



Loan Proposal Form

Business Plan Outline

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I
PERSONAL FINANCIAL STATEMENT

List all current assets and liabilities.

Current Personal Assets

Cash/Checking Account (Bank _____) \$ _____

Savings Account(s) (Bank _____) \$ _____

Stocks/Bonds/Securities \$ _____

Accounts/Notes Receivable \$ _____

Autos/Other Vehicles (Model & Yr. _____) \$ _____

_____ \$ _____

Real Estate Value \$ _____

Other Assets: (list) _____ \$ _____

Total Assets: \$ _____

Current Personal Liabilities

Balance on Car \$ _____

(Holder of 1st lien _____)

_____ \$ _____

Balance on home \$ _____

(Bank _____)

Credit Card liability (Company _____) \$ _____

Other loans (list) _____ \$ _____

Other liabilities: (List creditor and amount.)

Child Support \$ _____

State Tax Liability (Personal or Business) \$ _____

Federal Tax Liability (Personal or Business) \$ _____

Total Liabilities: \$ _____

Net Worth (Assets – Liabilities) \$ _____

II
BUSINESS PROPOSAL

A. Please provide an executive summary of your business proposal

B.

Project Costs

List of Project Costs (Use of Funds):

Purchase Real Estate & Closing Costs	\$ _____	
Remodeling Costs	\$ _____	
Machinery and Equipment	\$ _____	
Furniture and Fixtures	\$ _____	
Supplies	\$ _____	
Inventory	\$ _____	
Other	\$ _____	
Total		\$ _____

Start Up Costs

Advertising	\$ _____	
Rental Deposit	\$ _____	
Utilities Deposits	\$ _____	
Insurance	\$ _____	
Professional Fees	\$ _____	
Licenses & Permits	\$ _____	
Other	\$ _____	
Total		\$ _____

Working Capital \$ _____

TOTAL PROJECT COSTS \$ _____

Sources of Funds for Project:

Business Owner's Cash Contribution	\$ _____	
Bank Loan(s)	\$ _____	
Other (_____)	\$ _____	
Other (_____)	\$ _____	
State Financial Assistance Needed	\$ _____	

TOTAL SOURCES: \$ _____

(Should equal total project costs)

I. DESCRIPTION OF THE BUSINESS

A. Explain your current (or proposed) business.

B. Indicate what type of business.

- | | |
|--------------|---------------------------|
| 1. Wholesale | 4. Manufacturing |
| 2. Retail | 5. Construction |
| 3. Service | 6. Other, (explain) _____ |

C. Business Status

1. Start-up
2. Existing
3. Take-over of Existing

D. When will (did) your business open?

E. Business Form

- | | |
|------------------------|-----------------|
| 1. Sole Proprietorship | 3. Subchapter S |
| 2. Partnership | 4. Corporation |

F. If Partnership, Subchapter S, or Corporation, have formal arrangements been made?

If not, when will they be completed?

G. What type of experience do you have in this business?

H. What are normal or proposed business hours?

II. FOR A NEW/EXPANDING BUSINESS

- A. What will be special or *unique* about your business? Will you offer a new product or service?
- B. Have you spoken to others in this kind of business? What was their response?
- C. Have you spoken with vendors/suppliers to find out what managerial and/or technical help they will provide? If so, who are they and what will they provide.
- D. Have you asked about vendor credits? Has credit been granted? If granted, what are the terms?
- E. If you will be doing contract work, have you developed the terms? If so, what are they? Reference any firm contract and include it as a supporting document.

III. FOR A BUSINESS TAKEOVER

- A. When and by whom was the business founded?
- B. Why is the owner selling?
- C. What was the purchase price of the business? How was that price determined?
- D. What is the trend of sales? (Upward? Downward? Stable?) If downward, please explain.

IV. THE MARKET

A. Who will be your targeted customers?

B. Where are your customers located? Why does your area need a new business like yours?

C. What is the present size of your market in terms of dollars?

D. How are you going to satisfy your market?

V. COMPETITION

A. Who are your five nearest competitors? List by name and location.

- 1.
- 2.
- 3.
- 4.
- 5.

B. Describe your competition.

Is their business increasing, decreasing or stable?

What are their competitive strengths and weaknesses?

How will your business differ from theirs?

If you have been in a position to observe your competitors operations, what have you learned?

C. How will your business be better than your competitor's?

VI. LOCATION

A. In what type of area is your business located (i.e. home, downtown, rural, etc.)

B. Is the building owned or leased? State the terms. (Provide supporting documentation.)

If renovations are necessary, what are they? Get quotes in writing from more than one contractor. Include quotes as supporting documents. Provide a complete list of renovation expenses.

C. What types of special permits or licenses will you need to operate your business?

D. Do local zoning ordinances permit your type of business in the proposed (actual) location? If not, what are you doing to correct the situation?

E. Describe the physical characteristics of your building.

F. What made you choose this location for your business?

VII. PERSONNEL

- A. What are your current employee needs? In one year? In two years?
- B. What skills must they have?
- C. Are the people you need available?
- D. Will you have full-time or part-time employees?
- E. How will they be compensated? (salary or hourly rate?)
- F. Will you provide fringe benefits to employees?
- G. Will you be required to train employees? Explain time and cost commitments of the business to training activities.

VIII. GENERAL CONSIDERATIONS

- A. What kinds of insurance needs does your business have?

Have they been secured? Who is your agent(s)?

IX. GENERAL SUMMARY

- A. List at least five factors that are critical to the success of your business.
- B. Client statement. Use this section to clarify any questions about your business that the loan processor may have that have not been included in the general plan.