



Rural Development  
Finance Corporation  
GROWING COMMUNITIES

## PARTICIPATION LOAN APPLICATION

Total Project Amount: \_\_\_\_\_

Total Loan Amount: \_\_\_\_\_

RDFC Participation Loan Amount: \_\_\_\_\_ (not to exceed 50% of loan amount)

Proposed RDFC Loan Term Length in Years: \_\_\_\_\_ (to match lead lender)

1. Lead Bank: \_\_\_\_\_

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

Loan Officer: \_\_\_\_\_

City: \_\_\_\_\_ Zip code: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

2. Projected Start Date: \_\_\_\_\_

Projected Completion Date: \_\_\_\_\_

3. Loan Recipient Business/Entity Name: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Address of Business: \_\_\_\_\_

Project Physical Address (if different) \_\_\_\_\_

Business Type: (retail-service-manufacturing etc.) \_\_\_\_\_

4. Summary Description of Project (include how the funds will be used, why this project is needed and any community impacts; attach additional pages, if needed):

5. Describe any new products/services that will be provided.

6. Employees: Current number: \_\_\_\_ FT\*    \_\_\_\_ PT \*32 hours/week; do not include owners  
Projected Number in 1 year: \_\_\_\_ FT\*    \_\_\_\_ PT \*32 hours/week; do not include owners

7. Sources of Project Funding (must equal total project amount)

a) Owner's equity (i.e. land, building, cash) \$ \_\_\_\_\_  
b) \_\_\_\_\_ \$ \_\_\_\_\_  
c) \_\_\_\_\_ \$ \_\_\_\_\_  
d) \_\_\_\_\_ \$ \_\_\_\_\_  
e) \_\_\_\_\_ \$ \_\_\_\_\_  
f) \_\_\_\_\_ \$ \_\_\_\_\_  
Total Sources \$ \_\_\_\_\_

8. Uses of Project Funding

a) \_\_\_\_\_ \$ \_\_\_\_\_  
b) \_\_\_\_\_ \$ \_\_\_\_\_  
c) \_\_\_\_\_ \$ \_\_\_\_\_  
d) \_\_\_\_\_ \$ \_\_\_\_\_  
e) \_\_\_\_\_ \$ \_\_\_\_\_  
f) \_\_\_\_\_ \$ \_\_\_\_\_  
Total Uses \$ \_\_\_\_\_

9. Other proposed terms to consider:

10. Is the applicant served by an electric or broadband cooperative? (Not a requirement but may lead to a higher prioritization.)

Yes (please specify) \_\_\_\_\_  
No

11. RDFC has a finite pool of funds to provide incentivized financing to rural businesses that otherwise may not be able to launch or expand. In times when funding is limited, answers to the following questions will help the board prioritize applications:

- a. Have you applied to a financial institution and been informed the institution cannot fully finance your project or found your project cannot cashflow with traditional financing?    Yes    No
- b. If yes, please explain: \_\_\_\_\_
- c. If so, have you sought other funding resources, other than RDFC, to fill that gap?  
Yes    No
- d. If yes, please list resources contacted and result of contact:

The undersigned attests all applicant information is true to the best of his or her knowledge and hereby agrees to submit a project summary in writing to RDFC 3 months after project completion and upon notice of loan approval agrees to sign and have a loan document with a repayment schedule and promissory note as provided with the lead/master note and as approved by RDFC.

Applicant - Authorized Signature:

Date:

**Checklist of Enclosures or Attachments:**

\_\_\_\_\_ Copy of complete application

\_\_\_\_\_ Letter of commitment from a lead lender with the following:

Total project cost	Security (to be shared with the RDFC)
Use of loan proceeds	Amount requested from RDFC with anticipated RDFC interest rate and origination fee
Loan amount by lead lender with loan length or maturity	
Lead lender's interest rate and origination fee	
Late payment fee	

\_\_\_\_\_ Letter of commitment from other loan participants and sources of funds (if applicable)

\_\_\_\_\_ Current and past 2 years of income and expense statements plus balance sheets. Alternatively, the lead lender may share its underwriting documents.

\_\_\_\_\_ Executive summary of business or operational plan.

**NOTE: Upon a loan approval – the loan must close within 180 days or the offer will expire.**

Email completed applications to: [RDFC@ndarec.com](mailto:RDFC@ndarec.com)

Contact: Ellen Huber  
Executive Director  
Office Phone (701) 667-6444  
Email: [ehuber@ndarec.com](mailto:ehuber@ndarec.com)