

# MON VALLEY ALLIANCE FOUNDATION

## MICRO-LOAN / MICRO-GRANT PROGRAM APPLICATION

**INSTRUCTIONS:** In order to be eligible for the assistance requested in this application, ALL INFORMATION REQUESTED must be completed, or a written explanation as to why requested information is not available or provided must be attached to this Application. If insufficient space is provided on the application for any portion, please attach a separate page to the application. All completed applications should be submitted to:

**Mon Valley Alliance Foundation  
Attn: Micro-Loan / Micro-Grant Program  
P.O. Box 145  
Charleroi, PA 15022**

**If the Application requests funding in excess of \$10,000.00, a non-refundable application fee of \$300.00 must accompany the application at the time of submission.** The Application must be in conformance with all requirements of the Program Policies and Procedures, a copy of which is available at [www.monvalleyalliance.org/services/financing](http://www.monvalleyalliance.org/services/financing) or by contacting the Mon Valley Alliance Foundation at (724) 565-5636. All eligibility guidelines, program requirements, information concerning interest rates, evaluation standards, and conditions of repayment are contained in the Program Policies and Procedures.

All Applications will be evaluated as a request for loan funding at an interest rate equal to the Prime Interest Rate minus 1.5% (Prime - 1.5%) at the time of the offering of a loan estimate to the applicant, unless otherwise recommended for a lower interest rate or grant award by the Micro-Loan / Micro-Grant Committee and approved by the MVAF Board of Directors.

For assistance in completing this Application, or for general questions concerning the Program, please contact the Mon Valley Alliance Foundation at (724) 565-5636.

**No applicant or loan will be denied based upon race, religion, ethnicity, age, sex, sexual orientation, national origin, marital status, pregnancy, disability, an applicant's receipt of income from any public assistance agency, or any applicant's exercise of any and all rights defined and provided by the Consumer Credit Protection Act.**

**MON VALLEY ALLIANCE FOUNDATION MICRO-LOAN /  
MICRO-GRANT PROGRAM APPLICATION**

**Part I: Business Applicant Information**

BUSINESS NAME:

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BUSINESS ADDRESS (If multiple locations, list the principal location here and all others on a separate sheet of paper):

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Street

City

State

Zip

BUSINESS CONTACT INFORMATION:

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Telephone

Facsimile

Email

BRIEF DESCRIPTION OF THE PRODUCTS OR SERVICES PROVIDED BY BUSINESS:

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BUSINESS ENTITY INFORMATION: State of Incorporation: \_\_\_\_\_

For-Profit Corporation     Non-Profit Corporation     Limited Liability Company

General Partnership     Limited Partnership    TIN/EIN: \_\_\_\_\_

AMOUNT REQUESTED (Not to exceed \$50,000): \_\_\_\_\_

TERM REQUESTED (Not to exceed seven (7) years): \_\_\_\_\_

BRIEF DESCRIPTION OF THE PURPOSE OF THE LOAN:

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**PRINCIPALS/CORPORATE OFFICERS (List person responsible for this application first):**

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Name Address Office Held %Ownership

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Name Address Office Held %Ownership

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Name Address Office Held %Ownership

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Name Address Office Held %Ownership

**FINANCIAL STATEMENT INFORMATION:**

Is the Business currently a borrower on any loan, mortgage, or other indebtedness?  Yes  No

If yes, please provide the following information concerning each instance of indebtedness:

<b>Creditor</b>	<b>Date Opened</b>	<b>Current Balance</b>	<b>Monthly Payment</b>	<b>Maturity Date</b>	<b>Current Status</b>

If any collateral/security interest has been pledged by the Business or any Principal/Officer of the business for any of the above-listed indebtedness, please describe the collateral/security interest pledged for each such instance:

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Is the Business currently an obligor, endorser, or guarantor on any form of indebtedness of any other individual/entity that is not the Business?  Yes  No If yes, please explain:

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Is the Business currently a party to any claim or lawsuit?  Yes  No If yes, please explain, including whether the Business is the claimant/plaintiff or defendant, and the applicable court and docket number (if applicable):

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Has the Business ever declared bankruptcy?  Yes  No If yes, please indicate the chapter of bankruptcy filing, the date of filing, the date of discharge (if applicable), and whether the Business exited bankruptcy successfully:

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Is the Business currently past due on any taxes, including but not limited to real estate/property, income, FICA, sales, or any other tax obligation?  Yes  No If yes, please explain:

