VILLAGE OF BELLEVILLE RLF PROJECT PRE-APPLICATION FORM

This pre-screening form will assist the Village of Belleville CDA and staff to determine if a potential project is likely to qualify for RLF assistance, the estimated loan amount, and the probable interest rate. This form is appropriate for use by economic development practitioners, bankers & other persons making a referral. Please complete as much of the form as possible. When RLF resources are very limited, this form may be used for purposes of evaluating alternative proposed projects which may be considered for funding.

Name of Potential Applicant Business: ________________________________

Name of Principal Contact Person: ______________________ Title: ______________________

Type of Business: (List products or services) ________________________________

Mailing Address:
- home ☐ business ☐ Street Address/PO Box #: __________________ City: __________________ State: __________________ Zip Code: __________________

Phone Number: ______________________ Fax No. and/or E-mail: ______________________
- home ☐ business ☐

Proposed project location: ______________________ Is this a “start-up”? Yes ☐ No ☐

Brief Description of Proposed Project: ________________________________

Approx. Total Project Cost: $______________ Estimated RLF financing need, if known: $______________

Is there known financing for part of the project? Yes ☐ No ☐ Equity: $_________ Debt: $______________

What is the source of the major portion of the financing: ________________________________

Has a Business Plan been written covering the proposed activities? Yes ☐ No ☐ In progress __________________

If not finished, when will this plan be completed? (The plan does not have to be complex.) __________________

When will the financing be needed/when do you want the project to start (target date)? __________________

What is your estimate of the number of full-time equivalent jobs to be created within the following time frames? (There is no need to provide an answer in each category, if you do not know. Any data will do.)

- At start-up _______ Within 6 months _______ Within 1 yr. _______ Within 18 months _______
- Within 2 yrs._______ Within 5 yrs._______ Other time frame: ______________________ (specify)

Do you know the starting wage scale for new employees? If so, what is the range? __________________

Expected wage scale increase for the new employees within two years, if known (percent or $): __________________

Benefit package if known: __________________

Name of Person Submitting this Form: ______________________ Date: __________________

Return to: Village Administrator – Village of Belleville - 24 West Main Street/PO Box 78 – Belleville, WI 53508
Phone: 608-424-1655 ☐ Fax: 608-424-3423 ☐

Note: This is a pre-application. After review by the Village Administrator and CDA, the CDA will determine whether your project meets the RLF requirements. At that point you will be notified to begin preparing the full loan application. There will be no loan commitment until a full application is received, reviewed by the RLF Review Committee and approved by the CDA.