

**CUMBERLAND EMPOWERMENT ZONE
APPLICATION FOR FINANCIAL ASSISTANCE
LIST OF EXHIBITS**

Applications will not be processed until all required exhibits are submitted.

Applicant: _____

Project Name: _____

Exhibit # The following information is required:

1. _____ A cover letter, summarizing the application. Include a statement regarding the need for assistance and the type of assistance required.
2. _____ Completed Application for Financial Assistance
3. _____ Certificate of Incorporation or Partnership Agreements (if applicable)
4. _____ Business financial statements and/or tax returns for previous three years (if applicable)
5. _____ Personal financial statement and federal tax returns for past two years from all owners with 20% or more ownership
6. _____ Business Plan (for businesses with less than two years history) which includes, at a minimum, the following information:
 - _____ Executive Summary
 - _____ Company Description
 - _____ Market Analysis and Evaluation
 - _____ Marketing Plan
 - _____ Management Plan
 - _____ Financial Plan (with at least 5 years financial projections and accompanying explanation of how projections were made)
 - _____ Appendices and Supporting Data
7. _____ COLLATERAL INFORMATION: For real estate: Deed for residence, Information regarding mortgage liens on property, Copy of latest Mortgage Statement, Appraisal and/or most recent property tax statement. For equipment: List of equipment and purchase date, equipment appraisals, information regarding liens on equipment.
8. _____ Financial commitment letters (if applicable)
9. _____ Non-refundable application fee