



The Upper Manhattan Empowerment Zone UMEZ FUNDING APPLICATION

The application, supplemental materials and non-refundable check of \$150 (made payable to UMEZ) should be mailed to the Upper Manhattan Empowerment Zone, 55 West 125th Street, 11th Floor, New York, NY 10027, Attn: Chief Operating Officer. Please retain one copy for your records.

REQUEST SUMMARY

Amount Requested \$	Funding Type:	<input type="checkbox"/> Loan	<input type="checkbox"/> EZ Bond	<input type="checkbox"/> Equity
Have you applied for funding in the past? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, when?	If yes, what was the outcome?		
Purpose of funding?	<input type="checkbox"/> Start-up Funding	<input type="checkbox"/> Working Capital		
	<input type="checkbox"/> Business Expansion	<input type="checkbox"/> Commercial Real Estate Development		
How did you hear about us?	<input type="checkbox"/> Newspaper (name):	<input type="checkbox"/> Magazine (name):		
	<input type="checkbox"/> Website <input type="checkbox"/> Mailing	<input type="checkbox"/> Community Meeting	<input type="checkbox"/> Other	

BUSINESS INFORMATION

Business Name (Exact Legal Name)				Business Contact Name			
Business Street Address (P.O. Box not acceptable)				Business Phone Number:			
				Business Fax Number:			
				Business Email Address:			
				Web Address:			
City	State	Zip	EIN:				
Project Name (if different from Business Name):				Applicant certifies business is organized under the laws of the state of			
<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Partnership	<input type="checkbox"/> LLC	Type of Business	<input type="checkbox"/> Professional	<input type="checkbox"/> Retailer	<input type="checkbox"/> Service	
<input type="checkbox"/> "S" Corporation	<input type="checkbox"/> "C" Corporation	<input type="checkbox"/> Other		<input type="checkbox"/> Manufacturer	<input type="checkbox"/> Distributor	<input type="checkbox"/> Other	
Established when?	Business Description			# of Employees		Annual Revenue \$	
Do you currently own or rent the business premises?	Own: if own, do you have a mortgage? <input type="checkbox"/> Yes <input type="checkbox"/> No			Rent: if rent, when does the lease expire?			

If you answer "Yes" to any of the following, please explain by attaching a separate sheet

Has management or the business ever declared bankruptcy? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is the business a guarantor for debt? <input type="checkbox"/> Yes <input type="checkbox"/> No
Does the business owe any taxes (e.g. income, sales, etc.)? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are any business assets pledged or assigned? <input type="checkbox"/> Yes <input type="checkbox"/> No

COMMUNITY IMPACT

How many full-time equivalent (FTE) jobs will result from the project? (an FTE job is equal to 2080 work hours per year.)	Number of New FTE jobs:
	Number of existing FTE jobs:
Average annual compensation per FTE Job: \$	Number of FTE jobs in EZ:
	Number of FTE jobs outside of EZ:
	(use HUD EZlocator website to see EZ boundaries)
List other community benefits of project:	Community Board where business is located
	<input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12

BUSINESS FINANCIAL OBLIGATIONS

Lender	Approved Amount	Outstanding	Maturity Date	Monthly Payment
	\$	\$		\$
	\$	\$		\$
	\$	\$		\$
	\$	\$		\$

PROJECT FUNDING SOURCES

Source/Organization	Type of Funds (Equity, Loan, Grant, Etc)	Amount	Written Commitment
Owners(s)	Cash Equity	\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
UMEZ		\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
		\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
		\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
		\$	<input type="checkbox"/> Yes <input type="checkbox"/> No
Total Sources		\$	

PROJECT FUNDING USES

Description	Amount	Description	Amount
Construction/Improvements	\$	Estimated Losses	\$
Machinery & Equipment	\$	Start-up Costs	\$
Working Capital	\$	Legal & Financial Fees	\$
Inventory	\$	Other:	\$
Total Uses:			\$

REFERENCES: Please Provide three (3) professional references

Name	Relationship	Address	Phones/Email
			Tel (1): Tel (2): Email:
			Tel (1): Tel (2): Email:
			Tel (1): Tel (2): Email:

SIGNATURE(S)

I/we understand that the information on this application was given to UMEZ for the purpose of obtaining funding and I/we certify that the above information is true and accurate as of the date below. I/we understand that any false or misleading information will be an immediate cause for declining the application. I/we agree to promptly notify UMEZ of any changes to the above information and I/we authorize UMEZ to obtain credit reports on the principal(s). I/we understand that UMEZ reserves the right to request additional information if needed. I/we understand that the receipt of this application and non-refundable fee does not obligate UMEZ to approve funding.

<i>Name (print)</i>	<i>Signature</i>	<i>Date</i>
<i>Name (print)</i>	<i>Signature</i>	<i>Date</i>
<i>Name (print)</i>	<i>Signature</i>	<i>Date</i>

FUNDING APPLICATION MATERIALS CHECKLIST

The following materials must be submitted in their entirety, in addition to the application, in order for the project to be considered for funding

Organizational Information:

- Organizational financial statements and projections
 - Last three (3) years of audited statements and tax returns
 - Most recent year-to-date statements and same period information for prior year
 - Minimum three (3) years of financial projections
- Signed IRS 4506-T for organizational returns of last three (3) years if applicable
- Organizational chart outlining any subsidiary, parent or affiliate relationships List of Executive Management team with position descriptions and resumes List of Board Directors (if applicable)
- List of Owners (including ownership stake, address and social security numbers)
- Narrative description of the organization's services or products including brochures and recent press releases
- Business Plan, if available. If not, narrative description of the project describing the purpose of the business, the target market and customer, the competitive landscape, the products or services offered, the marketing plan, the implementation timetable and how this project will impact Upper Manhattan
- Information on any partners/collaborators and description of their role in the project
- Detailed sources and uses statement, including terms of all equity and debt sources and status of pending sources
- Commitment letters or loan agreements for funding sources
- Copy of operating agreement

Individual Information:

- Personal financial statement for each owner
- Copy of personal tax returns for last three (3) years
- Signed IRS Form 4506-T for personal returns

For Real Estate Projects, please submit the following additional information:

- Pro forma financials:
 - Detailed project budget (hard and soft costs)
 - Minimum three (3) years of financial projections for the property
- Comprehensive property appraisal (if not yet available, provide estimated date of completion)
- Environmental audit (if not yet available, provide estimated date of completion)
- Architectural drawings, if available (if not yet available, provide estimated date of completion)
- Contractor (or subcontractor) information:
 - List of references
 - List of completed projects
 - Most recent audited financial statements
 - Signed bid letter (if available)

**Submit the application, supplemental materials and the \$150 non-refundable check (made payable to UMEZ)
to: Chief Operating Officer
Upper Manhattan Empowerment Zone**