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Once you have completed this document, save to your computer and send as an attachment to R.T. Hamilton Brown at [rbrown@brattleborodevelopment.com](mailto:rbrown@brattleborodevelopment.com).

**WCEDP LOAN PROGRAM  
LETTER OF INTENT TO APPLY**

**A. APPLICANT INFORMATION**

Applicant Entity

Mailing Address

City

State

Zip

Website URL

Project Lead

Title

Phone

Extension

Email

Tax Filing Status

Duns Number

NAICS for Proposed Activity

## B. PROJECT DESCRIPTION

Physical Location of Project

Project Start Date \*

Project End Date

\*Start date must be in the future, leaving sufficient time for the application process, underwriting, and loan closing.

Write a clear, concise summary description of the project which must include:

- The purpose of this request, and
- The positive and transformative goals expected to be achieved

## C. SOURCES AND USES

### TOTAL PROJECT COST:

SOURCES:	AMOUNT	PERCENT
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#### WCEDP Loan Request:

#### Owner Equity:

Type:

Type:

Type:

Type:

Total Owner Equity:

#### Other Financing/Sources:

Lender:

Lender:

Other:

Other:

Total Other Financing:

#### Total Sources:

#### USES:

Land:

Buildings:

Machinery/Equipment:

Remodeling:

Inventory:

Working capital:

Other:

Other:

Other:

Other:

#### Total Uses:





## F. ADDITIONAL PROJECT DESCRIPTION

1. Provide additional information about the retained and created jobs and benefits that may not be evident in the data provided on page 5.

## F. ADDITIONAL PROJECT DESCRIPTION (Continued)

2. Briefly describe how this project advances the goals and objectives of the Regional Comprehensive Economic Development Strategy (CEDS).

## F. ADDITIONAL PROJECT DESCRIPTION (Continued)

3. Write a short description of how the project will result in a business start-up, expansion, relocation or other entrepreneurial activity.

**F. ADDITIONAL PROJECT DESCRIPTION (Continued)**

4. Write a short description of your capacity and experience to execute this project.

**F. ADDITIONAL PROJECT DESCRIPTION (Continued)**

- 5. Statement of how the project will impact the region in relationship to the loan amount requested.

## G. PERSONAL GUARANTEE, COLLATERALIZATION, AND POST APPROVAL CERTIFICATION

Please certify that you have read and understand the statements below.

I understand this is debt financing that must be repaid.

I understand that a personal guarantee and sufficient collateral are required for debt financing.

I understand 10% borrower equity (cash or assets) is required for all WCEDP loans.

I understand the WCEDP loan can be for no more than 60% of project cost, except for loans meeting the Entrepreneurial Loan Program definition, which can be for up to 90% of project cost. The remaining 40% (or 10% for the Entrepreneurial Loan Program) may consist of other debt, owner equity, or other equity or investment, of which at least 10% must be owner equity in the form of cash or assets.

I have read and attached my acknowledgement of the Post Approval Requirements for Grants and Loans from the State of Vermont.

This is an electronic application. You must sign with a Digital ID, Date the application, fill in your Title, and only then submit. Please follow these directions:

A. If you already have a Digital ID:

- Click the red "sign here" flag in the signature block.
- Click "My existing digital ID from" and "File," enter or browse for your digital signature file and enter your password.
- Then click "Save."

The application will save with your digital signature.

B. If you do not have a Digital ID:

- Click the red "sign here" flag in the signature block.
- Choose "A new digital ID, I want to create right now" and the "next" button.
- Choose "New PKCS #12 Digital ID file and then "next."
- Enter required information, "next."
- Note where the ID will be stored on your computer, enter a password and "finish."
- The Digital Signature file will come up, re-enter your password click "sign."
- Then click "Save."

Final Steps:

- In the toolbar click "File" and "Save." Note where the file is save and the name of the file.
- Then attach this document to an email to R.T. Hamilton Brown for processing.

Date:

Title: