



**Sunrise Ag Microloan**  
**Loan Application**  
*A microloan program of*  
*SCEC's Sunrise Loan Fund*

Date Submitted: \_\_\_\_\_

**APPLICANT INFORMATION**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Soc. Sec. #: \_\_\_\_\_ DOB: \_\_\_\_\_

Co-applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Soc. Sec. #: \_\_\_\_\_ DOB: \_\_\_\_\_

How did you learn about this microloan program? \_\_\_\_\_

**INFORMATION ABOUT YOUR BUSINESS:**

Name of Business: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business **Mailing** Address (if different) \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Business Structure: Sole Proprietorship \_\_\_ Partnership \_\_\_ S Corp \_\_\_ C Corp \_\_\_ LLC \_\_\_ Other \_\_\_

Date Established: \_\_\_\_\_ Employer Tax I.D. #: \_\_\_\_\_

**DESCRIPTION OF BUSINESS (attach Business Plan or additional pages as applicable):**

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**USE OF LOAN FUNDS (be specific):**

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**SOURCES AND USES OF FINANCING (Please be specific):**

**Sources:**

SAM loan request: \_\_\_\_\_  
Bank: \_\_\_\_\_  
Equity: \_\_\_\_\_  
Owner Equity/Cash \_\_\_\_\_  
Other: \_\_\_\_\_  
Total Project: \$ \_\_\_\_\_

**Uses:**

Land: \_\_\_\_\_  
Buildings: \_\_\_\_\_  
Equipment: \_\_\_\_\_  
Working Capital: \_\_\_\_\_  
Other: \_\_\_\_\_  
Total Project: \$ \_\_\_\_\_

**SUMMARY OF COLLATERAL (what collateral can you pledge):**

Present Market Value

Outstanding Debt or Leases

Land/Buildings: \_\_\_\_\_  
Inventory: \_\_\_\_\_  
Machinery/Equipment: \_\_\_\_\_  
Vehicles: \_\_\_\_\_  
Other \_\_\_\_\_  
Total Collateral \$ \_\_\_\_\_

**BUSINESS EMPLOYMENT AND BENEFITS:**

Current Employment: # Full-Time \_\_\_\_\_ # Part-Time \_\_\_\_\_  
Minimum Starting Wage: Full-Time \$ \_\_\_\_\_ Part-Time \$ \_\_\_\_\_  
Projected Job Creation: # Full-Time \_\_\_\_\_ # Part-Time \_\_\_\_\_  
Projected Job Retention # Full-Time \_\_\_\_\_ # Part-Time \_\_\_\_\_

We agree to participate in future surveys regarding this loan program: Y \_\_\_\_\_ N \_\_\_\_\_

We agree that SCEC may use our business name, non-confidential general info and photos to promote your business and this grant program? Y \_\_\_\_\_ N \_\_\_\_\_

Are you working with a Business Counselor or other business resource provider in Washington County? Y \_\_\_ N \_\_\_

Name: \_\_\_\_\_ Organization: \_\_\_\_\_

May we contact them to obtain information regarding this application? Y \_\_\_\_\_ N \_\_\_\_\_

**CREDIT REPORT AUTHORIZATION:**

The information in this Loan Application is provided for the purpose of applying for this SCEC **Sunrise Loan Fund (SLF)** program.

**I AGREE** that the information is accurate to the best of my knowledge. I understand that personal and/or business information may be requested pursuant to this loan Application and I hereby give my consent for such information to be provided to SCEC. I also understand that the SCEC Loan Committee retains the sole decision as to whether this loan Application is approved, disapproved, or modified. It is my right to accept or decline the loan amount, rate, and terms approved by the Loan Committee.

**I AUTHORIZE** SUNRISE COUNTY ECONOMIC COUNCIL (SCEC), or its duly authorized representatives, to obtain a credit report on me through the credit reporting agency of its choice.

