



LOAN APPLICATION, page 1 of 2

JREF is a not-for-profit loan fund designed to assist small and start-up businesses located in Howard County. Funding for the **JREF** program is made available through partnerships with the **HOWARD COUNTY GOVERNMENT**, the **HOWARD COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT** program, private contributions and various local lending institutions.

Small or start-up businesses are invited to apply for loans of \$5,000 to \$100,000 to meet expansion or start-up costs. The maximum loan term is seven years.

Eligibility requirements and guidelines are provided herein, and an application form can be found on page 2. The non-refundable application fee is one-half of a percent (.5%) of the requested loan amount or \$350.00, whichever is more, made payable to **JREF, INC.** *The application fee should be submitted with the original application and business plan.* There will also be a one time loan origination fee of one percent (1%) of the requested loan amount due at closing.

Assistance is available in preparing the loan application documents through our partnership with the **HOWARD COUNTY BUSINESS RESOURCE CENTER**. Please let us know as soon as possible if you need such assistance.

ELIGIBILITY

There are no specific restrictions on the types of legal for-profit businesses to be financed, however the business must be a full-time endeavor. The potential for a strong and positive economic impact on Howard County must be demonstrated by all applicants.

Loan funds will be available to small and start-up companies.

Start-up companies should be able to document their business experience.

- The business must be located in Howard County.
- The business must be a for profit entity.
- The business must be a full-time endeavor.
- The loan request must not be bankable.

REQUIREMENTS

- A written business plan and a completed JREF application (see page 2) must be submitted.
- Borrowers must have all necessary permits and licenses to conduct a legal business.
- Applicants must sign the JREF Release and Indemnification Form at the bottom of the application.
- All applicants must maintain adequate financial statements and supply JREF with quarterly financial reports.
- Personal guarantees of all business owners will be required.
- All owners, controlling principals and managers must be disclosed.
- Personal assets will be taken as collateral if business assets are not sufficient to secure the loan.
- A satisfactory credit history will be required; a current (90 days), credit report must be submitted.
- Loans will be made for business purposes only.
- Proceeds of loans made by JREF may not be used to repay any debt, purchase real estate, or pay for travel expense.
- An applicants past performance and management abilities will be reviewed prior to funding.
- The program is open to all applicants regardless of race, sex, or national origin.
- Any loan directly or indirectly benefitting an officer, participating financial institution, an elected official of Howard County, or the immediate family of such officers and officials is prohibited.

BUSINESS PLAN REQUIREMENTS

The following information must be submitted as part of the business plan prior to funding consideration.

- Proforma business plan indicating revenues, assumptions, expenses, profit/loss, and cash flow projections for the next three years.
- A staffing plan including proposed positions, salary ranges, number of positions and expected or approximate hiring dates.
- Historic balance sheet and income statement for the business(existing businesses).
- Personal financial statements for all owners.
- Tax returns (personal, business) for the last two years.
- Proposed collateral to support the loan.
- Current personal credit report (not more than 90 days old).
- Release and Indemnification signed
- Resumé for all owners, principals and managers.

PLEASE SUBMIT ALL MATERIALS TO JREF. FOR ASSISTANCE, CONTACT:

Mary Becker, Executive Director
JREF, 9250 Bendix Road, Columbia, MD 21045
410.313.6170 PHONE • 410.313.7515 FAX



Date of Application: _____
 Primary Contact Name: _____ Email: _____
 Business Address: _____
 City: _____ County: _____
 Telephone Number: _____ Fax Number: _____

Name of Business: _____
 Principal Owner(s): _____
 Description of Business: _____
 Start-up: _____ Existing: _____

Business I.D. or Social Security Number: _____
 Amount of Owner(s) Capital Invested: \$ _____
 Amount of Funding Requested: \$ _____
 Number of Jobs To Be Generated: _____

Describe the potential impact of your business on the economy of Howard County including, but not limited to, job creation, tax revenue growth, benefits for existing County firms, etc.

RELEASE AND INDEMNIFICATION

WHEREAS, the Jim Rouse Entrepreneurial Fund, Inc. (hereinafter "Fund") is a recently established non-profit organization; and
 WHEREAS, the Fund has established a program to assist a limited number of small businesses in financing their start-up or emerging enterprises (herein "Program"); and
 WHEREAS, the Fund has requested the assistance of business persons and professionals in reviewing loan applications (together referred to as "volunteers" or "loan committee"); and
 WHEREAS, the limited funding available for the Program significantly restricts the scope of the Program and the number of candidates who may qualify for assistance; and
 WHEREAS, the applicant seeks to qualify for a loan from the Fund.

NOW, THEREFORE, for the good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the applicant, for himself and his heirs, personal representatives, and assigns, hereby releases, and indemnifies and holds harmless, all directors, employees, agents, and volunteers of the Fund, including members of the loan committee (together referred to herein as "representatives") from and against all claims, demands, and causes of action that the applicant may now have or that may develop in the future against such representatives, arising out of or connected with, directly or indirectly, known or unknown, the review and processing of applicant's loan request and the determination by the Fund and its representatives on such loan request.

IN WITNESS WHEREOF, the applicant has executed this RELEASE on the day and year set forth after their names and seals.

APPLICANT: _____ WITNESS _____

DATE _____ (Seal)

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