

ECONOMIC INJURY DISASTER LOAN (“EIDL”)

PART 1 - CHECKLIST FOR ECONOMIC INJURY DISASTER LOAN (“EIDL”) APPLICATION FORM

1. Documentation Needed
 - (a) EIDL Application Form: (copy and paste attached link for current form)

<https://covid19relief.sba.gov/#/>
 - (b) 990 for most recent 3 years
 - (c) Organized documentation of:
 - Gross Revenues for 12 months before January 31, 2020
 - Cost of goods sold for 12 months before January 31, 2020
 - Lost rents due to Covid-19
 - Non-profit cost of operation for 12 months before January 31, 2020**
 - Combined annual operating expenses for 12 months before January 31, 2020
 - Secular social services provided by faith based entities
 - Compensation from other sources received as result of disaster
 - Other compensation sources
 - (d) Officer’s Certificate (see attached) documenting existence of borrower and that loan properly authorized. Include these attachments:
 - Articles of Incorporation
 - Certificate of Status for Corporation
 - Bylaws of Corporation
 - Resolutions authorizing borrowing

2. Completing Application
- (a) Online and direct to SBA
 - (b) Fairly short (name, address, EIN etc. are self-explanatory)
 - (c) Calculation of gross revenue for 12 months before January 31, 2020
 - (d) Calculation of cost of goods sold 12 months before January 31, 2020
 - (e) Calculation of lost rents due to Covid-19
 - (f) Calculation of non-profit cost of operation for 12 months before January 31, 2020
 - (g) Calculation of combined annual operating expenses for 12 months before January 31, 2020
 - (h) List of secular social services provided by faith based entities
 - (i) Compensation from other sources received as result of disaster
 - (j) Other compensation sources
 - (k) Date organization established
 - (l) Business activity (drop-down box)
 - (m) Detailed business activity (drop-down box)
 - (n) Employees (FT + PT on January 31, 2020)
 - (o) Applicant Owner/Agent
 - Use Executive Director or President as Agent
 - (p) Make sure to "check" box ***"I would like to be considered for an advance of up to \$10,000"***

PART 2 -AFTER LOAN FUNDING

- 1. ___ Keep track of use of loan proceeds
- 2. ___ Use loan proceeds for operational costs other than “Payroll Costs”

**PART 3 - OFFICER’S CERTIFICATE
(See Attached)**

- 1. ___ Use attached Officer’s Certificate to insure lender knows Applicant is legit and loan is properly authorized
 - ___ Fill in blanks with:
 - ___ In caption paragraph
 - ___ Name of Corporation
 - ___ Name 1 and title of person signing the Officer’s Certificate (usually Secretary, but does not have to be)
 - ___ Section 4 - date of the Resolutions authorizing loan
 - ___ Section 5 – Name 2 and title of person who will be signing loan documents (usually the Executive Director or President, but another officer can be authorized)
 - ___ Section 5 Signature Block –Name 2 and title of person signing, and then provide a specimen signature
 - ___ Section 6 – Name 2 and title (same as in Section 5)
 - ___ Signature Block – Name 1 and title (same as in first paragraph)
- 2. ___ Annex A – Attach Corporation’s Articles of Incorporation. If Articles are unavailable, copies can be ordered online from WDFI at:

<https://www.wdfl.org/apps/oos/?CategoryID=1,11>

3. ___ Annex B – Attach a Certificate of Status for Corporation. Certificates of Status can be ordered online from WDFI at:

<https://www.wdfi.org/apps/oos/?CategoryID=1,114>

4. ___ Annex C – Attach Corporation’s Bylaws. If no Bylaws, language in Section 3 should be adjusted to say *“the Corporation has no Bylaws, and is operated and governed under Wisconsin Statutes.”*

5. ___ Annex D – If Corporation has already adopted Resolutions authorizing borrowing, attach those Resolutions as Annex D. If Corporation has not adopted Resolutions, have Board of Directors adopt Resolutions attached as Annex D

OFFICER’S CERTIFICATE
_____ (Corp Name) _____

The undersigned, **__(Name1)__** is the duly elected, qualified, and acting **__(Title)__** of **__(Corp Name)__** a Wisconsin, nonstock corporation, recognized as tax-exempt under Section 501(c)(3) of the Internal Revenue Code (the “Corporation”). I am fully apprised of and familiar with the business and affairs of the Corporation. I have personal knowledge of the matters set forth in this Officer’s Certificate and understand the Small Business Administration, certain other federal, state and local governmental or regulatory authorities, and/or certain other lenders may rely on this Officer’s Certificate with respect to the Corporation’s application to borrow funds under the Paycheck Protection Program, the Economic Injury Disaster Loan Program and/or certain other federal, state or local loan programs established to help businesses impacted by the COVID-19 virus (collectively, the “Government Loan Programs”).

