

CITY OF MELROSE

SMALL BUSINESS EMERGENCY LOAN PROGRAM APPLICATION

Program Information: All loans made are for the purpose of working capital and intended to replace cash flow used for operating costs that existed at the time of the peacetime emergency declaration made through Executive Order 20-01. Such costs may include current payroll obligations (i.e. may not include employees who have been laid off), lease or mortgage payments, inventory, and other working capital expenditures. All loans bear 0% interest. Loans may not be used to refinance any debt existing at the time of the peacetime emergency declaration. Review the "City of Melrose Emergency Revolving Loan Fund Policy for Economic Development Related to COVID-19 Impacts" for further information.

Eligibility Notes: All applicants must be Melrose businesses that have been operating long enough to demonstrate financial viability. Applicants must demonstrate that they were directly and adversely affected by the COVID-19 related peacetime emergency Executive Orders 20-04 and 20-08. All applicants are encourage to apply for an [SBA Economic Injury Disaster Loan](#).

The City may need to request additional information prior to making a final determination. This application is intended to assist the City in determining eligibility.

Please complete the following information:

Applicant Information

Legal Name of the Business: _____

Sole Proprietorship	Partnership	Corporation	LLC
Length of Time in Business	Years Months	Fed Tax Id#	MN State License
Mailing Address		City	Zip
Location Address		City	Zip
Business Phone		Business Fax	
E-Mail Address		Web Address	
Contact Name		Title	
Amount of Funding Requested	\$	The number of employees who have been impacted by the Governor's Executive Orders?	
How has the Governor's Executive Orders financially affected your business?			
For what purpose will these funds be used? Provide an itemized list and attach bills/expense proof.			

All Principals must be listed on application. Attach a list of any additional Principals.

Principal #1

Name	DOB	SS#
Address	City	ZIP
Percentage of Ownership _____ %		

Principal #2.

Name	DOB	SS#
Address	City	ZIP
Percentage of Ownership _____ %		

Application Requirements

Number of Principals: _____

- The "Small Business Emergency Loan Program " application must be completed in its entirety by the applicant and submitted to City of Melrose, 225 1st St. NE, Melrose, MN 56352; or submitted electronically to planning@cityofmelrose.com in order to be considered.
- The most recent federal tax return filed by the business.
- Income statements and balance sheets for the past year or current within 90 days, if the business has been in business less than one year.
- Has any business or a listed owner (1) ever been involved in a bankruptcy or insolvency proceeding; and/or (2) had any outstanding judgments, tax liens, or pending lawsuits against them; and/or (3) presently subject to formal criminal charges are brought in any jurisdiction; and/or (4) been arrested in the past six months for any criminal offense; and/or (5) ever convicted or plead guilty to a criminal offense?

Circle Answer: **Yes / No** Provide supplemental explanation for any yes response(s).

LOAN PROGRAM AUTHORIZATION FOR RELEASE OF INFORMATION

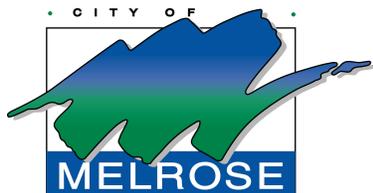
I declare that the information provided in this application and on the accompanying exhibits is true and complete to the best of my knowledge. The City of Melrose has the right to verify any information contained in this application, including credit reports on the individuals and the business, and may contact any individuals and institutions involved with the proposed project.

Signature/ _____
Title of Applicant Date

Signature/ _____
Title of Applicant Date

For questions, call 320-256-1969 or email

planning@cityofmelrose.com



City of Melrose
225 1st St. NE
Melrose, MN 56352

320-256-4278 City
320-256-1969 Community Development