

# The City of Richmond encourages the development of new businesses and the expansion of existing businesses.



## Who Should Apply?

The following types of businesses may be eligible for a Revolving Loan Fund:

- Businesses that are at least one year old
- Businesses located within the City or committed to locating in the City
- Businesses that will hire residents from the City
- Businesses providing needed services within the City
- Businesses that support or complement the City's economic development and/or business development strategies

## Revolving Loan Strategy

Eligible applicants may request loan amounts from a minimum of \$5,000 to a maximum of \$100,000.

Loan Cost: \$150 up front application fee  
2% loan origination fee at closing

## Types of Loans Available

- **Facade Improvements** for exterior appearance
- **Fixed Assets** for leasehold improvements, renovation, structure expansion, etc.
- **Machinery Equipment** for use in operation of the business
- **Working Capital** for day-to-day business operations (e.g. to hire employees)
- **Franchise Startup** funding post franchise award
- **Non-Profit Loans** for established organizations
- **Relocation Loan** to establish a new Richmond location

## Technical Assistance

It is the goal of the Richmond RLF to do everything possible to ensure local small business success. In order to accomplish this goal, eligible loan applicants may be required to participate in an approved business management assistance program.

For more information or to schedule a pre-screening interview, please contact:

Janet L. Johnson  
Economic Development Administrator

E: janet\_johnson@ci.richmond.ca.us  
O: (510) 307-8131  
F: (510) 620-6542

## City of Richmond Revolving Loan Fund Program Preliminary Loan Application

Applicant Name(s): \_\_\_\_\_

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

Tax ID #: \_\_\_\_\_

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

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

Tax ID #: \_\_\_\_\_

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

Website: \_\_\_\_\_

Best Phone #: \_\_\_\_\_ [ ] Business [ ] Mobile [ ] Home

Please Check One: [ ] New Business [ ] Existing Business

Type of Business: \_\_\_\_\_

Years in Operation (if existing business): \_\_\_\_\_

No. of Employees: Full-Time: \_\_\_\_\_ Part-Time: \_\_\_\_\_

Approximate Annual Revenue: \$ \_\_\_\_\_

Facility is: [ ] Owned [ ] Leased [ ] Looking for Space

Purpose of Loan: \_\_\_\_\_

Amount of Loan Request: \_\_\_\_\_

Amount of funds you now have to invest in or have already invested in the business: \$ \_\_\_\_\_

Do you need assistance preparing your Loan Request Proposal? [ ] Yes [ ] No

### Credit Check Authorization

I/We authorize The City of Richmond and/or its authorized agents to perform inquiries necessary to determine credit worthiness for the loan for which I am applying. I/We hereby release all parties from all liabilities from any damage that may result from furnishing any information to the City of Richmond.

### Certification

I/We hereby certify that all information contained above is true and complete to the best knowledge and belief of the applicant(s) and is submitted for the purpose of inducing the City of Richmond and/or its agents to approve financial assistance requested in this application.

Signed: \_\_\_\_\_ SSN: \_\_\_\_\_

Print Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Signed: \_\_\_\_\_ SSN: \_\_\_\_\_

Print Name: \_\_\_\_\_ DOB: \_\_\_\_\_

## Revolving Loan Strategy

The City of Richmond's Revolving Loan Fund (RLF) is a community based program with the goal of fostering local economic growth through the creation and retention of employment opportunities for Richmond residents and complementing community and individual development initiatives.

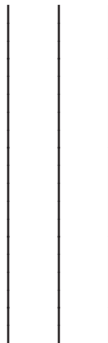


### To Apply:

1. Complete the Preliminary Loan Application located on the inside of this brochure, then seal and mail to:  
City of Richmond  
P.O. Box 4046  
Richmond, CA 94804  
Attn: Janet L. Johnson
2. Schedule a pre-screening interview

Postage  
Needed

City of Richmond  
P.O. Box 4046  
Richmond, CA 94804  
Attn: Janet L. Johnson



## Accomplishing Economic Development Through Small Business Loans



## Revolving Loan Fund Program



### City Manager's Office

450 Civic Center Plaza, 3rd Floor  
Richmond, CA 94804

[www.ci.richmond.ca.us](http://www.ci.richmond.ca.us)