The processing of your loan may require that an investigative consumer report be made. You may request and receive from us any name, address, and telephone number of each consumer reporting agency issuing an investigative consumer report about you. If we receive such a request from you, we will provide this information to you within ten (10) business days. You may then request and promptly receive from all such consumer reporting agencies copies of any such investigative consumer reports.

I/We understand that by signing this application:

I/we authorize SCEC to make inquiries as needed to verify the accuracy of the information and to determine creditworthiness.

I/We certify the information is true and accurate and is provided for the purpose of obtaining a loan.

SCEC will maintain the confidentiality of this information and it will not be released without authorization.

I/We agree to supply receipts and proof-of-purchases of ALL grant-related costs, i.e. equipment, services, supplies, inventory, etc.

If approved, I/we agree to adhere to grant conditions and provide reports to SCEC, as outlined and required in the grant contact.

**I UNDERSTAND THAT ALL LOAN APPLICATION MATERIALS SUBMITTED TO SCEC WILL BE KEPT ON FILE FOR A MAXIMUM OF ONE YEAR AFTER LOAN IS PAID IN FULL.**

**THE MICROLOAN APPLICATION PROCESS:\***

1. Your application and personal finance statement is reviewed for completeness.
2. A Credit Presentation is prepared for Loan Committee review.
3. Loan Committee meeting scheduled.
4. Loan Committee meets; loan decision made and/or further information sought from applicant.
5. If approved, a Loan Commitment Letter is prepared for borrower's review and approval.
6. Pre-closing documents are requested from borrower, as needed.
7. Loan Closing documents are prepared.
8. Loan closing scheduled.

\*Submitted application to loan closing is typically within 14-21 business days.

We/I also give permission to the Sunrise County Economic Council to share information contained in this loan application with other lenders and financial institutions involved in this specific loan package to obtain underwriting assistance, share financial information and documents, and/or other aspects of this application not specifically mentioned within. All SCEC SLF programs are serviced by Machias Savings Bank, 4 Center Street, Machias, ME.

**APPLICANT:**

SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

WITNESS: \_\_\_\_\_

**JOINT APPLICANT (if applicable):**

SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

WITNESS: \_\_\_\_\_ DATE: \_\_\_\_\_

**OPTIONAL:**

**Please answer the following questions as applicable to your business operations to assist SCEC in identifying agricultural-based business opportunities and needs. Thank you.**

**Food Safety**

Yes	No	
		I have all necessary Hazard Analysis and Critical Control Points (HACCP) plans in place
		I have all necessary Sanitation Standard Operating Procedures (SSOPs) in place
		I have all necessary cold-chain controls in place
		I have reviewed my HACCPs within the past 12 months
		I have reviewed my SSOPs within the past 12 months
		I need help developing and/or implementing my HACCPs and/or SSOPs
		I need help developing and/or implementing cold-chain practices

**Training**

Yes	No	
		Food handlers and processors are trained in personal hygiene as well as in their specific operation
		Trained supervisors supervise food handlers
		My operation needs help in sanitary handling training for me and my workers
		My delivery driver(s) would participate in defensive driving training

**Processing**

Yes	No	
		I am a Custom Cut operation
		I am operating under state / USDA inspection
		My operation uses Humane Processing practices
		I need help with humane processing
		I want to operate under State or USDA inspection

**Labor & Financial****Yes No**

		My payroll and labor practices satisfy the laws of the State of Maine and the Internal Revenue Service
		My Federal and State tax filings are current
		I need help to set up a payroll system
		I need help in getting workers comp in place
		I need help setting up my business financials
		I need help setting up a payroll system

**Business****Yes No**

		I have a completed business plan with financials
		I would like assistance with my business plan
		I would like assistance with my financials, including cash flow
		I would like to learn about other SCEC loan programs
		SCEC and its many local and regional partners offer free business counseling, technical assistance, educational training, and workshops programming and scholarship opportunities. If you would like more information about these free and confidential opportunities, please add our email to SCEC's Local Happenings and Trainings & workshops weekly e-newsletters. Email: _____