

## CITY OF HAMMOND

### JOB CREATION AND BUSINESS EXPANSION PROGRAM APPLICATION

#### Section A: Business Information

1. Business Name: \_\_\_\_\_
2. Business Address: \_\_\_\_\_
3. Phone: \_\_\_\_\_ 4. Fax: \_\_\_\_\_
5. Current zoning of the above address: \_\_\_\_\_
  
6. Federal I.D. Number: \_\_\_\_\_ 7. DUNS #: \_\_\_\_\_
8. Business Start-Up Date: \_\_\_\_\_ 9. Date of Incorporation \_\_\_\_\_
  
10. Type of Business:      \_\_\_ Manufacturing      \_\_\_ Wholesale      \_\_\_ Retail      \_\_\_ Service
11. Business Structure:    \_\_\_ Sole Proprietorship    \_\_\_ Partnership    \_\_\_ C Corp.    \_\_\_ S Corp.

#### Section B: Officers, Directors, and Employees

12. As an attachment, list all current owners, officers, directors, and employees. For each owner, list positions held (if any) and percent of ownership. For all paid employees, provide name, title, salary and hours worked per week.

#### Section C: Financial Information

13. As an attachment, please include financial statements (income statements, balance sheets, profit/loss statement) for past three years.

14. Does the business, its owners or majority stockholders own or have a controlling interest in other businesses?

15. Does the business currently have any bills which are more than 30 days past due? If yes, please explain:

16. Is the business delinquent on any state and federal taxes? If yes, please explain:

17. Has the business or any officer been involved in bankruptcy or insolvency proceedings?

## **Section D: Proposal Narrative**

18. As an attachment, please include a narrative statement describing the proposed project. At a minimum, the narrative should include:

- Company description and history
- Complete business plan and business plan approval letter from the Hammond Development Corporation
- Description of product/services currently offered
- Proposed use of public assistance, including:
  - a brief marketing analysis of the product/service
  - a description of any new products/services to be offered
- Letter from at least one lending institution denying loan request, including reason it cannot finance the project (if a bank is financing a portion of the project, submit a letter of commitment from the lending institution).
- A listing by job title of the permanent jobs to be created. For each newly created job, provide:
  - A short description of the duties of the job,
  - Indicate if the job is full or part-time (if part-time, include number of hours per week),
  - Indicate if the job is expected to be filled by a low- or moderate-income person, and
  - Indicate if the job requires any special skills, training or education.