



**NORTH DAKOTA DEVELOPMENT FUND (NDDF)/NEW VENTURE CAPITAL PROGRAM (NVCP) APPLICATION**  
 NORTH DAKOTA DEPARTMENT OF COMMERCE  
 SFN 59676 (10-2019)

Applicant Name		Social Security Number/Federal Tax ID Number			
Primary Contact		Title		Telephone Number	
Address		City		State	ZIP Code
Email Address		Date of Application		Date Business Established	
Legal Structure <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Corporation <input type="checkbox"/> Sub Chapter S Corporation <input type="checkbox"/> General Partnership <input type="checkbox"/> Limited Partnership <input type="checkbox"/> Non-Profit <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Other				<input type="checkbox"/> New Business <input type="checkbox"/> Existing Business <input type="checkbox"/> Purchase Existing Business	
Purpose of Request					
Current Number of Employees		Projected Number of Employees within 24 Months		Current Average Wage	
				Projected Average Wage within 24 Months	
Financial Institution/Development Agency			Primary Contact		Telephone Number
Address			City		State    ZIP Code

Sources of Funds		Amount		Sources of Funds		Amount
A. Owner Equity		\$		D. Other		\$
B. ND Development Fund		\$		E. Other		\$
C. Matching Funds		\$		<b>TOTAL</b>		\$
Use of Funds	Source A	Source B	Source C	Source D	Source E	Total Cost
Land Acquisition						
Building Construction						
Building Purchase						
Site Improvement						
Machinery/Equipment						
Inventory						
Working Capital						
Other						
TOTAL						

**Note: Attach a complete description of the use of the NDDF funds (i.e. list of Machinery & Equipment to be purchased, description of building to be purchased or erected and inventory purchased).**

Summary of Collateral	Present Market Value	Present Mortgage Balance	NDDF/NVCP Collateral Position
A. Land and Building	\$	\$	
B. Machinery & Equipment	\$	\$	
C. Furniture & Fixtures	\$	\$	
D. Accounts Receivable	\$	\$	
E. Inventory	\$	\$	
F. Other	\$	\$	
TOTAL COLLATERAL	\$	\$	
Primary Source of Repayment (Describe)			

**Present Indebtedness:** Business Debts, Contracts, Notes and Mortgages Payable

Owed To	Original Amount	Original Date (MM/DD/YYYY)	Present Balance	Rate of Interest	Maturity Date (MM/DD/YYYY)	Monthly Payment	Security	Status (Current/ Delinquent)

*Note: Please retain copies for yourself and for your financial institution/development agency.*

**Present Banking References**

Financial Institution	City/State	Type of Account	Account Number(s)	Contact Person	Telephone Number

**Trade References**

Trade Supplier	Address	Materials and Products Supplied

**Management** (Officers, Directors, Owners/Investors, etc.)

Name and Title	Address	Percentage Ownership

**Key Advisors**

Name	Firm/Company	Address
Attorney		
Accountant		
Insurance Agent		

**NOTE: THE FOLLOWING EXHIBITS MUST BE COMPLETED WHERE APPLICABLE. ALL QUESTIONS ANSWERED BECOME PART OF THE APPLICATION.**

1. If your collateral consists of (A) Land and Building, (B) Machinery and Equipment, (C) Furniture and Fixtures, (D) Accounts Receivable, (E) Inventory, (F) Other, please provide an itemized list labeled **Exhibit A** that contains serial and identification numbers of all articles that have a value greater than \$500. Include a legal description of Real Estate offered as collateral.
2. Furnish a signed current personal balance sheet and three years of tax returns for each stockholder (with 20% or greater ownership), partner, officer and owner. Social Security number should be included on personal financial statement. It should be as of the same date as the most recent business financial statements. Label as **Exhibit B**.
3. Do you have any co-signers and/or guarantors for this loan?  
 Yes  No If yes, please submit their names, addresses, tax ID numbers, three years of tax returns and a current personal balance sheet(s). Label as **Exhibit C**.
4. Are you buying machinery or equipment with the proceeds?  
 Yes  No If yes, you must include a list of equipment and cost as quoted by the seller and a purchase invoice. Label as **Exhibit D**.
5. Have you, or has any officer of your company ever been involved in bankruptcy or insolvency proceedings?  
 Yes  No If yes, please provide details. Label as **Exhibit E**.
6. Are you, or is your business involved in any pending lawsuits?  
 Yes  No If yes, please provide details. Label as **Exhibit F**.
7. Does your business, its owners or majority stockholders own or have a controlling interest in other businesses?  
 Yes  No If yes, please provide their names and the relationship with your company along with a current balance sheet and operating statement for each. Label as **Exhibit G**.
8. Do you buy from, sell to or use the services of any concern in which someone in your company has a significant financial interest?  
 Yes  No If yes, provide details on a separate page. Label as **Exhibit H**.
9. Attach a copy of funding commitments from each source of funding. Label as **Exhibit I**.
10. Are any current business loans delinquent?  
 Yes  No If yes, describe on separate page. Label as **Exhibit J**.
11. Are any of the company's principals related to or doing business with any NDDF staff or Board member?  
 Yes  No If yes, describe on separate page. Label as **Exhibit K**.
12. Are there any judgments against you?  
 Yes  No If yes, list separately. Label as **Exhibit L**.
13. Attach a full business plan. Label as **Exhibit M**.
14. Is your business primary sector certified?  
 Yes  No

The undersigned specifically acknowledge(s) that: (1) verification or re-verification of any information contained in the application may be made at any time by the Lender, its agents, successors, and assigns; either directly or through a credit reporting agency from any source named in this application and the original copy of this application will be retained by the Lender, even if the request is not approved; (2) the Lender, its agents, successors and assigns will rely on the information contained in the application and I/We have a continuing obligation to amend and/or supplement the information provided in this application, if any of the material facts which I/We have represented herein should change prior to closing; (3) in the event my/our payments indicated in this application become delinquent, the Lender, its agents and assigns may, in addition to all their other right and remedies, report my/our name(s) and account information to a credit reporting agency.

**PRIVACY ACT INFORMATION**

Your social security number is requested to enable the North Dakota Development Fund (NDDF) to conduct a proper credit check pursuant to N.D.C.C 10-30.5-13 for determining whether the applicant is eligible for NDDF funding. Disclosure of your social security number is voluntary. However, if you do not provide your social security number, the NDDF may be unable to conduct a credit check and may decline to process the NDDF application.

I/We authorize the North Dakota Development Fund to make all inquiries deemed necessary to verify the accuracy of the information contained herein and to determine the credit worthiness of the undersigned.

I/We certify that the information provided in this application is true and correct as of this date and that I/We understand the conditions set forth in this application.

Applicant (please print)	Financial Institution/Developer (please print)
Authorized Signature	Authorized Signature
Date	Date

**Instructions for Applicant:**

Submit the supporting documentation and the completed application to:

North Dakota Development Fund  
PO Box 2057  
Bismarck, ND 58502-2057

For more information on the North Dakota Development Fund, including additional requirements, please visit:  
<http://www.legis.nd.gov/cencode/t10c30-5.pdf> (see § 10-30.5-12).

**If you have any questions...**

**Call:** 701-328-5310

**Write to:** North Dakota Development Fund  
PO Box 2057  
Bismarck, ND 58502-2057

**Visit:** [www.NDDDevelopmentFund.com](http://www.NDDDevelopmentFund.com)