

**Family Home Provider
Child Care Financing Program Application**

Please Review Program Guidelines & Application Help on Page3

Applicant: _____ **EIN:** _____

Address: _____ **Phone:** _____

Address: _____ **Alternate/Cell Phone:** _____

City: _____ **State:** _____ **Zip:** _____ **County:** _____

Contact Name: _____ **Email:** _____

Business Website: _____ **Fax:** _____

Entity Type: _____ **NAICS:** _____ **Date Business Established:** ____/____/____

License Type: VDSS Licensed Voluntarily Registered Part of a Licensed Family Day Care System

Participant of USDA Food Program

Annual Revenue: _____ **Tell us about your business:** _____

Business Owners:

Name	SSN	Address	Office Held/Title	% of Ownership

Loan Amount Requested: \$ _____ **Loan Purpose:** _____

Collateral: _____

Guarantor Name: _____ **Guarantor Name:** _____

Address: _____ **Address:** _____

City: _____ **State:** _____ **Zip:** _____ **City:** _____ **State:** _____ **Zip:** _____

SSN/EIN: _____ **SSN/EIN:** _____

Email: _____ **Email:** _____

Phone: _____ **Phone:** _____

Detailed Summary of Existing Business Debts:

Creditor	Original Amount	Current Balance	Loan Date	Maturity Date	Payment M, Q, A	Payment Amount	Current: Y or N	Collateral

Certification as a Small Business:

1. Does the business have 250 or less employees: Yes No
2. Does the business have less than \$10,000,000 in annual gross revenues over each of the last three fiscal years: Yes No
3. Does the business have less than \$2,000,000 in net worth: Yes No
4. Is the business currently operating in Virginia: Yes No

Background Data: Answer the following questions and provide comments on questions answered "yes"

1. Have any owners, officers, directors, guarantors, general partners, stockholders or limited partners owning 20% or more of the business ever been convicted of any criminal offense, other than minor motor vehicle violations? Yes No
2. Has the business or any owners, officers, directors, guarantors, general partners, stockholders or limited partners owning 20% or more of the business filed or been adjudicated as bankrupt? Yes No
4. Is the business or any owners, officers, directors, guarantors, general partners, stockholders or limited partners owning 20% or more of the business involved in any pending lawsuits? Yes No
5. Does the business or any guarantors owe past due federal, state, or local taxes of any nature? Yes No
6. Is the Applicant, if a sole proprietorship, and all guarantors U.S. citizens or legal permanent residents? Yes No

Comments: _____

Are you a current or past VSBFA Customer? Yes No **How did you hear about the VSBFA or this Loan Program?** SBSD Website
 Bank Referral Economic Development Staff VSBFA Marketing Event Other _____

Current Employment and Projected Job Creation and/or Retention:

Full-Time Existing Jobs Located in Virginia _____ # Full-Time Existing Jobs Located Outside of Virginia _____
 # Full-Time Existing Jobs Saved as a result of this Financing _____ # Full-Time Equivalent Jobs Created as a result of this Financing _____
 Average Hourly Wage Rate: \$ _____ Provide a brief summary of how loan proceeds will save or create new jobs: _____

Projected Child Care Positions: If this financing creates or saves spaces for child care, please complete below:

Existing Child Care Spaces _____
 # Existing Spaces Saved as the result of this Financing _____ # Spaces Created as a result of this Financing _____
 Provide a brief explanation of how loan proceeds will create child care spaces: _____

Government Monitoring Data: I do not wish to provide this information

Sex: Female Male **Ethnicity:** Hispanic or Latino Not Hispanic or Latino

Woman-Owned Business: Yes No **Minority-Owned Business:** Yes No **Veteran-Owned Business:** Yes No

Race: American Indian or Alaska Native Asian White Black or African American Native Hawaiian or Other Pacific Islander

Authorization and Certification:

Applicants and Guarantors authorize the VSBFA to investigate all credit history, obtain credit reports, bank references, and any other information required to process this application and as it deems necessary. The undersigned hereby certifies that all information provided in support of this application is true to his/her best knowledge, and is submitted for the purpose of obtaining financial assistance from the VSBFA.

Because the VSBFA is a political subdivision of the Commonwealth of Virginia all information submitted with this application may be subject to a Freedom of Information Act request.

Applicant: _____ **Date:** _____

By: _____ **Title:** _____

Guarantor: _____ **Date:** _____

Guarantor: _____ **Date:** _____

Program Guidelines

The Virginia Small Business Financing Authority's *Child Care Financing Program* (CCFP) is designed to assist Virginia child care providers in obtaining financing for fixed asset needs and educational materials. The Virginia Small Business Financing Authority offers direct low-interest rate loans to regulated child care providers for quality enhancement projects or to meet or maintain childcare standards. Funding is provided by the U.S. Administration for Children and Families through the Virginia Department of Social Services.

