



Child Care Centers Child Care Financing Program Application



Please Review Program Guidelines & Application Help on Page 3

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 Regulated Religious-Exempt VDSS Certified Preschool

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



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**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
3. Have 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
4. Does the business or any guarantors owe past due federal, state, or local taxes of any nature? Yes No
5. 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:

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 jobs and 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:** _____**Internal Use Only:** Is Facility located in an underserved area? Yes No

Child Care Centers Child Care Financing Program Application Program Guidelines

The Virginia Small Business Financing Authority's (VSBFA) *Child Care Financing Program* (CCFP) is designed to assist Virginia child care providers in obtaining financing for fixed asset needs and educational materials. VSBFA 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 child care centers; unlicensed but regulated religious-exempt child care; or VDSS certified preschools. 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.

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. The purchase of eligible transportation vehicles for use exclusively by childcare centers. 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.

Ineligible Loan Purposes

Loan funds may not be used for: refinancing or loan consolidations expended to consolidate or repay any existing debts, for the purchase or improvement of land, or for the purchase, construction, or permanent improvement of any building or facility, except repairs necessary to maintain the health and safety of the children and child care providers during work hours. Loan funds may not be used to provide working capital.

Program Loan Amounts and Terms: The maximum loan amount for Child Care Centers is \$150,000 and the maximum term is 7 years. Depending on the facility location, and the availability of child care in the area, you may be eligible for a loan at 0% interest rate. For more information and eligibility determination please call VSBFA at 804-371-8254.

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 \$100.

Application Help

Below are descriptions to help you complete the *Child Care Financing Program Application*. 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.

Business Legal 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 how the loan funds will be used. 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, or 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

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 the Applicant will be contacted if additional information is required. Applicants will be notified of VSBFA's credit decision and if approved, the Applicant will be informed of the next steps in the process. 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.

What to provide with the Application:

- Completed and signed copy of this Child Care Financing Program 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 \$100; check or money order made payable to VSBFA for application fee.

CHILD CARE REGULATORY STATUS

Business Name: _____

1) Date your child care facility was

Licensed: _____

Certified: _____

Registered: _____

Approved: _____

2) Person who monitors your child care facility:

Individual's Name: _____

Organization Name: _____

Address: _____

Phone #: _____

3) Has your facility ever been investigated for a child care complaint?

Yes _____

No _____

4) If answer to #3 above is yes, please select the category of the complaint:

- Administration:
- Staff Qualifications and Training/Personnel
- Physical Plant/Physical Environment and Equipment
- Physical Health
- Staffing and supervision
- Programs
- Care of Children
- Record Keeping Responsibility
- Special Care Provisions and Emergencies
- Special Services

5) If answer to #3 above is yes, please provide:

Date of complaint(s): _____

Copy(s) of the finding/disposition of the complaint(s).

6) Is your facility on "enforcement watch" or pending closure?

Yes _____

No _____

7) Please attach a copy of your current license or certificate to provide child care.