

Kewaunee County - Business Development Loan Program

Application Checklist

Date:

Revised: 03/19/26

Applicant:

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- Completed Application
 - 1 Balance Sheet and Profit and Loss Statement for the last three fiscal years
 - 2 Balance Sheet and Profit and Loss Statement for an interim period less than ninety (90) days from date of application
 - 3 Aging of Accounts Receivable and Payable corresponding with latest available statement
 - 4 Earning projections for three (3) years from date of application. Assumptions must be included
 - 5 Cash Flow analysis on monthly basis for first (1st) year of operation
 - 6 If you are buying equipment with loan proceeds, attach a list of the equipment to be purchased
 - 7 If you are using loan proceeds for new construction, please attach plans and specification along with a proposed construction contract
 - 8 Approval/Compliance with Federal, State, & Local statutes, ordinances, licenses, permits, etc.
 - 9 Business plan and financing proposal. This should include company history, discussion of your industry, sales and marketing plans, discussion of competition, need for financing, and other matters relevant to your application.
 - 10 Marketing analysis
 - 11 Resumes for all individuals listed under "Management"
 - 12 Projected officer(s) salaries
 - 13 Personal Balance Sheet
 - 14 Commitments for all private financing. The commitments should contain no contingencies other than receipt of Revolving Loan Fund
 - 15 Explanation of why Kewaunee County involvement is requested
 - 16 Other supporting information
 - What Bank & Loan Officer involved?
 - Explanation/Definition of GAP financing
 - Eligible Applicant (2.2)?
 - Eligible Business Activity (2.3)?
 - Private Funds Leveraged (2.6.(1))?
 - Job Creation, Property Tax Base, OR Property Value Increase (2.6.(2))?
 - Owner Equity over 10% (2.6.(3))?
 - Explain process & Timeline to applicant?