Eligible Borrowers:

Qualified borrowers are Virginia Department of Social Services (VDSS) licensed or local ordinance family day homes; voluntarily registered; part of a Licensed Family Day Care System; or participating in the USDA Food Program. To be eligible to apply for assistance under the Child Care Financing Program, the applicant must: a) be in "good standing" with the Division of Licensing Programs of the Department of Social Services, b) demonstrate a reasonable assurance of repayment, and c) maintain business operations in Virginia.

Program Loan Purpose:

Loan proceeds are used to make payments directly to vendor(s) or to reimburse borrowers for costs, supported by paid receipts, incurred after the date of written loan approval from the VSBFA. Loan proceeds cannot be used for the purchase or improvement of land, building construction, permanent mortgages, working capital, or to refinance existing debt. Start-up operations are not eligible for financing under this program.

Eligible Loan Purposes:

Fixed asset purchases and quality improvements directly related to the health, safety and welfare of the children, as well as the overall learning program, such as playground equipment, tricycles, resilient surfacing for playground areas, lockable cabinet for poisonous substances, cribs, cots, blankets, cubbies, books, curriculum, and equipment or infant care, etc. Minor building maintenance, renovations, or repairs necessary to comply with health and safety standards required by the VDSS, or to meet necessary requirements for children with special needs, etc.

Program Loan Amounts and Terms: The maximum loan amount for Family Home Providers is \$10,000 and the maximum term is 7 years.

Personal Guarantees: The program requires all individuals and business entities owning 20% or more of the applicant business (including a spouse owning 5% or more when the combined ownership of both spouses is 20% or more) to provide a personal guaranty of the loan.

Program Fees: Non-refundable application fee of \$25.

Application Help

If you have additional questions or need information, please contact the VSBFA at 804-371-8254 or email us at VSBFA@sbsd.virginia.gov. Additional information about this program and the other services offered by the Department of Small Business and Supplier Diversity can be found at www.sbsd.virginia.gov.

Entity Type: Provide the legal business structure of the business as registered with the State Corporation Commission (SCC). Examples are sole proprietorship, partnerships, LLC, LLP, C Corp, S Corp, Non Profit Corp. etc.

Annual Revenue: Supply the last full year's revenue figure.

NAICS: The applicant's North American Industry Classification System code can be determined at <https://www.census.gov/cgi-bin/sssd/naics/naicsrch>.

Business Owners: List all owners, officers, directors, and general partners of business and stockholders or limited partners owning 20% or more of business. Include any spouses owning 5% or more when the combined ownership of both spouses is 20% or more.

Loan Purpose and Collateral: Describe specifically what the loan funds will be used for. The uses must meet program guidelines above. Collateral can be a lien on business or personal assets.

Projected Job Creation: If loan will create or save *full time* jobs enter data based on your best evaluation. This is not a requirement of the program.

Projected Child Care Space Creation: If loan will create spaces enter data based on your best evaluation. This is not a requirement of the program.

Government Monitoring Data: This data is used to determine the usage of VSBFA programs within the small business community. You are not required to provide this information, but are encouraged to do so. VSBFA does not discriminate on the basis of this information and this information will have no bearing on VSBFA's credit decision for this application. If you do not wish to provide the information a selection is provided.

Woman-Owned, Minority-Owned, and Veteran-Owned Business: Select yes if at least 51% of business is owned by one or more applicable categories.

Where and How to Submit an Application:

Email: VSBFA@sbsd.virginia.gov

Mail: P.O. Box 446, Richmond, VA 23218-0446

Express Mail/Hand delivery: 101 North 14th Street, 11th Floor Richmond, VA 23219

Fax: 804-225-3384

Application Process: What to Expect from the VSBFA

Completed applications will be reviewed and you will be contacted if additional information is required. Initial review of the application will generally be made within a few business days. The Applicant will be notified of the credit decision and informed of the next steps in the loan process if approved.

What to provide with the Application:

- Completed and signed copy of this Family Home Provider Application;
- Statement of Good Standing from the Division of Licensing Programs of the Department of Social Services; Certificate of Good Standing, Certificate of Fact, or equivalent from the SCC;
- Copy of Current State License issued by the Department of Social Services, including licensing capacity for current enrollment and breakdown and fees by age group;
- Completed Child Care Regulatory Status Form;
- Copy of valid driver's license for each guarantor and/or sole proprietor;
- Most recent 2 years business tax returns or business financial statements of the Applicant;
- Most recent 2 years personal tax returns; current personal financial statements on all guarantors;
- Non-Refundable application fee of \$25; check or money order made payable to VSBFA.