

CREATIVE INDUSTRIES LOAN (CIL) GUARANTEE PROGRAM

APPLICATION FOR ELIGIBILITY

**I. PERSONAL INFORMATION**

Applicant's Name: \_\_\_\_\_  
Social Security Number: \_\_\_\_\_  
Home Address:  
Street: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ ( ) \_\_\_\_\_

**II. PROJECT INFORMATION**

Name of Business: \_\_\_\_\_  
Business Address: \_\_\_\_\_  
Street: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Business Phone: \_\_\_\_\_ ( ) \_\_\_\_\_

Describe what you will accomplish with the funds (uses):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Type of project (mark all appropriate categories):

Start-up ( )  
Expansion ( )  
Retention ( )  
Non-profit ( )

Minority Ownership:

Yes ( ) No ( )

**III. TYPE OF BUSINESS OR NON-PROFIT**

Please briefly describe what your business or non-profit does.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Years in Operation \_\_\_\_\_

Form of business organization:

- Sole Proprietor ( )
- Partnership ( )
- Corporation ( )
- Non-profit ( )

Please list names, addresses and phone numbers of three professional references and three personal references:

Professional:

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Personal:

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IV. PROPERTY INFORMATION**

Ownership:

- Currently owned by applicant ( )
- To be purchased by applicant ( )
- Currently leased by applicant ( )
- To be leased by applicant ( )

If currently leased or to be leased or purchased, owner information:

Name: \_\_\_\_\_  
Street: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Business Phone: \_\_\_\_\_ ( ) \_\_\_\_\_

**V. WHAT KIND OF COLLATERAL ARE YOU OFFERING FOR THIS LOAN?**

(List the collateral here)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**VI. HAVE YOU DISCUSSED THIS PROJECT OR LOAN REQUEST WITH YOUR ACCOUNTANT? BANKER? GIVE ACCOUNTANT AND/OR BANKER NAME AND TELEPHONE NUMBER:**

Name: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_

**VII. USE OF FUNDS (Proposed)**

Real property improvements	\$ _____
Equipment	\$ _____
Other fixed assets	\$ _____
Working capital	
Inventory	\$ _____
Receivables	\$ _____
Other operating expenses:	
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total Project Costs:	\$ _____

VIII. **COMMUNITY BENEFIT**

Briefly describe anticipated community benefits that will result from the project:

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IX. **SUPPORT DOCUMENTATION**

For existing businesses and non-profits:

Please provide a complete schedule of current employment including full-time, part-time and contract labor.

For All Applicants:

Please provide a detailed listing of the estimated costs for all real property and other fixed assets to be purchased with Creative Industries Loan Guarantee Program proceeds including, but not limited to:

- New Construction
- Renovation
- Leasehold Improvements
- Equipment

Please provide the name of the vendor from which the applicant proposes to purchase any used equipment.

For All Applicants:

Please provide a complete schedule of proposed employment including full-time, part-time and contract labor.

**X. ASSURANCES**

I do hereby certify:

- (1) The information provided above is, to the best of my knowledge, complete and accurate.
- (2) I will use the funds guaranteed by the City's CIL Guarantee Program for only the purposes authorized and will satisfy all job creation and other program performance standards.
- (3) I will provide employment reports to the City of Austin upon request.
- (4) I will make any business records required by the CIL Guarantee Program Guidelines open to inspection by representatives of the department.
- (5) I understand that eligibility for participation in the City's CIL Guarantee Program does not remove any obligation for satisfying all City codes and ordinances that may be in effect and applicable at the time this project is implemented.
- (6) I understand that City of Austin funds will be used only to guarantee up to fifty percent (50%) of the private financing to be secured, and that no City funds will be disbursed as loan proceeds.
- (7) I understand that the City's CIL Guarantee Program is subject to the availability of funds at the time that private financing is secured, and that acceptance of eligibility does not guarantee the availability of funds or obligate the City in any way to financially assist me, and that the City of Austin is not liable to me regarding my project.

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Date

**RETURN TO:**

Jim Butler  
City of Austin  
P.O. Box 1088  
Austin, Texas 78767

**CREATIVE INDUSTRIES LOAN (CIL) GUARANTEE PROGRAM**  
**APPLICATION ADDENDUM**

Please attach the following information to your application as it relates to your project.

1. Articles of Incorporation if applicant is a corporation.
2. Articles of Partnership if applicant is a partnership.
3. If non-profit, legal documentation describing non-profit status.
4. Financial statements for last two years.
5. Projected financial statements for next two (2) years.
6. If machinery and or equipment is to be purchased, please provide a list of all machinery and/or equipment to be purchased detailing the cost. In addition, please include a list of all vendors. If brochures of machinery and equipment are available, please provide as well.
7. If project entails leasehold improvements or the purchase of real estate, please provide layout drawings of improvements and/or layout drawings of real estate finish out, including estimated costs and a copy of the lease.
8. A brief narrative outlining your business plan for the proposed project.