Small Business Emergency Bridge Loan: How to Complete an Application

DEO, Office of Small and Minority Business Capital
The Florida Small Business Emergency Bridge Loan COVID-19

Emergency Bridge Loan
If your small business has sustained economic injury as a result of COVID-19 and is located in Florida, you are eligible for financial assistance through the Florida Small Business Emergency Bridge Loan Program. INTEREST-FREE DISASTER “BRIDGE” LOANS UP TO $50,000 are currently available to help expedite the recovery process for damaged businesses. These loans are designed to help impacted small business owners meet immediate financial obligations until long-term financial recovery resources are secured, such as sufficient profits from a revived business, receipt of payments on insurance claims or federal disaster assistance.

DESIGNATED COUNTRIES
All 67 counties in Florida.

APPLICATION PERIOD
Applications will be accepted under this program through May 8, 2020, contingent on availability of funds.

ELIGIBILITY
Applications may be filled out online.

FAQ
For additional information, please see the COVID-19 Florida Small Business Emergency Bridge Loan FAQ.
LOGIN OR SIGN-UP

REBUILDING FLORIDA BUSINESSES

In order to begin your Rebuild Florida Business Loan Fund Application or Small Business Emergency Bridge Loan Application, Click Here to Sign In or Create an account so you can return anytime.

The Emergency Bridge Loan Program has been activated by the Governor in response to COVID-19. Businesses may apply for funding to bridge the gap between other sources of funding if impacted by COVID-19.
SIGN UP AND SIGN-IN

- Username should be an email address.
- An email will be sent with a verification code.
- Once verified, the applicant will receive an email with the link to start the application.
The Emergency Bridge Loan Program has been activated by the Governor in response to COVID-19. Businesses may apply for funding to bridge the gap between other sources of funding if impacted by COVID-19.

For assistance with this application, please call 866-737-7232 OR email Disaster@FloridaSBDC.org.
For additional questions regarding our loan programs, please call 833-832-4494 OR email FloridaBusinessLoanFund@deo.myflorida.com.
To complete a business damage assessment, please visit FloridaDisaster.BIZ.
ELIGIBILITY QUESTIONS

* Is the business located in Florida? [Select Answer]

* Is the business owned and controlled by persons who are lawfully in the U.S.? [Select Answer]

* Is the applicant legally able to contract debt? [Select Answer]

TO BE ELIGIBLE FOR THE EMERGENCY BRIDGE LOAN, YOUR BUSINESS MUST BE:
1. A for-profit, privately held small business that maintains a place of business in the state of Florida and established prior to March 9, 2020.
2. A small business in a designated county in Florida. Eligible Florida counties per Executive Order 20-52 are: All Counties - Statewide.
3. A small business with 2 to 100 employees.
4. Must have paid in full previous loans received from the state emergency bridge loan program. Any outstanding bridge loan must be repaid in full prior to application submission for this event.

Submit

• All questions must be answered.
ELIGIBILITY QUESTIONS

SECTION 1 APPLICANT INFORMATION

APPLICANT

Are you applying for the Emergency Bridge Loan? □

--None-- ▼

Was your business impacted by COVID-19? If yes, please describe the impacts.

Type text here...

Click the bottom right corner and drag to extend box.

Was your business impacted by Hurricane Michael or Hurricane Irma? If yes, please describe the impacts.

Type text here...

Click the bottom right corner and drag to extend box.

Loan Type

--None-- ▼

Loan Purpose

Click the bottom right corner and drag to extend box.

Date

mm/dd/yyyy

First Name

Joe

Last Name

Smith

M.I.

M

FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY
APPLICATION

SMALL BUSINESS EMERGENCY BRIDGE LOAN APPLICATION & REBUILD FLORIDA BUSINESS LOAN FUND APPLICATION

To update application information, please select the buttons below for each Application Section.

<table>
<thead>
<tr>
<th>Section 1: Applicant Information</th>
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Once you have completed all the sections, you will be able to submit your application. Once you click submit, you will not be able to make any changes to this application.

For assistance with this application, please call 833-832-4404 or email FloridaBusinessLoanFund@deo.myflorida.com.
APPLICATION SECTION 1: APPLICANT INFORMATION

Existing Application:

- The Personal Identification (PID) number is the number associated with the application and eventually, the loan number, if approved.

- If the applicant has already started and/or completed a previous application, once logged in, the applicant will be able to see all previous loan applications. The application will be listed by a PID number under the tab “My Loan Applications”.

