

**Village of Waverly COVID-19
Emergency Relief Business Loan Program**

Name of Applicant: _____

Name of Business: _____

Business Address: _____

Mailing address if different than above: _____

Telephone Number: _____ Email: _____

Amount of loan requested (maximum \$2,400.00): _____

Length of loan payback period (up to 24 months): _____

Purpose for this funding: _____

List any Covid-19 related funding you have applied for, dollar amount and the status of your application:

My signature below certifies that I have been provided with a copy of the guidelines for the Village of Waverly COVID-19 Emergency Relief Business Loan Program and that I wish to participate. I also understand that all the information and documentation I have provided with this application is true.

I also understand that this loan is for business related expenses only.

Signature: _____ Date: _____

***** DO NOT WRITE BELOW THIS LINE*****

Loan Committee Reviewed Date: _____

Application Approved / Application Denied Date: _____

Reason for Denial: _____

<p style="text-align: center;">Guidelines for the Village of Waverly COVID-19 Emergency Relief Business Loan Program</p>

The purpose of the program is to assist businesses, located in the Village of Waverly, who have been negatively impacted by reduction and/or shut down by the Coronavirus/COVID-19 Pandemic.

Guidelines:

1. Interest rate will be at 0%.
2. Maximum amount of loan is \$2,400.
3. Loans are only to be used for business expenses, and not for personal use.
4. Application period will be from May 15, 2020 until July 31, 2020.
5. Borrower is required to sign a promissory note that guarantees payback.
6. Payback of loan will start on January 1, 2021. The term will be up to 24 months. Payments must be made monthly, and payoff can be done at any time.
7. The loan application will be reviewed by the Village Loan Committee, and approved by the Board of Trustees at their regularly scheduled meeting. Board of Trustee meetings are held every 2nd and 4th Tuesdays of each month.
8. A Conflict of Interest Disclosure form is attached. Please read, sign, and return with application.
9. The Board of Trustees reserves the right to amend this program as necessary.
10. Please contact the Clerk's Office at 607-565-8106 if you have any questions or concerns.

VILLAGE OF WAVERLY CONFLICT OF INTEREST DISCLOSURE

Under certain circumstances, an applicant for funding may have what is known as a conflict of interest, and may need a waiver in order to participate.

All applicants for our programs administered by the Village of Waverly must be reviewed for any potential conflicts of interest. For example, a conflict of interest may be present if the applicant is an elected or appointed official, or an employee of the Village of Waverly, or related as such. There are other cases where a conflict of interest may also be present.

Please circle YES or NO to all questions listed below so that we may make a determination of whether any conflicts may be applicable to you. Answer for all applicants if there is more than one applicant for the loan.

YES / NO 1. Are you now, or have you ever been an employee, agent, consultant, an officer, or an elected/appointed official of the Village? If so, please provide information below:

YES / NO 2. Are you related to an employee of the Village, an agent of the Village, an agent working for the Village, an officer of the Village, or an elected or appointed official of the Village? (i.e.: are you related to the Mayor, the Village Clerk, a member of any Village Board, or any employee of the Village of Waverly). If so please indicate to whom you are related and the relationship below:

YES / NO 3. Do you have a business connection to any of the people listed above in #1? If so, please note the relationship below:

I/we, the undersigned, certify that the above information is true to the best of my/our knowledge:

Signed: _____

Date: _____

Signed: _____

Date: _____

For office use only:

There is **NO** conflict of interest _____

There is a potential conflict of interest _____ (see below)

Conflict of interest exists/basis of conflict _____

Date reviewed by Loan Committee _____

Reviewed by:

Date conflict reviewed by the Village Attorney _____

Signature of the Village Attorney _____