity deemed necessary for any purposes related to our credit application/transaction.

I/we hereby certify that the enclosed information (together with any attachments or exhibits) is valid and true, accurate and correct to the best of my/our knowledge.

Falsification of information, statements, or values for any purpose including but not limited to the purpose of obtaining any loan, property, or anything of value from Clark Certified Development Company (LCCDC) on behalf of Lewis and Clark Regional Development Council DBA the North Dakota Opportunity Fund may lead to the disqualification of the applicant and possible criminal prosecution.

I/we acknowledge that applicant is responsible for and agrees to pay all fees associated with the verification of the information provided in this application.

Signature_____
Date_____

Signature_____
Date_____

Signature_____
Date_____