

## TOWN OF CARRBORO – BUSINESS LOAN FUND

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1.	The business must be located within the town limits of Carrboro.
2.	Type of funding requested <ul style="list-style-type: none"> <li>• New start up or expanding an existing business (maybe supplemental to Revolving Loan Fund)</li> <li>• Façade improvements, new signage, awnings (\$20,000 limit)</li> <li>• Emergency Capital</li> </ul>
3.	Project benefit: <ul style="list-style-type: none"> <li>• Estimated annual sales</li> <li>• Number of jobs created or retained and annual salaries</li> <li>• Improvement to Real Property</li> </ul>
4.	The business should demonstrate how it serves the community, who are the targeted clients/customers, how are needs not being met, and how does this business satisfy those needs and improve the business environment for the Town. Businesses that are locally owned and that are mission driven and fulfill a social need are encouraged.
5.	A detailed budget of the proposed project and how funds will be spent. For new and expanding businesses submit startup cost and 3 to 5 years pro-forma cost/revenue analysis.
6.	If new jobs are created they should demonstrate living wage salaries ( <i>living wage salaries are defined as a wage sufficient to meet the basic necessities and comforts essential to an acceptable standard of living</i> ) or commitment to employee retention.
7.	New and expanding businesses should be able to demonstrate commitment of at least 50% of start-up and 1 <sup>st</sup> year operating expenses.
8.	New and expanding businesses are encouraged to seek other sources of capital commitment. Applicants should submit documentation of commitment of other sources of capital.
9.	The applicant must demonstrate an ability to repay loan with a personal credit report. Submitted with the application must be a personal (or business if existing business) financial statements. Loans for more than \$20,000 must be secured with a deed for real property to adequately collateralize the loan.
10.	Projects must be consistent with Town policies and ordinances. Although competition is not viewed as a negative impact for existing businesses, data must be presented as to the need for duplication in existing services or products.
11.	The Town of Carrboro wishes to attract locally owned sustainable business enterprises that are environmentally and socially responsible. New and expanding businesses should demonstrate the ability to be financially viable within a three year timeframe.
12.	Loan funds may be allocated on a defined schedule, if after one year the applicant has not used the funds. A request for an extension of the loan would need to be reviewed by the Board of Aldermen.
13.	Loans are made at the discretion of the Town Board of Aldermen and subject to loan pool availability.
14.	Loan recipients will not discriminate against any individual on the basis of race, color, religion, sex, gender, national origin, disability, sexual orientation or gender expression/identity in any of business activities or operations whether financed in whole or in part by funds received by the Town.
15.	Please be advised that an application and the information submitted to the Town of Carrboro are considered to be public records subject to disclosure in accordance with N.C. General Statutes Chapter 132; information which is considered “trade secret” as defined by law and marked as such (or as “confidential”) may be withheld from public disclosure as provided by law.