



2300 N. Yellowstone, Idaho Falls, Idaho 83401 -- 208-528-9400/208-528-9500 (FAX)

## **MICRO LOAN APPLICATION**

The RDA Micro Loan Program is designed to assist entrepreneurs who need a small loan to get their business idea started. It is NOT intended to be a long-term loan, or to provide assistance beyond the very initial start-up phase. Minimum loan amounts are \$1,000. Maximum loan amounts are \$25,000. Rates are Prime +1 - 3. Terms will not exceed 48 months in most cases.

No business will be considered for a second round of financing from this fund. Other funds are available throughout the region for additional growth. The Micro Loan fund is limited. When there are funds available, applications will be considered. Please contact Connie Chadwick at 208-528-9400 ext. 235 to inquire as to funds availability.

You may submit your completed application electronically by, 1) saving a copy to your computer, 2) filling it out, and 3) attaching it to an email and sending it to [connie@rdaidaho.org](mailto:connie@rdaidaho.org) or [tim@rdaidaho.org](mailto:tim@rdaidaho.org). Alternatively, you may print the completed application and mail or drop-off to/at the Regional Development Alliance, Inc., 2300 North Yellowstone, Idaho Falls, Idaho 83401.

Once your application has been accepted, you will be asked to come visit with the Loan Committee for 30 - 45 minutes to talk about your business idea. A final decision will typically be made within 72 hours following your presentation. Only applicants located in Bannock, Bingham, Bonneville, Butte, Custer, Jefferson, or Madison counties may apply.

Only applicants in Downey, Lava Hot Springs, Aberdeen, Arco, Challis, Mackay, Stanley, and Mud Lake/Terreton may apply for funds to start a retail business. If your loan application is approved, a 1.5% origination fee and a 0.5% servicing fee will be built into the loan and your monthly payments will include the amortized amount of your fee in order to avoid upfront costs associated with the loan approval.

**Organizational:**

Name of Business

Name of Contact Person

Contact Person's Relation to the Business

Business Mailing Address

Business Street Address (if different from above)

Phone Number

Fax Number

Email

Website

Total Current Number of Employees:

**Please answer the following questions. If the answer to any of the first three (3) questions is "Yes," please include a separate page outlining all details.**

1. Are any of the principals of the corporation now, or have they ever been under indictment, on parole or probation?
2. Have any of the principals ever been charged with or arrested for any criminal offense other than a minor motor vehicle violation?
3. Have any of the principals ever been convicted of any criminal offense other than a minor motor vehicle violation?
4. Do you understand that, if successful in securing a loan from the RDA, you will be required to sign an unlimited personal guaranty?

**Funding:**

Total Funds Required to Start Your Business:

Loan Amount Requested from RDA Micro Loan Fund:

If there is a difference between what you are requesting from the RDA and your total funding need, please tell us below where you intend to get the rest of the funds (i.e., friends, family, other loans, etc.):

**Source 1:**

**Source 2:**

**Source 3:**

- A) Tell us about your business or business idea and include the following elements:  
1) product or service; 2) how you are going to produce your product or provide your service; 3) targeted customer(s); 4) how you are going to sell to your customer(s); 5) the cost to produce your product or provide your service; 6) the price for which you intend to sell your product or provide your service; and 7) how big you dream your business could be.

B) Tell us about your competition.

- C) Tell us why you think you can do what you are proposing. Please be specific about prior experience, education/training, and other strengths you think you offer.

- D) A successful business requires a good team. Tell us about your team (who else is involved in the business or is available to assist and advise you). Please be specific about who they are, the strengths they bring, and what commitment they have made to the business.

E) Use this space to build a budget for the loan amount requested. Please be specific.

F) Describe what you personally are investing in the business (cash, time, sweat, materials, equipment, facility, inventory, patents, supplies, legal or technical expertise, etc.).

G) Tell us why we should fund you.

Prior to approving a loan, we will conduct background and credit checks on you and anyone else closely associated with the business. A poor credit rating does not necessarily mean you will get rejected. By submitting this application, you are giving authorization to the RDA to conduct any and all background and credit checks it deems necessary in relation to this application and your request for funding. Please fill in the following information required for our due diligence process.

*BY PROVIDING THE REQUESTED INFORMATION YOU ARE CONSENTING TO THE REGIONAL DEVELOPMENT ALLIANCE, INC., STAFF AND BOARD CONDUCTING ANY AND ALL CREDIT AND BACKGROUND CHECKS ON ANY AND ALL PERSONS LISTED BELOW FOR THE PURPOSE OF ASSESSING AND MAKING A DECISION ON YOUR REQUEST FOR A LOAN FROM THE REGIONAL DEVELOPMENT ALLIANCE, INC. YOU WILL BE ASKED TO CONFIRM YOUR UNDERSTANDING AND CONSENT BY INDICATING BELOW.*

FIRST PERSON

First Name: Middle Name: Last Name:

Address:

Social Security Number:

Please Confirm Your Consent for Credit & Background Checks:

SECOND PERSON

First Name: Middle Name: Last Name:

Address:

Social Security Number:

Please Confirm Your Consent for Credit & Background Checks:

THIRD PERSON

First Name: Middle Name: Last Name:

Address:

Social Security Number:

Please Confirm Your Consent for Credit & Background Checks:

**Personal Financial Statement**

Assets

Liabilities



## **Policies, Notifications, and Further Instructions**

1. If we make a preliminary decision to approve a loan, we will, before making a final decision, run background and credit checks on you and anybody else closely associated with the business.
2. Be advised that RDA policy is to require the signing of personal guarantees by principal owners/shareholders for approved loans.
3. The RDA is required to report to various entities. By accepting a loan, you are agreeing to provide all necessary information to the RDA for the RDA to meet its reporting requirements.
4. The RDA takes every precaution to ensure that the proprietary information presented in applications and presentations is protected. Presentations and materials are held in the strictest confidence and any information left in our possession will be shredded. However, the Board of Directors and staff do NOT sign confidentiality and nondisclosure agreements and will not be held liable for exposure of such information once presented.