

**CITY OF DE PERE
DISASTER RECOVERY MICRO-LOAN BUSINESS APPLICATION**

The City of De Pere, the Micro-loan Fund Lender, may ask for additional information not included in this application.

SECTION I-BUSINESS INFORMATION	
Legal Entity: <input type="checkbox"/> C Corp <input type="checkbox"/> S Corp <input type="checkbox"/> LLC <input type="checkbox"/> LLP <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor	
Legal Name:	
Trade Name:	
Mailing Address:	
City, State, Zip:	County:
FEIN: <small>(Federal Employee Identification Number –Tax ID)</small>	
Date Established:	State of Organization <small>(Per Articles of Incorporation/Organization):</small>
Current Employment	Full-time: Part-time:
Website URL:	Phone:
Head of Organization:	Title:
Phone:	Email:
Briefly describe the business including products/services, locations and customers:	

SECTION II- PRIMARY APPLICATION CONTACT	
Project Contact:	Title:
Email:	Office Phone:
Cell Phone:	Mailing Address:
City, State, Zip:	

SECTION III- BUSINESS OWNERSHIP			
List All Owners:			
Name	Ownership %	Phone	Email
How many years has the business been under current ownership?			

SECTION IV- LOAN REQUEST	
Please detail how you intend to use the micro-loan dollars for working capital:	
<small>Note: Promissory Note from the applicant will be required.</small>	
Rent/Mortgage Payment:	
Utility Expense:	
Payroll Expenses:	
Other Expenses (in the ordinary course of business):	
TOTAL not to exceed \$5,000 (20 employees or less) or \$10,000 (more than 20 employees):	<small>Click here to enter text.</small>

SECTION V- BANKING - LENDER REFERENCE

Banking-Lender:	Banking-Lender Contact:
Email:	Office Phone:
Cell Phone:	Mailing Address:
City, State, Zip:	

SECTION VI – COMPLIANCE CHECKS FOR MICRO-LOAN ELIGIBILITY

Your business and its owners need to be in compliance with several authorities including but not limited to the following.

For-profit Corporations, Limited Liability Companies, Limited Liability Partnerships, Limited Partnerships and Cooperatives doing business in the State of Wisconsin are required to register with the Department of Financial Institutions (DFI). These type of businesses must be registered using their legal name and be current with DFI. If your business is not listed as being current in DFI records your business is not eligible for a micro-loan. Businesses operating as Sole Proprietorships are not required to be registered with the DFI.

SECTION VII - CERTIFICATION

I hereby understand, attest, certify and/or agree to the following terms and conditions:

- (a) I meet the program requirements for the City of De Pere Small Business Pandemic Response Loan Program.
- (b) I agree that by submitting this application, the City of De Pere is not under any obligation to approve the loan.
- (c) I agree to indemnify, defend and hold harmless the City of De Pere, officers, officials, employees, agents and other associated parties against claims and damages relating to or arising from this application or any funds provided in connection with this application, and hereby release and waive any claims and damages arising now or in the future relating in any matter to rights, losses, liabilities, costs or expenses against them.
- (d) I acknowledge, understand and agree that I have applied for a 0% interest rate loan that is required to be paid back to the City of De Pere.
- (e) I agree that in the event credit is extended to me, I will complete a direct deposit and payment authorization form allowing for the City of De Pere to transfer funds into my business's bank account and for your payments to be electronically debited by automatic clearing-house (ACH) and deposited into the Economic Development Loan account.
- (f) The information supplied in this application and all other supplemental information submitted for review is true, accurate, complete and reflects my intended response. I understand and agree that any information determined at any time to be false, incomplete or misleading will constitute cause for the City to determine this loan and the Promissory Note provided by the undersigned to become immediately due and owing, including all interest owing thereon.

Signature:
Name:
Title:
Date:
Signature:
Name:
Title:
Date:

Include additional signatures as required to authorize the submission of this application on behalf of the business.

Submit this application and its attachments to:

**Daniel J. Lindstrom, AICP
Development Services Director**

E-mail or U.S. Mail using the following addresses:

E-Mail: dlindstrom@deperewi.gov

**U.S. Mail: City of De Pere
335 South Broadway Street
De Pere, WI 54115**

For questions on the application call: 920-339-4043

Please see attached COVID-19 Identified Federal and State Funding Resources document for additional information.