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If the requested amount exceeds \$5,000.00, the Business may be required to secure the loan with collateral. If the requested amount exceeds \$5,000.00, please provide the following information:

Type of collateral:  Real Property  Equipment  Inventory  Fixed Assets

If collateral is real property, please provide the following information:

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Street

City

State

Zip

Current estimated fair market value: \_\_\_\_\_

Property type:  Residential  Commercial  Mixed Use

Is the Property pledged a location of the Business?  Yes  No

Is the Property pledged the primary residence of the Individual responsible for this Application?  Yes  No

Is the Property pledged subject to an existing mortgage or loan?  Yes  No

If yes, please provide the following information, as well as a copy of the loan:

Creditor	Date Opened	Current Balance	Monthly Payment	Maturity Date	Current Status

If collateral is property other than real property, please describe with particularity the collateral to be pledged, including the estimated fair market value of the property, the location of the property, and whether the property is pledged as collateral for some other obligation or indebtedness:

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**Part II: Information of Responsible Individual**

The following information shall be provided for the individual responsible for the completion, submission, and execution of this Application. In most circumstances, this individual should be the majority owner, president, or managing member of the Business. If more than one individual shall be considered responsible for this Application, please provide each additional individual’s information on a separate sheet of paper.

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Name Address SSN Birth Date

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Home Telephone Mobile Telephone Work Telephone Email

MARITAL STATUS: \_\_\_\_\_

**BACKGROUND INFORMATION:**

Do you consent to a consumer report (background check), including but not limited to criminal and credit history, being performed?  Yes  No

Have you ever been convicted of any criminal offense other than a motor vehicle violation or summary offense?  Yes  No If yes, please explain:

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**Part III: Business Prospectus**

**The following information will be used to assist MVAF in determining eligibility and worthiness of the Application. All of the information provided will be kept in the highest confidentiality, and will not be shared with anyone other than Micro-Loan / Micro-Grant Committee Members, the MVAF Board of Directors, and MVAF staff, and will solely be shared with said persons for purposes of evaluation of this Application.**

1. Please attach your Business’s most current profit/loss statement and balance sheet, as well as the profit/loss statement and balance sheets for the previous six (6) fiscal quarters. *(E.g. if your Business’s fiscal year runs January-December, then provide the financial documents for March 31, June 30, September 30, and December 31, as may be applicable).*
2. Please attach your budget for the current fiscal year for your Business.
3. Please list your annual gross revenue for the last three (3) fiscal years:

<b>Fiscal Year</b>	<b>Annual Gross Revenue</b>

4. Please list your annual net revenue for the last three (3) fiscal years:

<b>Fiscal Year</b>	<b>Annual Net Revenue</b>

5. Please list your projected annual net revenue for the current fiscal year, and next two (2) years:

Fiscal Year	Projected Net Revenue

6. For loan requests in excess of \$10,000.00, please further provide the following information and documentation:

- Business Tax Returns or Form 990 (non-profit entities) for the last three (3) years;
- Current Accounts Receivable and Payable;
- Corporate Documents, as applicable:
  - For-Profit or Non-Profit Corporations – Articles of Incorporation
  - General and Limited Partnerships – Partnership Agreement
  - Limited Liability Companies – Operating Agreement

NOTE: The Micro-Loan / Micro-Grant Committee reserves the right to require the documentation in Paragraph 6 from any applicant, as well as any other information deemed necessary, up to and including the time of settlement and closing of the loan.

**Part IV: Certification and Acknowledgment**

The undersigned hereby certifies that the statements in this application are true, correct, and complete. The undersigned further certifies that s/he is authorized to submit this Application on behalf of the Business listed herein. The undersigned further agrees that s/he will report any material changes to the contents of this Application to the Mon Valley Alliance Foundation during the pendency and review of the Application. The undersigned further acknowledges that s/he has read, reviewed, and understands the Program Policies and Procedures.

The Mon Valley Alliance Foundation reserves the right to conduct and receive a consumer report (background check) on the Business, the undersigned, and any principal/officer of the Business listed herein. Should such a consumer report be sought, appropriate notices and requests for permission to conduct a consumer report will be provided to the appropriate individuals.

The Mon Valley Alliance Foundation further reserves the right to require co-signatories, guarantors, and/or endorsers for the approval of any loan application.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Business Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

<p><b>FOR MVAF USE ONLY:</b></p> <p><b>DATE RECEIVED:</b> _____</p> <p><b>DATE REVIEWED BY COMMITTEE:</b> _____</p> <p><b>DATE REVIEWED BY MVAF BoD:</b> _____</p>
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