



## EMERGENCY BUSINESS LOAN

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*Community LendingWorks is working in partnership with local, state and federal officials to respond to the adverse economic & market conditions created by COVID-19 and the necessary public health measures to combat the virus.*

*This emergency loan is only one small part of the massive social and economic response needed for this crisis. While we recognize the vast additional need, we have to be realistic about the role we can play.*

*The Emergency Business Loan Is Intended To:*

- *Help businesses remain solvent through the crisis and be ready/able to rebuild;*
- *Fill specific cash flow gaps in businesses' larger efforts to scale down, reduce expenses, and take any additional defensive measures to survive the crisis.*

*The Emergency Business Loan is NOT:*

- *Intended to replace lost business income (we don't have even 0.01% of the money needed for that);*
- *Intended to fund pre-crisis-level operations;*
- *A mechanism to pay wages of staff that the business can no longer financially support;*
- *A low cost business loan for industries relatively un-impacted by the crisis.*

*Eligible Businesses:*

- *Those immediately impacted by public health restrictions;*
- *Had 20 or fewer employees when operating at full scale (defined as December 2019);*
- *Were generally stable/strong prior to the crisis.*

*Acceptance of this loan includes a commitment to monthly reporting and ongoing technical assistance.*

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### Proposed Loan Terms

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- Loan amount up to \$30,000
- Interest Rate 2%
- Loan Term Up to 48 months
- Loan Fee: None
- Mandatory monthly business check-in & financial reporting during zero payment period.
- Repayment Schedule:
  - Months 1-6, payments deferred
  - Months 6-12, interest-only payments
  - Months 12-48 principal & interest payments

## FAQs - Frequently Asked Questions

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1. Q: Is my business eligible for this loan if our business is operating as usual?  
A: No. This loan is designed to help businesses combat short-term crisis-related adverse conditions.
2. Q: Am I eligible if my business is completely closed due to public health restrictions?  
A: Yes. We understand that businesses may have zero income during this time. We ask that you also explore every possible other measure of support (e.g. forbearance on existing loans, reduction in rent, etc.)
3. Q: What can the loan be used for?  
A: It depends. Each business will have unique needs, so you will need to clearly explain in your emergency plan how the funds will be used and how that will help you through the crisis. It might be covering rent/insurance while your restaurant is closed. It might pay off net 30 invoices from pre-crisis. There are no specific limitations.
4. Q: Are borrowers required to personally guarantee this loan?  
A: Yes.
5. Q: What happens if this crisis extends longer than expected, my contingency plan doesn't work, and I have to close the business permanently?  
A: None of us can predict the duration or extent of this crisis. If your business closes permanently within the next 12 months, we will do our best to work with you on a solution.
6. Q: If I already have a CLW business loan, does this loan release me from my existing loan payments or other financial obligations?  
A: No. Any desire to modify existing loan payments must be requested separately.
7. Q: Do I need collateral for the loan?  
A: No.
8. Q: What happens when/if the loan fund runs out of money?  
A: We expect that this will happen. When it does, we will place applications on a waiting list in date/time order of submission. We are constantly trying to raise more capital, and will contact businesses from the waiting list as funds become available. It helps us to gauge the need and advocate for funds if we have a waiting list, so please submit an application even if you hear that we're temporarily out of funds.
9. Q: Will this loan impact my eligibility for other government assistance?  
A: Not that we know of, and we will follow other assistance programs closely, to monitor the impact of these loans on other programs. Neither CLW nor our City/County funding partners want anything about this product to block other resources, and can adjust this program accordingly.



## EMERGENCY BUSINESS LOAN APPLICATION

<i>Business</i>			
Name:		Phone:	
Address:		Tax ID #:	
City:	State:	Zip Code:	
Mailing Address (If Different From Above):			
City:	State:	Zip Code:	
<i>Loan Information</i>			
Amount Requested (\$):		Minimum Loan Amount You Could Accept (\$):	
Brief Use of Funds:			
<i>Borrower</i>			
Name:		Home Phone:	
Home Address:		Work Phone:	
City:	State:	Zip Code:	
Previous Address (If Less Than 2 Years at Current Address):			
City:	State:	Zip Code:	
Social Security Number:		Date of Birth (MM/DD/YYYY):	
Amount of Outside Income (\$):		Share of the Business (%):	

Co-Borrower		
Name:		Home Phone:
Home Address:		Work Phone:
City:	State:	Zip Code:
Previous Address (If Less Than 2 Years at Current Address):		
City:	State:	Zip Code:
Social Security Number:		Date of Birth (MM/DD/YYYY):
Current Employer Name:		Income (\$):
Length of Employment (Years, Months):		Share of the Business (%):
Additional Source of Income (Type, Amount):		
Emergency Plan		
Please attach a detailed Emergency Plan, including how the loan funds will be utilized: <ol style="list-style-type: none"> <li>1. Summary of Changes to Business Plan/Model (including how long it's sustainable)</li> <li>2. Emergency Operating Budget</li> <li>3. Itemized List of Proposed Uses of Loan Funds (including whether 1-time or recurring)</li> <li>4. Cash Flow Needs</li> <li>5. Emergency Staffing Plan</li> <li>6. Marketing Plan</li> <li>7. Supply Chain</li> </ol>		

*I authorize CLW to obtain credit reports and verify any information in connection with this application. I agree CLW may contact me, for all notices and reminders pertaining to my account, by phone at any phone number listed with my account, including cell numbers, which may result in additional charges. I agree to receive text messages, which may result in text messaging rates. CLW may also contact me by sending e-mails, using any e-mail address provided. I can discontinue electronic delivery service at any time by notifying CLW directly.*

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Borrower

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Borrower

\_\_\_\_\_  
Date