

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

Applications will not be processed until all required exhibits are submitted.
Completed applications will be reviewed 30-60 days after submission of all required exhibits.

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. _____ Map of the city indicating location of project.
4. _____ Certificate of Incorporation or Partnership Agreements (if applicable)
5. _____ Business financial statements and/or tax returns for previous three years for all related business entities (if applicable)
6. _____ Personal financial statement and federal tax returns for past three years from all owners with 20% or more ownership
7. _____ Business Plan (for businesses with less than two years history)
 - _____ Executive Summary
 - _____ Company Description
 - _____ Market Analysis and Evaluation
 - _____ Marketing Plan
 - _____ Management Plan
 - _____ Financial Plan
 - _____ Appendices and Supporting Data
8. _____ COLLATERAL INFORMATION: For real estate: Deed, Documentation of Any Mortgage or Other Liens, Copy of latest Mortgage Statement, Appraisal.

**APPLICATION FOR FINANCIAL ASSISTANCE
LIST OF EXHIBITS (continued)**

9. _____ Financial commitment letters (if applicable)
10. _____ Project floor plans, site plans and approvals (if applicable)
11. _____ Project's development timetable
12. _____ Evidence of project site control
13. _____ Environmental/regulatory approvals and/or historical designation
14. _____ Cost estimates for construction and/or renovation work to be performed
15. _____ Non-refundable application fee (if applicable)