

LOW INTEREST LOAN FUND

Guidelines for Application

1. The Board of Directors of the Columbia Montour Chamber of Commerce has designated a set amount of funds for a low interest loan program for members. If an interested business/individual were not currently a member, they would need to either write a check for one full year's membership or agree to have the cost of membership deducted from loan proceeds.
2. Because this is an ongoing demand for these funds, a recipient priority list will be developed on the basis of: a) date request was received and b) membership status. **It is required that all recipients of low interest loans maintain current membership with the Columbia Montour Chamber of Commerce or its successor for the life of the loan.** If status is unsatisfactory, borrowers shall be required to pay the remaining balance in full or will incur an interest rate increase of 3% for the balance of the loan amount or until membership is reestablished
3. The Low Interest Loan Committee will approve/deny requests based on available funds and purpose, then make a recommendation to the Board of Directors for approval/denial for financing and terms
4. Board members and staff of The Columbia Montour Chamber of Commerce and their immediate families are not eligible for funds.
5. The completed application along with personal financial statement and project cost breakdown shall be sent to **Jon Littlewood** of First Keystone Community Bank for processing.
6. The interest rate will be fixed at 3% for the life of the loan. The term of the loan will not exceed five years based off the loan amount and useful life of collateral being pledged.
7. The minimum loan amount is \$5,000, maximum loan amount is \$20,000.
8. Personal guarantees may be required on all loans **and a co-signer may also be required.** This includes refinances and increases from existing borrowers of the Low Interest Loan Fund. The Chamber reserves the right to require additional collateral.
9. The applicant is expected to provide a minimum of 25% of the total project cost.
10. Businesses less than 3 years old must submit a business plan with the application and meet with a Small Business Development Center consultant prior to receiving a loan and semi-annually during the life of the loan. Businesses 3 or more years old may be asked to provide a business plan upon application review.
11. All origination and satisfaction fees will be borne by the borrower.
12. Auto payment is required
13. A fee of \$35 will be charged for all late payments.
14. Copies of tax returns may be requested during the life of the loan.
15. In order for a business/individual to re-apply for The Chamber's low interest loan financing the following criteria must be met:
 - a. Applicant must have paid down their current loan by a minimum of 75% of the original loan amount.
 - b. Applicant must have had no more than one late payment over the life of any prior loan.
 - c. New loan applicants take priority over re-applicants.
 - i. If the Chamber only has funds available to make a loan to a new applicant, the existing borrower will be denied additional funding.
 - ii. It is at the sole discretion of The Board of Directors as to how many times a business/individual can re-apply for funding.

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Loan Application

Please forward application along with other required information outlined below to Jon Littlewood at:
 First Keystone Community Bank, 111 W. Front Street, Berwick, PA 18603.

Business Information

Corporation Name	
DBA/TA Name	
EIN/Tax ID #	
Business Address	
City, State, Zip	
Phone	
Fax	
Business Structure <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Limited Partnership <input type="checkbox"/> General Partnership <input type="checkbox"/> Partnership <input type="checkbox"/> C Corporation <input type="checkbox"/> Sub Chapter S Corporation <input type="checkbox"/> Limited Liability Co. <input type="checkbox"/> Business Individual	
Year Established	Annual Sales/Revenue
Nature of Business	

Loan Information

Loan Amount	Term Requested	
Purpose	Paying off an existing loan? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please provide the following information		
Name on Account	Name of Institution	Account Balance

Business Owner/Guarantor Information

Name	Title	Percentage of Ownership
Address	SSN#	
City, State, Zip	Phone	
Gross Monthly Income	Monthly Housing Payment	

Business Owner/Guarantor Information

Name	Title	Percentage of Ownership
Address	SSN#	
City, State, Zip	Phone	
Gross Monthly Income	Monthly Housing Payment	

Please provide the following information with your application and personal financial statement:

EXISTING BUSINESS

- Most recent 2 years full tax returns on business & 2 year's financial statements.
- Sources and uses budget
- Most recent 2 years personal tax returns for all owners.
- Documentation for the cost of items being purchased with loan proceeds.
- Proof of cash down payment by owner.
- Proposed collateral for loan.

NEW BUSINESS

- Most recent 2 years full personal tax returns for all owners.
- Business plan
- 2-year projections of revenue and expenses.
- Documentation for the cost of items being purchased with loan proceeds.
- Proof of cash down payment by owner.
- Proposed collateral for loan.