Town of Readfield
Readfield Enterprise Fund
Program Guidelines and Eligibility

Thank you for your interest in the Readfield Enterprise Fund. This document will help you understand the basics of the program, and will help you determine if you're eligible to apply. All information submitted will be kept confidential. If you have questions about the program or your eligibility, please contact Eric Dyer, Town Manager, at the Readfield Town Office, ph: 685-4939 or by email: manager@readfieldmaine.org

What is the Readfield Enterprise Fund, and what can it be used for?

The Readfield Enterprise Fund (REF) was established to encourage and assist existing and start-up local businesses. The REF provides loans of up to $10,000 to qualifying businesses that are located in the Town of Readfield. REF funds may be used for a variety of activities including, but not limited to, purchasing equipment and materials, upgrading equipment, expanding workforce, developing skills, improving facilities, working capital, and other activities that will help expand or upgrade a business in order to make that business more profitable. Purchase of real estate is not allowed.

Who is eligible to apply for a loan through the Readfield Enterprise Fund?

Any person or entity who owns an existing business or plans to start a new business in Readfield, who works in the business, has four or fewer employees may apply. Also, all applicants must be up-to-date on their local real estate and personal property taxes with the Town of Readfield.

Who reviews the loan applications and how is the decision made?

Once the town receives your Phase One Loan Application, the information will be reviewed by the Readfield Enterprise Committee, who will contact you with any follow-up questions. If the committee feels you have a promising project, you will be invited to submit a Phase Two Application.

Will the committee look at my credit score and credit report?

If applicants are invited to submit a Phase Two Loan Application, they will be required to attach a copy of their credit report and credit score.

Do I have to live in Readfield to apply for a loan?

No, but your business must be located in the Town of Readfield.

How much will eligible business owners be able to borrow?

Business owners will be able to borrow up to $10,000.

What are the interest rate and payment terms on the loans?

Loans will carry 0% interest. Payment terms vary, and will be set according to the business owner's individual circumstances.

Do the loans require any money down or collateral?

Loans may require collateral in some cases, at the discretion of the Readfield Enterprise Committee based on the unique circumstances of each loan.

Are there any grants available to business owners through the Readfield Enterprise Fund?

Grants are currently not available through this fund..

Is my project eligible if it will cost more than $10,000?

The total of any loan is limited to $10,000. You may, and are encouraged to, combine this with any other source of funding for a project whose costs exceed $10,000.

Town of Readfield
Readfield Enterprise Fund
Phase One Loan Application

Thank you for your interest in The Readfield Enterprise Fund Loan Program. If you need assistance filling out this application, please contact Eric Dyer at the Readfield Town Office (685-4939).

SECTION I: BUSINESS AND CONTACT INFOMATION

Name of Applicant: _____

Business Name: _____

Business Address: _____

Mailing Address (if different):_____

Business Phone: _____ Home Phone: _____

Mobile Phone: _____ Fax: _____

Email: _____ _____ Website: _____

****

Date Business was established: _____

Number of employees, full or part time (include owner in count):_____

Federal Tax Number or SSN: _____

****

Type of Organizational Structure:

___*Partnership* ___*Sole Proprietorship* ___*Not Yet Established*

___ *Corp* ___*S Corp* ___*LLC* *Other:*_____

Business is: ___*For Profit* ___*Non-profit*

Do you have any personal/business judgments, unsettled lawsuits, major disputes, or tax liens against you or pending against you?
___*Yes* ___*No* *Describe:*

_____

_____

Has the Business, or any principles of the business, been involved in bankruptcy or insolvency proceedings?
___*Yes* ___*No Describe:*

_____

_____

Do you have any credit problems that we should be aware of?
___*Yes* ___*No* *Describe:*

_____

_____

SECTION II: BUSINESS PLAN INFORMATION

Please answer the following questions on a separate sheet and attach.

1) Describe your business. If this is a new business, please describe your qualifications.

2) Who is your target market and what is your marketing strategy?

3) List your competition and what differentiates you.

4) List your staff and their qualifications/experience.

5) (a) List what you will do with the new money from this loan and/or grant.
5) (b) What is the total cost of the project?
5) (c) List any other sources of funding for your project.

6) If you own an existing business, please list your business income and expenses from the previous fiscal year.

7) If you own an existing business, please list your business expected income and expenses for the current fiscal year.

8) Please provide a brief description of the project (work to be done and/or items to be purchased) that you will complete with REF loan funds. How this will grow your business? Please provide photos, sketches or other materials that will help the Readfield Enterprise Committee in scoring your proposal.

9) Estimate the revenue increase you expect for your business if the project is completed.

10) Estimate the cost savings you expect for your business if the project is completed.

11) Please list any business affiliations, organizations you belong to, or programs you participate in that you feel contribute to the probability of your business success.

12) What, if any, permits are required to operate your business? Does your business comply with local zoning regulations?

SECTION III: FINANCING INFORMATION

Are there any other persons with 20% or greater capital investment in the business? ***All persons who are in this category must attach their most recent personal or business tax return, and must complete sections IV and V below.***

Please attach documentation of cost estimates itemized by the supplier/contractor. Estimates must be clearly marked and organized from lowest to highest. Please staple price quote pages together grouped by vendor.

Total estimated cost/value of materials, supplies, and services for this project:

_____

Is the business owner contributing any labor costs to the project?

___Yes ___No Describe: _____

_____

Estimated project total:

_____

Would you be interested in funding from this program if you did not receive the full award requested?
___Yes ___No

To determine if you are eligible to participate in this program, please attach the most recent personal or businesses tax return or at least the section showing your gross adjusted income.

SECTION IV: REFERENCES

Please provide names, addresses, and phone numbers for three references. References should represent personal and professional aspects of your life.

SECTION V: SIGNATURES

I have read and understand the attached guidelines, and attest that all information I have provided is true and correct to the best of my knowledge.

_____

Applicant's Signature Date

****

Landlord's Acknowledgement (if Applicant is a Tenant)

I am the landlord of the above address. I have been informed of the Applicant's intention to perform the improvements and pursue the uses described in the attached documentation, and I hereby approve the proposed improvements.

_____

Landlord's Signature Date

Landlord's Name, Phone Number, Email Address, and Physical Address:

_____

_____

_____

_____

Please return your complete application along with all documentation to:

Town of Readfield
ATTN: Readfield Enterprise Fund
8 Old Kents Hill Road
Readfield, ME 04355