With regard to the foregoing, I do hereby certify that:

1. Attached to this Officer’s Certificate as **Annex A** is a true and correct copy of the Articles of Incorporation of the Corporation filed with the Wisconsin Department of Financial Institutions, which have not been amended and are in full force and effect on the date of this Officer’s Certificate.

2. Attached to this Officer’s Certificate as **Annex B** is a true and correct copy of a Certificate of Status for the Corporation provided by the Wisconsin Department of Financial Institutions, which has not been amended and is in full force and effect on the date of this Officer’s Certificate.

3. Attached to this Officer’s Certificate as **Annex C** is a true and correct copy of the Bylaws of the Corporation, which have not been amended and are in full force and effect on the date of this Officer’s Certificate.

4. Attached to this Officer’s Certificate as **Annex D** is a true and correct copy of Resolutions adopted on **__(Date)__**, authorizing the Corporation to borrow funds, which Resolutions have not been amended or rescinded and are in full force and effect on the date of this Officer’s Certificate.

5. **__(Name2)__** is the duly appointed and acting **__(Title)__** of the Corporation, and the following is the genuine signature of **__(Name2)__**.

<u>Name</u>	<u>Title</u>	<u>Signature</u>

6. __**(Name2)**__, in his or her capacity as __**(Title)**__ of the Corporation, is authorized (a) to execute on behalf of the Corporation, any and all documents or instruments associated with or related to obtaining a loan under the Government Loan Programs, and (b) to undertake and complete any and all acts he or she deems reasonably necessary to effectuate or accomplish the foregoing.

IN WITNESS WHEREOF, I have executed this Officer's Certificate as of this ___ day of _____, 2020.

__**(Name 1)**__, __**(Title)**__

ANNEX A

Articles of Incorporation

[See Attached]

ANNEX B

Certificate of Status

[See Attached]

ANNEX C

Bylaws of Corporation

[See Attached]

ANNEX D

Resolution of Board of Directors

[See Attached]

RESOLUTIONS OF ___(CORP NAME)___

The undersigned, ___(CORP NAME)___ a Wisconsin nonstock corporation, recognized as tax-exempt under Section 501(c)(3) of the Internal Revenue Code (the "Corporation"), hereby adopts the following Recitals and Resolutions:

RECITALS

A. The Corporation may borrow funds during the COVID-19 crisis (i) from the Small Business Administration ("SBA") under the Economic Injury Disaster Loan Program ("EIDL Program"), and/or (ii) from a SBA eligible lender under the Paycheck Protection Program ("PPP").

B. The Corporation may borrow additional funds during the COVID-19 crisis under any other loan or grant program sponsored or approved by any federal, state or municipal authority (the "Other Loan Programs," and together with the PPP and the EIDL Program, the "Government Loan Programs").

C. The purpose of borrowing the funds shall be (i) to keep employees on, or return employees to payroll during the COVID-19 crisis, (ii) to pay certain operating costs and/or (iii) for other eligible uses.

RESOLUTIONS

1. Actions taken to date by ___(Corp Name)___ in furtherance of acquiring loans under any Government Loan Programs are hereby ratified and approved.

2. The Corporation is hereby authorized to borrow funds under the Government Loan Programs in amounts and under terms deemed reasonable by the ___(Title)___ of the Corporation.

3. ___(Name)___, as ___(Title)___ of the Corporation is hereby authorized to take any and all actions and execute any and all documents or instruments deemed necessary or desirable to effectuate the purposes of these resolutions.

These Resolutions are approved and effective as of ___(Date)___.

___(CORPANIZATION NAME)___,
a Wisconsin nonstock corporation

By: _____
___(Name)___, ___(Title/Authorized Representative)___

