



COVID-19 RESPONSE / EMERGENCY WORKING CAPITAL LOAN APPLICATION

(Updated 3/23/20)

SECTION 1: BORROWER INFORMATION			
1.1 Legal Business Name	1.2 Tax ID#		
1.3 D/B/A or Trade Name (if applicable)			
1.4 Borrower Name(s)			
1.5 Email	1.6 Phone		
1.7 Business Physical Address			
City	State	Zip Code	
1.8 Business Mailing Address			
City	State	Zip Code	
1.9 Business Category (e.g. Restaurant, Gift Shop, Service)	1.10 Products or Services Offered		
1.11 Business Established (Date)	1.12 Current Ownership Since (Date)		
1.13 Borrower Credit Score(s)			
SECTION 2: LOAN REQUEST			
2.1 Amount Requested	Term Requested (1-7 yrs)	2.2 FTE Jobs to be Retained	2.3 PTE Jobs to be Retained
<i>Interest Rate will be determined by the CCEDC Loan Committee</i>			

SECTION 3: Explain in detail how COVID-19 has affected your business. (Are you currently closed until further notice? Did you have to layoff employees - how many?)

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SECTION 4: Approved funding will be paid directly to the vendor(s) by the CCEDC. Funding may be used to cover business expenses, such as payroll, rent/mortgage, utilities, insurance, suppliers, etc. Below, please list requested expenses to be paid with CCEDC funding. If requested funds will be used for payroll expenses, borrower(s) will be reimbursed by the CCEDC and must provide adequate documentation. (Attach an additional sheet if necessary.)

VENDOR INFORMATION	
Vendor Name and Account #	
Vendor Type (e.g Landlord, Supplier)	
Vendor Address	
Amount Due	

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I certify that the information included in this application is true and complete to the best of my (our) knowledge. By my (our) signature(s), I (we) agree to comply with the requirements that the Clear Creek Economic Development Corporation, Inc. makes in connection with the approval of my loan request. I (we) also grant permission to the Clear Creek Economic Development Corporation, Inc. to obtain information from my (our) bank, creditors, credit bureau reporting agency or others necessary to evaluate this application.

Applicant's Signature

Title

Date

Applicant's Signature

Title

Date

Your completed application package must include the following:

APPLICATION CHECKLIST	
Completed Application (Make sure ALL boxes are filled in)	
Copies of invoices to be paid by CCEDC (You may submit a copy of a canceled check to document rent payment amount, or other fixed costs that are not invoiced)	
Personal Financial Statement (Download at clearcreekedc.org)	
Copy of Borrower(s) Credit Report(s)	
Profit & Loss Statements (Last three (3) months, to include most recent month to date)	
Balance Sheet (Not more than ten (10) days old)	
Copy of Articles of Incorporation, Bylaws, Trade Name Affidavit, Licensing Agreement	
Proof of Business Insurance	
Last three (3) Payroll Reports (To show job retention numbers)	
Copy of Lease or Purchase Agreement (*Required if using funds to pay rent/mortgage)	
Copy of 2018 or 2019 (if completed) Tax Return (*Required for loan requests over \$20,000)	

SUBMIT YOUR APPLICATION ELECTRONICALLY BY EMAILING A DROPBOX LINK TO:

president@clearcreekedc.org

OR, MAIL FIVE (5) HARD COPIES OF YOUR APPLICATION TO:

**Clear Creek Economic Development Corp.
P.O. Box 2030, Georgetown, CO 80444**

NOTE: It is expected that loan applications will take (ten) 10 days to process and close. If you have questions, please contact Lindsey Valdez, CCEDC President & CEO, at 303-710-9218 or president@clearcreekedc.org.