

DOWNTOWN SMALL BUSINESS STABILIZATION PROGRAM

Business Name

Business Address

Business email

Business FEIN

Business DUNS #

Business Authorized Signatory Contact – Name, Phone and email

Has the business ever been involved in bankruptcy insolvency procedures?

Is the business or any principals involved in any lawsuits?

Project Summary: Provide a summary of the business' present situation. This should include a brief description of the company, e.g., type of firm, its product or service, and how long they have been in business. Describe how you will utilize the funds and the reasons why they are needed in order for the company to retain jobs. Specific needs need to be identified. Explain what circumstances make this project necessary, in maintaining adequate permanent working capital to sustain operating needs.

Net Income Verification - See attached form

The business must identify their net income for the last three fiscal years ending December 31, 2019. Net income can be obtained from the Profit and Loss statement, generally the last item on that statement. In the event that Profit and Loss statements cannot be found, net income can be derived from total sales minus total expenses. In addition, cash balances must be provided. This will be either the first line item on the balance sheet or bank statements as of the last day of each fiscal year. Three years of ending cash balances must be provided for each fiscal year.

Most recent bank statement to verify cash balance.

Documentation of Employee Status - See attached form

Certificates of Good Standing - from the Illinois Secretary of State and the Illinois Department of Revenue.

Any other forms of **documentation to demonstrate the lack of permanent working capital** in support of operating expenses. Such evidence may include shut off notices, delinquent bills, denied loan applications, etc.

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Fiscal Year Ending:	Net Income	Net Income derived from Profit/Loss Statement? (Yes/No)	Net Income calculated from total sales – total expenses? (Yes/No)	Cash Balance
December 31, 2017				
December 31, 2018				
December 31, 2019				
Current:				

JANUARY, 2020 MONTHLY BUDGET

Provide the appropriate information below reflecting your business’s monthly budget for January, 2020.

Budget Item	Total Monthly Expenditures	Monthly Net Income Computation
Total Income		
Personnel (Salary & Wages)		
Fringe Benefits		
Equipment		
Inventory		
Supplies		
Occupancy (Rent & Utilities)		
Telecommunications		
Other (Specify)		
Other (Specify)		
Other (Specify)		
Total of All Expenditures		
Monthly Net Income (Total Income – Total of All Expenditures)		

