



## LOAN APPLICATION

Development Organization Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Email \_\_\_\_\_  
 Contact Person \_\_\_\_\_ Phone \_\_\_\_\_  
 Bookkeeper \_\_\_\_\_ Phone \_\_\_\_\_  
 Amount of request \_\_\_\_\_ Tax ID # \_\_\_\_\_  
 Proposed use of funds \_\_\_\_\_

Some of the information on the following checklist may be included in a strategic plan or similar document. Please attached the document and note it on the checklist. If you do not have the information requested, please include a note on the checklist or provide an explanation on a separate sheet. Please call if you have any questions.

- |  |   |
|--|---|
| <input type="checkbox"/> Application information above<br><input type="checkbox"/> Mission Statement<br><input type="checkbox"/> Copy of corporate certificate (Articles of Incorporation, By Laws, Tax Exempt Status Form)<br><input type="checkbox"/> Business Plan<br><input type="checkbox"/> History of your Organization<br><input type="checkbox"/> Balance Sheets - Last 3 year-end audited statements and current internally prepared statement.<br><input type="checkbox"/> Income Statements - Last 3 year-end audited statement and current internally prepared statement<br><input type="checkbox"/> Minimum 3 year Projected Balance Sheet and Income Statement<br><input type="checkbox"/> List of operating revenue sources<br><input type="checkbox"/> List of outstanding loans showing amounts, payment status and other information as available<br><input type="checkbox"/> Loan Portfolio by Risk Rating | <input type="checkbox"/> Loan Loss Reserve Reconciliation<br><input type="checkbox"/> Loan Policy<br><input type="checkbox"/> Underwriting Policy<br><input type="checkbox"/> Loan Loss Reserve Policy<br><input type="checkbox"/> Market Definition<br><input type="checkbox"/> Programs Offered (loan, technical assistance, etc.)<br><input type="checkbox"/> Brochures and other marketing materials<br><input type="checkbox"/> Organizational Chart<br><input type="checkbox"/> List of staff, job descriptions or outline of basic duties<br><input type="checkbox"/> List of Board of Directors<br><input type="checkbox"/> Resumes of key staff, directors, lenders<br><input type="checkbox"/> Loan committee minutes (example)<br><input type="checkbox"/> Loan Review for Loan Committee (example)<br><input type="checkbox"/> Most current Impact Report<br><input type="checkbox"/> D&O Insurance with Lender Liability |
|--|---|

*Please remit \$500 application fee with completed application. Application Fee will be applied to 1% Loan Fee at time of origination.*

Name, Title (please print)	Signature
Date	



## LOAN APPLICATION

### CAPITAL INVESTMENT FUND

**South Dakota Rural Enterprise has developed the Capital Investment Fund for the purpose of:**

- Building the capacity of South Dakota's Development Organizations.
- Assisting Development Organizations to raise capital and leverage additional capital to finance business and community economic development activities.
- Providing an effective and fiscally responsible mechanism through which investors can support business and community economic development throughout the state.

**PRODUCTS:** Easily accessible, reasonably priced notes. The notes are interest bearing but do not require principal repayment until maturity. A 1% loan fee is charged.

**LENDING LIMITS:** South Dakota Rural Enterprise will limit its lending exposure to each Development Organization based on the financial position and characteristics of each Development Organization applying for South Dakota Rural Enterprise loan funds. It is the goal of South Dakota Rural Enterprise to be one of various credit sources for each Development Organization.

**IN ORDER TO QUALIFY:** Development Organizations must demonstrate capacity to use capital productively and that the Development Organization use of capital is consistent with South Dakota Rural Enterprise's mission.

**REQUESTS FOR FUNDS SHOULD INCLUDE DOCUMENTATION ON THE FOLLOWING:**

- **Mission and Strategy:** The Development Organization's mission, plan, demonstrated results and progress toward achieving its mission.
- **Programs and Market:** The Development Organization's understanding of their market needs and the programs to meet those needs.
- **Financing Activities and Performance Measures:** The organization's financing activities, including its lending process, risk management policies and portfolio's performance.
- **Staff and Management:** The organization's management and staff experience, competencies and organizational structure.
- **Board and Governance:** The organization's Board of Directors and governance structure including a copy of its Articles of Incorporation, bylaws and tax-exempt status (if applicable).
- **Capitalization:** The organization's ability to identify and obtain appropriate capital for the organization's financial programs.
- **Finance and Operations:** The organization's finances and operations, including the most current audited (if available) and current (no more than 60 days) financial statements.
- **Need:** Explanation of the need for the capital request.
- **Request:** The amount of capital for which the Development Organization is applying.

Documentation may be provided by a combination of existing information, short narratives, or actual documents. If the Development Organization is not currently able to provide documentation of one or more of the above, please explain. Further understand that this information may be transmitted electronically.

#### **For Additional Information:**

•PO Box 2282 •Sioux Falls, SD 57101-0802 •Phone: 605-978-2804 •Fax: 605-978-2805 •E-mail: [info@sdrei.org](mailto:info@sdrei.org)