Grow Maine RECYCLED Funds
Lender/Borrower or Investor/Investee Eligibility Determination Application

FINANCE AUTHORITY OF MAINE

Upon acceptance of the Grow Maine SSBCI Eligibility Application, FAME will require submission of all attachments listed in the Lender / Investor Instructions before it will be considered for State Small Business Credit Initiative (SSBCI) funding.

NOTE: All direct loans and Investments must exhibit a private capital match to accompany the SSBCI funding. SSBCI financing requests require a 3:1 private capital to SSBCI funding match, except for SEDI and VSB SSBCI financing requests below $1 million, which require a 1:1 private capital to SSBCI funding match.

LENDER / INVESTOR INFORMATION

Has your institution signed a FAME Participation Agreement?

○ Yes ○ No (if no, stop and contact FAME)

Lending / Investment Institution Name	Federal Tax ID#	FDIC#
Mailing Address	City/State/Zip	County

Type of Lending / Investment Institution

○ REDRLP Agency ○ CDFI ○ Regional EDD ○ Municipal EDD ○ Direct Investment ○ Fund Investment

Lending / Investment Officer Name	Title	
Mailing Address (if different from above)	City/State/Zip	County
Email Address	Phone Number	Cell Number

LOAN / INVESTMENT INFORMATION
Maximum Loan / Investment Amount - $5 million and Maximum Overall Transaction Size - $20 million

Is this application for ○ Investment ○ Direct Loan	Climate Aligned Investment ○ Yes ○ No

SSBCI Recycled Funds proposed to be used:	Proposed Terms	Proposed Interest Rate (if applicable) %

Purpose of Loan / Investment (Explain Investment structure, attach separate sheet as necessary)

Loan / Investment Structure

○ Senior ○ Subordinated ○ Pari Pasu ○ Participation ○ Secured ○ Unsecured

○ Convertible Note ○ Equity ○ SAFE ○ Other

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ELIGIBILITY REQUIREMENTS

- SSBCI fund must be the cause of the resulting financing proposal, (committed prior to all other sources of private capital)
- SSBCI request must leverage at least three dollars of private capital for every one dollar of SSBCI funds including SEDI and VSB eligible applications of $1 million or more.
- SEDI eligible loans must leverage one dollar of private capital for every one dollar of SSBCI funds
- SSBCI financing cannot involve refinancing and recapitalization is not permitted except for special circumstances
- Private capital may be other loans, cash equity contributions of owners, or equity capital from outside sources
- No SSBCI funds from another institution participating in the same transaction is permitted
- Eligible business must employ less than 750 employees
- The maximum loan involving SSBCI related financing is $5,000,000
- The maximum project related financing is $20,000,000
- Lenders must have at least 20% of their own capital participating in the proposed financing
- All proceeds involved in the proposed transaction must be for a business purpose
- Business purposes include acquisition of business owner occupied operating real estate, (Investment, residential or rental real estate is not permitted)
- Purchase of equipment machinery and equipment
- Working capital
- Business acquisitions (**Goodwill is <u>not</u> permitted – if the transaction includes the purchase of a business any Goodwill must be financed separately**)

Is this a new money request? ◉ Yes ○ No	Does it involve any refinancing? ○ Yes (attach detailed explanation) ○ No
Is the applicant claiming SEDI status? ○ Yes ○ No	Does this transaction include New Markets Tax Credits? ○ Yes ○ No
Does this transaction include any Goodwill? If yes, please indicate source of funds:	○ Yes ○ No

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BUSINESS INFORMATION

Legal Business and Borrower Name			
Federal Tax ID Number	NAICS Number	Date Established	State
Mailing Address	City/State/Zip	County	
Business Contact	Title		
Email Address	Phone	Mobile Phone	
Census Tract	Gross Revenue (from recent tax return)	Net Income (from recent tax return)	

Is the applicant a minority-owned or controlled business?*	Is the applicant a woman-owned or controlled business?*	Is the applicant a veteran-owned or controlled business?*
◯Yes ◯No ◯Prefer not to respond	◯Yes ◯No ◯Prefer not to respond	◯ Yes ◯ No ◯ Prefer not to respond

***NOTE**: *Must be owned or controlled by at least 51% minority, woman, or Veteran to qualify.*

BUSINESS TYPE

◯ Proprietorship	◯ Partnership	◯ S-Corp	◯ C-Corp
◯ LLC	◯ Co-Op / ESOP	◯ Nonprofit	◯ Other (describe)

Is there any legal action currently pending or threatened against the applicant(s) or guarantor(s)?	◯ Yes ◯ No	If yes, please explain.

Employment Information (business must have less than 750 employees)

Current FTE:	Expected jobs created in two years Full Time: ______ Part Time: ______ Temp: ______	Expected jobs retained as a result of SSBCI funding Full Time: _____ Part Time: _______ Temp: ______

BUSINESS PRINCIPALS / GUARANTORS

List all Partners or Stockholders and their ownership percentage.
(Attach additional sheets if necessary.)

