



RED WING PORT AUTHORITY

SMALL BUSINESS EMERGENCY GRANT/LOAN PROGRAM APPLICATION

Program Information: All Grants/Loans made are for the purpose of working capital and intended to replace cash flow used for operating costs that existed at the time of the peacetime emergency declaration made through Executive Order 20-01. Such costs may include current payroll obligations (i.e. may not include employees who have been laid off), lease or mortgage payments, inventory, and other working capital expenditures. Loans may not be used to refinance any debt existing at the time of the peacetime emergency declaration.

Eligibility: All applicants must be Red Wing businesses that have been operating at least one year prior to this application. Applicants must demonstrate to the lender that they were directly and adversely affected by the COVID-19 related peacetime emergency Executive Orders 20-04 and 20-08, including being an eligible business identified in the attached program description. SEE ATTACHED PROGRAM DESCRIPTION FOR MORE INFORMATION.

The Port Authority may need to request additional information prior to making a final determination. This application is intended to assist the Port Authority in determining eligibility.

Please complete the following information:

Applicant Information

Business Legal Name: _____

Business Operating Name (if different): _____

Street Address: _____

City: _____ Zip Code: _____

Mailing Address (if different): _____

Primary Contact Information:

Name: _____ Title: _____

Phone: _____ Email: _____

Business Ownership-provide name and ownership percentage of each owner who holds at least 20% ownership.

Legal Name	Home Address	Ownership %

Legal Structure: Limited Liability Entity Corporation
 Sole Proprietorship Partnership

Business Federal EIN: _____

Business Description (include product/industry):

Month/Year Business Operation Began: _____

Loan Details:

Total Amount Requested (\$15,000 maximum 50% grant / 50% loan) \$ _____

COVID-19 Impact:

Briefly explain how the business was impacted by Executive Orders 20-04 and 20-08 include details such as any period the business was closed, staffing issues resulting from health or child care concerns, etc.:

Briefly describe plan for business to resume full operation once Executive Orders 20-04 and 20-08 are lifted:

Employment (please include all W-2 employees):

On March 1, 2020:

Part-time employee's _____ # Full-time employee's _____

Current:

Part-time employee's _____ # Full-time employee's _____

Estimated revenue lost due to disaster: \$ _____

Dates of revenue loss: _____

Required Financial Information:

The following information needs to be included with your application:

- Most recent year financial statements (including balance sheet, income statement & profit and loss statements)
- Business Certification
- Credit Check Authorization Agreement
- Conflict of Interest form

Post-Approval:

If a loan is approved, business should expect to execute the following legal documents and other information prior to receiving loan funds:

- Loan Agreement
- Promissory Note
- Security Agreement
- Personal Guarantee(s)

Application Process:

Applicant will first complete the application. The application will be reviewed to determine preliminary eligibility, financing needed. After examination of the application and discussion with the applicant, a meeting with the Red Wing Port Authority Finance Committee will be scheduled review the application with final approval being provided by the Red Wing Port Authority Board of Commissioners.

Staff at the Red Wing Port Authority are available to assist each borrower in the completion of the application package. Please contact Shari Chorney (see below).

Following approval, the applicant shall proceed with signing of a loan agreement, promissory notes and/or other documents required for loan closing.

Submit Completed Application to:

**Red Wing Port Authority
Attention: Shari Chorney, Port Authority Manager
419 Bush Street
Red Wing, MN 55066
Direct: (651) 385-3639
Email: shari.chorney@ci.red-wing.mn.us**

BUSINESS CERTIFICATION

DATA PRIVACY ACKNOWLEDGEMENT:

Tennessee Warning Notice: per MN Statutes 13.04, Subd.2, this data is being requested from you to determine if you are eligible for assistance from the Minnesota Department of Employment and Economic Development. You are not required to provide the requested information, but failure to do so may result in the department's inability to determine your eligibility for assistance. The data you provide that is classified as private or non-public and will not be shared without your permission except as specified in state and federal laws.

Data Privacy Notice: per MN Statutes 13.591, Subdivision 1, certain data provided in this Application is private or non-public data; this includes financial information about the business, including credit reports, financial statements, and net worth calculations, business plans; income and expense projections; balance sheets; customer lists; income tax returns; and design, market, and feasibility studies not paid for with public funds. Per MN Statutes 116j.401 Subd. 3., certain data provided in this application is private data; this includes data collected on individuals pursuant to the operation of business finance programs.

Business Certification:

Financial Assistance Certification: I hereby certify that the Red Wing Port Authority Small Business Emergency Grant/Loan is necessary to due to direct and adverse effects related to Executive Orders 20-04 and 20-08.

I have read the above statement and I agree to supply the information requested to the Red Wing Port Authority with full knowledge of the information provided herein. I certify that all information provided herein is true and accurate and that the official signing this form has authorization to do so.

Name/Title of Authorized Business Representative

Signature of Authorized Business Representative

Date

CREDIT CHECK AUTHORIZATION AGREEMENT

Name _____

Address _____

Telephone Number _____

Social Security Number _____

Date of Birth _____

I hereby give the Red Wing Port Authority permission to do a credit check on my credit background.

