

# **HARTFORD BUSINESS REVOLVING LOAN FUND**

**C/O GMEDC**

**35 Railroad Row, Suite 101**

**White River Junction, VT 05001**

**(802) 295-3710 or Fax (802) 295-3779**

Dear HBRLF Applicant:

Enclosed are the application materials required to apply for a loan from the Hartford Business Revolving Loan Fund (HBRLF).

Included with this letter are the following:

- HBRLF Application
- Copy of HBRLF's Guidelines

The following procedures must be followed:

1. Meet with a Small Business Development (SBDC) specialist for assistance in developing a business plan and assembling all materials. If you already have a business plan, the Specialist will review it. You can schedule an appointment by calling **(802) 295-3710**.
2. Submit an original of your application to **Green Mountain Economic Development Corporation** (either by mail at the address above or by hand to 35 Railroad Row, Suite 101, White River Junction, VT) together with your application fee of **\$100.00**. The completed application materials **must** include:
  - A. Project Description: Describe the purposes for which the loan will be used; the total project cost and other sources of funding; the amount of the loan request.
  - B. Business Plan: Describe short and long term goals of the business. Include information that describes the business environment, size and character of the market, major competitors, main customers, uniqueness of product or service, special skill of borrower, general marketing and production plan, location, key personnel, and management plan.
  - C. Financial Information: Income tax statements for 3 years past; year to date profit and loss statement, year to date balance sheet, and income projections for 2 years; if this business is incorporated, incorporation papers should be included as well as a resolution from the corporation stating that the applicant can borrow on behalf of the corporation.
  - D. List Of Equipment: land, buildings, etc., to be purchased.

- E. Detail of the Number of Jobs to be created or retained and a statement regarding the benefit to the Town.

Best Regards,

Robert Haynes  
Executive Director  
Green Mountain Economic Development Corporation  
Hartford Business Revolving Loan Fund

Enclosures