



## BUSINESS RETENTION ASSISTANCE OF THE CITY OF EASTON (BRACE) PROGRAM

### LOAN APPLICATION

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

Type of Business Entity: \_\_\_\_\_ Sole Proprietorship \_\_\_\_\_ Partnership \_\_\_\_\_ LLC / Corporation \_\_\_\_\_ Other

Describe Business activity in detail (include market & customer overview. *Add extra pages where necessary*):

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Primary Contact Name: \_\_\_\_\_

Primary Contact Phone #: \_\_\_\_\_ Primary Contact Email Address: \_\_\_\_\_

List all owners of the Business (Name, Address, % Owned): \_\_\_\_\_

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List any businesses affiliated with the subject Business (e.g., having common ownership): \_\_\_\_\_

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If an affiliate or the subject Business own real estate in the City, please list the location(s) and type of tenancy (e.g., third-party renter, owner-occupied):

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Number of *full-time* employees on May 31, 2023: \_\_\_\_\_ Number of *part-time* employees on May 31, 2023: \_\_\_\_\_

Have you received any prior COVID-19 Relief Funding from any of the following (circle all that apply):

SOURCE	Circle One	SOURCE	Circle One
City of Easton:	YES / NO	State:	YES / NO
Greater Easton Development Partnership (GEDP):	YES / NO	Northampton County:	YES / NO
Federal (e.g., SBA, HUD, etc.):	YES / NO	Greater Lehigh Chamber of Commerce:	YES / NO
Paycheck Protection Program (PPP) Loan:	YES / NO	Rising Tide Community Loan Fund:	YES / NO

If any of the above, please provide a brief description and list the amount of said funding: \_\_\_\_\_

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**Requested Loan Amount (\$10,000 max):** \$ \_\_\_\_\_

Please describe any economic hardship the business has sustained over the course of the last 12 months (please provide any records necessary to detail the hardship experienced):

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Please describe how loan proceeds will be used and how this will benefit business operations in Easton (please provide any records necessary to detail the proposed use):

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**Please provide Monthly Cash Flow Projection for the next three months:**

<b>INFLOWS</b>	<b>June 2023</b>	<b>July 2023</b>	<b>August 2023</b>
Sales Revenue			
Grant / Loan Proceeds (other)			
Other Contributions			
<b>TOTAL CASH INFLOWS</b>			

<b>OUTFLOWS</b>			
Employee Wages, Benefits, etc.			
Insurance			
Interest Expense			
Mortgage / Rent Expense			
Materials and Supplies (COGS)			
Repairs & Maintenance			
Other Expenses			
<b>TOTAL CASH OUTFLOWS</b>			
<b>NET INFLOW/OUTFLOW</b>			

Is the Applicant currently compliant with all federal, state, and City codes and regulations? \_\_\_\_\_

If not, please describe: \_\_\_\_\_

Is the Applicant current on all tax payments to local (City & County), state, and federal authorities? \_\_\_\_\_

Is the Applicant or any owner of the Applicant presently suspended, debarred, proposed for debarment, declared ineligible, voluntarily excluded from participation in this transaction by any Federal department or agency, or presently involved in any bankruptcy? \_\_\_\_\_

Within the last 5 years, for any felony, has the Applicant (if an individual) or any owner of the Applicant: 1) been convicted; 2) pleaded guilty; 3) pleaded nolo contendere; 4) been placed on pretrial diversion; or 5) been placed on any form of parole or probation (including probation before judgment)? \_\_\_\_\_

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By Signing Below, You Make the Following Representations, Authorizations, and Certifications

**CERTIFICATIONS AND AUTHORIZATIONS**

I certify that:

- I have read the statements included in this form, and I understand them.
- The Applicant is authorized to apply for this grant on behalf of the Business.
- All grant proceeds will be used only for business-related purposes as specified in the application and guidelines.
- The Applicant is not engaged in any activity that is illegal under federal, state, or City law.

**CERTIFICATIONS**

The authorized representative of the Applicant must certify in good faith to all of the below by initialing next to each one:

\_\_\_\_\_ Current or prior economic circumstances make this grant request necessary to support the ongoing operations of the Applicant.

\_\_\_\_\_ The funds will be used to retain workers, maintain payroll, cover overhead or other necessary operating expenses of the company to allow for continuing operation of the business in the City of Easton.

\_\_\_\_\_ We intend and anticipate continuing operations of the business in the City for the foreseeable future.

\_\_\_\_\_ I further certify that the information provided in this application and the information provided in all supporting documents and forms is true and accurate in all material respects.

\*The City of Easton reserves the right to request additional information in verifying the certifications listed above.

\_\_\_\_\_  
Signature of Authorized Representative of Business

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

**Please include attach to this application:**

- **Please complete Exhibit A – Debt Profile**
- **Please complete Exhibit B – Personal Financial Statement for all owners of 20% or more**
- **Please provide Articles of Incorporation, By-laws, Partnership Agreements (*where applicable*)**
- **Attach the applicants 2021 & 2022 federal tax returns.**
- **Attach 2022 year-end & 2023 year-to-date financial statements from the applicants internal accounting system (Balance Sheet and Profit and Loss).**
- **If 2022 taxes are on extension, please provide a copy of the extension.**
- **Copy of Certificate of Organization (*if an LLC*) or Articles of Incorporation (*if a Company*)**

**A. Current Business Debt Profile:**

Furnish the following information on all installment debts, notes, and mortgages payable. *Add extra pages where necessary.*

To Whom Payable	Original Amount	Original Date	Present Balance	Rate of Interest	Maturity Date	Monthly Payment	Security	Current or Past Due
	\$		\$			\$		
	\$		\$			\$		
	\$		\$			\$		
	\$		\$			\$		
	\$		\$			\$		
	\$		\$			\$		

**B. Personal Financial Statement:**

*Please complete pages #2 - 4 of the form below (via the link) for each owner of more than 20% of the Applicant Business.*

[Personal Financial Statement \(sba.gov\)](https://www.sba.gov)