

## CITY OF HAMMOND

### JOB CREATION AND BUSINESS EXPANSION PROGRAM APPLICATION

#### Section A: Business Information

1. Business Name: \_\_\_\_\_
2. Business Address: \_\_\_\_\_
3. Phone: \_\_\_\_\_ 4. Fax: \_\_\_\_\_
5. Email Address: \_\_\_\_\_
6. Current zoning of the above address: \_\_\_\_\_
7. Federal I.D. Number/SS#: \_\_\_\_\_ 8. DUNS #: \_\_\_\_\_
9. Business Start-Up Date: \_\_\_\_\_ 10. Date of Incorporation \_\_\_\_\_
11. Articles of Incorporation \_\_\_\_\_ 12. Status with Secretary of State \_\_\_\_\_
13. Type of Business:  Manufacturing  Wholesale  Retail  Service
14. Business Structure:  Sole Proprietorship  Partnership  C Corp.  S Corp.  LLC

#### Section B: Officers, Directors, and Employees

15. As an attachment, list all current owners, officers, directors, and employees. For each owner, list positions held (if any) and percent of ownership. For all paid employees, provide name, title, salary and hours worked per week.

#### *Section C: Financial Information*

16. As an attachment, please include business financial statements (income statement balance sheet) and federal tax return for past three years. For the business owner, please include a personal financial statement and past three year's federal tax return.

17. Does the business, its owners or majority stockholders own or have a controlling interest in other businesses?

18. Does the business currently have any bills which are more than 90 days past due? If yes, please explain:

19. Is the business delinquent on any state and federal taxes? If yes, please explain:

20. Has the business or any officer been involved in bankruptcy or insolvency proceedings?

## Section D: Proposal Narrative

21. As an attachment, please include a narrative statement describing the proposed project. At a minimum, the narrative should include:

- Two copies of a complete business plan
- Company description and history
- Description of product/services currently offered
- Proposed use of public assistance, including:
  - a brief marketing analysis of the product/service
  - a description of any new products/services to be offered
- Letter from at least one lending institution denying loan request, including reason it cannot finance the project (if a bank is financing a portion of the project, submit a letter of commitment from the lending institution).
- A listing by job title of the permanent jobs to be created. For each newly created job, provide:
  - A short description of the duties of the job,
  - Wage to be paid to new employee,
  - Indicate if the job is full or part-time (if part-time, include number of hours per week),
  - Indicate if the job is expected to be filled by a low- or moderate-income person, and
  - Indicate if the job requires any special skills, training or education.

22. Applicant consents to the performance of a credit check.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_