Signature _____

Date _____

CONFLICT OF INTEREST

1. List all concerns that are in any way affiliated with the Red Wing Port Authority, its officers, directors, or employees.

2. Does the Red Wing Port Authority buy from, sell to or use the services of the ultimate recipient or its officers, directors or employees? No ____ Yes ____ if yes, please list:

3. List below any names of Port Authority employees, directors or officers who are related by blood, marriage or adoption that have had any past direct or indirect financial interest with the ultimate recipient.

Name and Address

A. _____
Details of Relationship or Interest _____

B. _____
Details of Relationship or Interest _____

C. _____
Details of Relationship or Interest _____

Ultimate Recipient Signature

Date: _____

RED WING PORT AUTHORITY
SMALL BUSINESS EMERGENCY GRANT/LOAN PROGRAM
(Approved 4/01/20)

Description:

Per Minnesota Governor's order 20-15, the Red Wing Port Authority can expand the use of its existing industrial revolving loan fund to assist retail and service businesses for 90 days, ending June 21, 2020. On April 1st, the Red Wing Port Authority approved the structure of a local business financing program, the Small Business Emergency Grant/Loan Program. This program has the following essential components:

- Up to \$15,000 total assistance to be used for working capital needs.
- 50% is automatically forgiven (as a grant), and 50% is a loan.
- Loan terms: 0% interest rate, 5-year loan pay-back period, first 6 months no payment.
- Eligible business has 30 or fewer employees (full-time equivalent).
- Business has been in operation at least one year prior to the application.
- First-come, first-serve process; no loan application or processing fees to the applicant.

Eligibility:

In order to be eligible for a Small Business Emergency Grant/Loan Program, eligible businesses are defined as follows:

1. Retail Business. Establishments engaged in selling goods or merchandise to the general public for personal or household consumption, and rendering services incidental to the sale of such goods. Examples include the sale of clothing, food, furniture, hardware, drugs and automobiles.
2. Service Business. Establishments engaged in providing services to persons, things and businesses, and selling goods or merchandise incidental to such services. Examples include banking, cleaning, landscaping, daycare, restaurants, fitness centers, auto repair, lodging and construction.
3. Manufacturing Business. Establishments that include manufacturing, warehousing, distribution and technology-related industry (those currently eligible in the Minnesota Investment Fund program).

The following businesses are eligible based on Minnesota Governor executive orders that precipitated the emergency declaration as noted in Executive Orders 20-04 and 20-08:

- Restaurants, food courts, cafes, coffeehouses, and other places of public accommodation offering food or beverage for on-premises consumption, excluding institutional or in-

house food cafeterias that serve residents, employees, and clients of businesses, child care facilities, hospitals, and long-term care facilities

- Bars, taverns, brew pubs, breweries, microbreweries, distilleries, wineries, tastings rooms, clubs, and other places of public accommodation offering alcoholic beverages for on-premises consumption.
- Hookah bars, cigar bars, and vaping lounges offering their products for on-premises consumption.
- Theaters, cinemas, indoor and outdoor performance venues, and museums.
- Gymnasiums, fitness centers, recreation centers, indoor sports exercise facilities, exercise studios, and spas tanning establishments, body art establishments, tattoo parlors, piercing parlors, businesses offering massage therapy or similar body work, spas, salons, cosmetology salons, esthetician salons, advanced practice esthetician salons, eyelash salons and barber shops. This includes, but is not limited to, all salons and shops licensed by the Minnesota Board of Cosmetologist Examiners and the Minnesota Board of Barber Examiners.
- Amusement parks, arcades, bingo halls, bowling alleys, indoor climbing facilities, skating rinks, trampoline parks, and other similar recreational or entertainment facilities.

Loans cannot be provided to businesses that:

- Derive income from passive investments without operation ties to operating businesses.
- Generate any part of its income from gambling or adult-oriented activities.
- Have no current or historical financial statements.
- Are organized or structured as a non-profit.

Loan program requirements and terms:

- Qualifying business may be either retail, service or manufacturing (see Eligibility, pg. 1).
- Qualifying business must be located within City of Red Wing municipal limits, must have been in business for at least one year prior to the application, and must have no more than 30 full-time equivalent (FTE) employees.
- Total financial assistance up to \$15,000, based on the firm's economic injury and the financial need as identified in the application.
- 50% will be automatically and fully forgiven (grant), and 50% will be a term loan.
- Loan will be interest free (0%).
- Loan will be paid back monthly over five (5) years, beginning in the 7th month.
- Loan's first payment will be deferred for the first six (6) months.
- Eligible use of funds is working capital, such as inventory, employee payroll, rent, etc.
- Collateral and/or Personal Guaranty shall be provided for at least 20% of the total combined grant/loan amount.
- First-come, first-serve process; no loan application or processing fees to the applicant.
- Loans must be approved by the Port Authority on or before June 21, 2020, or as may be further extended by state or legislative action.