# FUND ITT APPLICATION

Date of Application:
I. Fund Itt Contact Office of Responsibility:
II. Previous Fund Itt Proposals/Applications:
III. The Firm:
A. Name of Company:
B. Corporate Address:
C. Project Address:
D. Telephone: E. Form of Business Ownership:
E. Form of Business Ownership:
1.) If a Corporation, Federal tax ID #
□ Sole Proprietor □ Partnersinp □Cooperation □ LLC □ LLP □Other
F. Project Owners, Principal Officers or Contact :
NAME: TITLE OR OFFICE: ADDRESS:
G. Product or Service:
H. Phase of Project: Start-up Expansion Retention
I. Current Company Status:
1. Current number of employees:
a. Full Time:average hourly wage:
b. Part Time: average hourly wage:
b. Fart finite average nourly wage
J. Primary Bank Accounts:
1. Name:
2. Address:
3. Telephone:
4. Contact Person:
5. Working Capital line of credit:
V. Company Attomast
K. Company Attorney:
1. Name:
2. Address:
3. Telephone:

## **IV. Project Funds Source/ Use Statement**

SOURCE	AMOUNT/FORM	USE
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
ТО	ΓAL \$	

# V. CURRENT AND PROJECTED EMPLOYMENT

	Existing Jobs	<b>Employment Projections</b>	
		(Year)	(Year)
<b>Type of jobs:</b>			
Professional			
Managerial			
Skilled			
Semi-Skilled			
Unskilled			
TOTAL:			
Average hourly			
Wage each year			

The data that you supply to this committee will be used to access your firm's qualifications for FUND ITT Funding. We will not be able to process your financial application without it. There is a possibility this data will become a public record if and when the project is approved. If so, at that time the data may be examined by anyone.

By signing below you represent that you are duly authorized to verify the foregoing application, that you have read it, and that you are familiar with the statements contained therein, that you verify are true.

DATE: \_\_\_\_\_, 20\_\_\_\_\_

Signature and Title of Applicant

Date

Signature and Title of Applicant

Date

# **VI. ALL APPLICANTS:**

- **A.** Enclose any other information, including a key person insurance which may be available to assist us in processing your application as efficiently as possible.
- **B.** Enclose information concerning any pending or threatened litigation or administrative proceeding or any outstanding administration orders, judgments, or injunctions, to include company officials or any of the principals involved in bankruptcy (for the past five years).

#### **VII. SPECIFIC NEW BUSINESS VENTURE REQUIREMENTS:**

#### A. List three professional references:

- 1. (Professional)

   2. (Professional)

  3. (Professional)

B. A completed business plan to include three years pro forma financial statements.

C. Signed personal financial statements for all principals who hold more than a 25% interest in the venture.

### **VIII. SPECIFIC LIST OF REQUIRED ATTACHEMENTS FOR EXISING BUSINESS**

(expansion/retention/relocation)

- A. A completed FUND ITT application.
- B. Enclose financial statements for the past three fiscal years, including: balance sheets, income statements, statements of changes in financial position, and notes to financial statements. If unaudited, the statements must be signed and dated by an authorized financial officer of the business.
- C. Enclose most recent interim financial statements (balance sheets, income statements, if available).
- D. Enclose federal tax returns filed by the business principals for the previous three years, if the applicant is a sole proprietorship, partnership, or corporation that does not have its financial statements audited or reviewed.
- E. Enclose a venture plan covering the expansion, retention, or relocation. This document must include 3 years pro forma financial statements.