Name & Title	Address	Social Security Number	Phone Number	Ownership Percentage
				%
				%
				%

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SIGNATURE and CERTIFICATION

By signing below, I represent that I am the individual authorized to complete this eligibility request on behalf of my organization and the above borrower. I also certify that the information provided and submitted in connection with the application is true and accurate and fairly presents the initial request of my organization and status of the business. I authorize FAME to conduct appropriate reviews to make an eligibility determination.

All Lenders and Investor Partners are required to provide quarterly and annual reporting on their respective projects and continue to report for a ten-year period for all follow-on loans and investments, as described in detail in the U.S. Department of the Treasury, State Small Business Credit Initiative, Capital Program Reporting Guidance Revised September 30, 2022.

____ ____________
Authorized Lender / Investor Representative Signature Date

____
Authorized Lender / Investor Representative Name, Title

Special note: Borrowers / Investees may be eligible for special consideration if they are determined to be an eligible Socially Economically Disadvantaged Individual, (SEDI), or business, or business located in, or planning to locate in a SEDI area of the State Determined by Census Tract. To be determined eligible borrowers / Investees are required to self-certify using Exhibit D.

****IMPORTANT****

Eligibility Determination Application, and all required Exhibits, must be filled out completely and signed.

Incomplete forms will be returned to the Submitter for completion prior to any review by FAME.

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FAME DISCLOSURE and CONFIDENTIALITY STATEMENT

Certain information in the Finance Authority of Maine's (FAME's) possession must be available for public inspection after an application for financial assistance is received. This information includes the names of applicants, including principals; the amounts, types, and general terms of financial assistance; description of projects and businesses benefiting from the assistance; the number of jobs and the amount of tax revenues projected in connection with a project; and the names of the financial institutions participating with the Authority.

Certain records at FAME are designated confidential and will not be available to the public for inspection. This includes the disclosure of records which would constitute an invasion of an individual's privacy, such as: personal tax returns, financial statements, assessments of creditworthiness or financial condition, records obtained by FAME in connection with any monitoring or servicing of an existing project, or the release of any records or information which FAME has determined could cause competitive detriment to a business or individual to whom the information belongs and/or pertains.

If an applicant wants certain information to remain confidential, the applicant must clearly identify what information or documents are to remain confidential. The applicant must also explain in writing the basis for such a request. Where the applicant asserts that the basis for the confidentiality request is that release of the information could cause a competitive disadvantage, or loss of a competitive advantage, the applicant must provide FAME with sufficient information to independently determine the likelihood of such a detriment. Applicants may wish to consult an attorney or FAME's legal counsel regarding the scope of public disclosure and confidentiality as it relates to FAME and the business seeking assistance.

FAME does not discriminate in the administration of any of its programs or in its employment practices based on race, color, national origin, age, gender, religion, physical or mental disability, political affiliation, marital status, or sexual orientation. FAME is an equal opportunity employer, provider, and lender.

SIGNATURE and CERTIFICATION

By signing below, I certify that I have read and understand the Finance Authority of Maine's (FAME's) Disclosure and Confidentiality Statement.

____ ________________

Authorized Lender / Investor Representative Signature Date

____

Authorized Lender / Investor Representative Printed Name

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APPLICATION CHECKLIST

Upon Approval of eligibility A Lender must complete and submit the following

- For **Lender Direct Loans** that are eligibility approved a lender must submit:
  - ❑ A fully executed Lender Commitment letter(s) for all sources of loan financing (note the Lender commitment may be contingent of receipt of SSBCI funding)
  - ❑ SSBCI Exhibit B
  - ❑ SSBCI Exhibit C completed by the Borrower – must be signed by Company Representative and all Principal Owners / Guarantors
  - ❑ Exhibit D Borrower completed SEDI Self Certification for SEDI eligible borrowers or businesses
  - ❑ Exhibit F Lender / Investor Certifications
  - ❑ Application Check List

- For SSBCI **Loan** Allocation Requests of $350,000 or greater the Lender must also provide the following:
  - ❑ Lenders complete credit analysis
  - ❑ All supporting loan documentation as required by FAME
  - ❑ Other credit information as required by FAME (as example supplemental information such as collateral appraisals, marketing plans, resumes, site assessments, and aging of accounts receivable/payable may be required by FAME).

- **Direct Investments** that are eligibility approved
  - ❑ A fully approved copy of its Investment Commitment (Accepted Term Sheet, Stock Purchase Agreement, Subscription Agreement, Note Purchase Agreement, Capitalization Table, etc.)
  - ❑ List of investor committed/obligated funds, including Applicant and other participating investors / Lenders, with their respective Commitments
  - ❑ SSBCI Exhibit B Funds Requisition and Certifications
  - ❑ SSBCI Exhibit C – must be signed by Company Representative and all Principal Owners / Guarantors
  - ❑ Exhibit D Self Certification (if the Investee is SEDI eligible)
  - ❑ Exhibit F Lender / Investor Certifications

- At closing, for Lender Direct Loans and Direct Investments, the Borrower / Investee <u>must complete</u> **Exhibit E – Full Time Employees** and provide to FAME with all other required documentation (executed Promissory Notes or Investment documents, Settlement / Disbursement statements, Seller Notes, if applicable, and Administrative Costs documentation), within 5 days of closing.

For more information regarding SSBCI eligibility visit FAMEmaine.com/grow.