

*Griffin-Spalding Chamber of Commerce Foundation*

*Post Office Box 73, Griffin, Georgia 30224*

Check List

This is a checklist of the attachments that are required to be submitted for your application for assistance and is furnished for your convenience. We urge you to use this to make certain that nothing is omitted.

The GSCC Foundation is requiring all applications to be typed. We prefer it to be sent electronically but we will accept them via mail or hand delivery. If you will call Cindy Jones, she will forward the application to you via e-mail for your convenience (770-228-8200).

If you have any questions regarding components for the application or the application process please contact Cindy Jones [cjones@cityofgriffin.com](mailto:cjones@cityofgriffin.com).

- \_\_\_\_\_ Completed Application Form
- \_\_\_\_\_ Cover Sheet
- \_\_\_\_\_ Budget for the funds being requested
- \_\_\_\_\_ Mission Statement or Business Plan
- \_\_\_\_\_ Funds use action plan
- \_\_\_\_\_ Program Policies
- \_\_\_\_\_ Budget for your current year for the entire operation of the business
- \_\_\_\_\_ Financial Statements as further described in the Application instructions found on page 4.
- \_\_\_\_\_ Most recent Internal Revenue Service Tax return or report
- \_\_\_\_\_ List and contact information of key staff/employees

## **Application Information/Directions**

The GSCC Foundation, under applicable laws and agreements, may make loans to small businesses of Spalding County.

Based on the availability of funds, the Foundation may review requests for funding quarterly, notifying the applicants of disposition within 90 days of receipt. No applicant will be considered for more than one (1) loan during any calendar year.

If you believe your business may qualify for consideration of a funds under these guidelines, and you wish to make application for such, please complete the attached application. The guidelines for completion of the application are as follows:

1. All applications must be typed on 8 ½" x 11" paper.
2. **DO NOT BIND OR STAPLE THE APPLICATION OR ATTACHMENTS.**
3. You do not have to use the application form but all information must be furnished in the order of the application format with the number designation of the question to which you are responding.
4. All questions must be answered and if they do not apply put N/A.
5. If there are materials such as color leaflets or multi-page brochures you wish to add in support of your request you must enclose 5 copies of that item with the application.
6. Incomplete or late applications will not be considered.
7. Previous funding does not guarantee funding in the future. The Foundation urges all applicants to seek other funding sources.
8. Applicants are responsible for making certain their applications have been received. The GSCC Foundation assumes no responsibility or liability for applications not received for any reason whatsoever.

It may be mailed to:

**Griffin Spalding Chamber of Commerce Foundation  
P. O. Box 73  
Griffin, Georgia 30224**

or e-mailed to [cjones@cityofgriffin.com](mailto:cjones@cityofgriffin.com)

or hand delivered to 143 North Hill Street – Griffin, Georgia.

**GRIFFIN-SPALDING CHAMBER OF COMMERCE FOUNDATION  
Loan Application**

**COVER SHEET**

PLEASE MAKE NO SUBSTITUTIONS FOR THIS COVER SHEET

Name of Business: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

Date(s) Required: \_\_\_\_\_

## APPLICATION

For purposes of the 2023 Application process the GSCC Foundation needs the following information.

1. Describe the project or issue your business seeks to improve and the goals you wish to accomplish. This is the need section of your proposal. It is crucial. If you cannot provide strong support for the need of you project, you do not qualify for funding.
2. Identify the goals of the project.
3. Is your project, ( ) Growth/Expansion ( ) Technical ( ) Training ( ) Safety
4. Describe how your project will help address the issue(s) identified in question #1 and #2. (This section tells us how your business plans to achieve the goal(s) identified in question #2. The plan will include steps and action required to achieve outcome(s). How will you measure the success of the project? If your outcome(s) cannot be measured in some way or clearly observed, your goals are not written to gauge success. Be sure to include time-lines and a deadline in the plan.
5. Describe what your business has done, or is now doing, to address the issue identified in question #1.
6. Describe in detail how the funds will be spent to improve the issue identified in question #2 and #3.
7. How do you anticipate the requested funding to affect the business?
8. How many full time employees do you have? Part time? Do you provide W-2 statements or 1099?
9. Attach a copy of your mission/vision statement/business plan.
10. If you are successful in this application what are your short-term and long-term plans for sustainability without further funding from the GSCC Foundation?
11. List any additional funding sources you have applied for in the past 18 months and the disposition of those funds.

12. List any funding sources you intend to apply for within the next 12 months.
13. Attach a complete operating budget for your business for the current fiscal year.
14. Attach a copy of your most recent fiscal year ending Balance Sheet and Profit & Loss Statement. If more than 90 days (3 months) have elapsed since your fiscal year end, also include an Interim Month End Balance Sheet and YTD Profit & Loss Statement, not older than 90 days from date of application.
15. Attach a copy of your most recently filed Internal Revenue Service Tax Return, including all schedules. Depending upon filing status this may be in the form of an IRS Form 1040, 1120, or 1120 S. To be deemed current, this return must be no more than 15 months older than the most recent fiscal year ended. For returns submitted older than 12 months, additional information may be required.

In reviewing your application the GSCC Foundation may require additional information in order to further consider your request.

If your request is successful, the Foundation requires an update documenting utilization of awarded funds and accomplishments (goals) achieved within six months of funds issued. Funds must be used for the project(s) approved.

### Template

This template can be used to specify and prioritize the actions/activities/services briefly mentioned in the narrative.

Goal

Steps/Actions (what needs to be done)	Responsible person (who should take action to complete)	Timeline (when should it start and end)	Resources (what is needed to complete the step)	Challenges (what might hinder getting this step done & how will challenges be overcome)	Results (was the step successful? Did you need to revise the steps during the process)