- The applicant can click on the PID number to edit the existing application if the application has not already been submitted.

- The applicant will need to click “Click to Edit Section” next to Section 1.
• Provide a brief description of how the business was impacted.
APPLICATION SECTION 1: APPLICANT INFORMATION

I authorize DEO to undertake the following:

- 1. Verify at any time any information submitted by the applicant(s), third-party lender, or SBDC consultant
- 2. Obtain further information concerning the credit standing of the applicant(s)
- 3. Exchange such credit information with other interest parties as deemed necessary by DEO
- 4. Underwriting analysis, including but not limited to obtaining and verifying financial information on the applicant(s), and any additional information submitted by any third-party lender

• Disclaimer: The applicant must read the disclaimer and certify all the statements. The applicant must check all boxes next to the actions that may be taken by DEO.

• Once all questions have been answered, the applicant will need to click “Save”.

For assistance with this application, please call 833-832-4494 OR email FloridaBusinessLoanFund@deo.myflorida.com
APPLICATION SECTION 1: APPLICANT INFORMATION

SMALL BUSINESS EMERGENCY BRIDGE LOAN APPLICATION & REBUILD FLORIDA BUSINESS LOAN FUND APPLICATION

To update application information, please select the buttons below for each Application Section.

Section 1: Applicant Information
- Completed

Section 2: Business Information
- Pending

Section 3: Lender or Consultant Information
- Pending

Section 4: Project Summary
- Completed

Section 5: References
- Completed

Section 6: Environmental Certification
- Completed

Section 7: Attachments
- Pending

Once you have completed all the sections, you will be able to submit your application. Once you click submit, you will not be able to make any changes to this application.

For assistance with this application, please call 833-632-4494 OR email FloridaBusinessLoanFund@de.state.fl.us.

Note: For the Small Business Emergency Bridge Loan there are 4 not 7 sections that need to be completed.
APPLICATION SECTION 2: BUSINESS INFORMATION

SECTION 2 BUSINESS INFORMATION

Business Information

Legal Business Name

Trade Business Name

Type of Business

- Choose from the dropdown menu: C Corp, S Corp, LLC, LLP, Partnership or Sole Proprietor.

Legal Business Name

Whitecastle

Type Of Business

- None -

C Corp

S Corp

LLC

LLP

Partnership

Sole Proprietor

Business Address

Click the bottom right corner and drag to extend box.

City

State

Zip Code

Email Address

Date Business Established

mm/dd/yyyy

Business Address 2

Date Business Established

mm/dd/yyyy

Email Address

Type of Business – Choose from the dropdown menu: C Corp, S Corp, LLC, LLP, Partnership or Sole Proprietor.
Once all questions have been answered, the applicant will need to click “Save”.
APPLICATION SECTION 3: LENDER OR CONSULTANT INFORMATION

SECTION 3 Lender or Consultant Information
You must complete either Third-Party Lender section, Florida Small Business Development Center Network (SBDC) section OR select the checkbox below if completing application independently. 

☐ I am completing this application independently (without lender or consultant)

THIRD-PARTY LENDER INFORMATION
Complete this section if working with a third-party lender

*Lender Name

*Agent Name

Street Address

Street Address 2

City

State

Zip Code

*Phone #: 

*Email Address

FEIN

FLORIDA SMALL BUSINESS DEVELOPMENT CENTER NETWORK INFORMATION
Complete this section if working with an SBDC consultant

*Florida Small Business Development Center Network (SBDC)

*Consultant Name
### APPLICATION SECTION 4: PROJECT SUMMARY

<table>
<thead>
<tr>
<th>Use</th>
<th>Source of Funding - DEO</th>
<th>Source of Funding - Third-Party Lender</th>
<th>Source of Funding - Equity</th>
<th>Total</th>
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<tbody>
<tr>
<td>Working Capital</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Acquisition of Land</td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Line of Credit</td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
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<tr>
<td>Purchase Furniture, Fixture, and Equipment</td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
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<tr>
<td>Secured Asset</td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Purchase Order</td>
<td></td>
<td></td>
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<td>$0.00</td>
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<tr>
<td>Renovation, Expansion, etc.</td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
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<tr>
<td>Purchase Inventory</td>
<td></td>
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<tr>
<td>Seasonal Financing</td>
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<tr>
<td>Business Acquisition</td>
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<td>Refinance Business Debt</td>
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<td>Machinery and Equipment</td>
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<td>Landscape and Property Improvement</td>
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- Input the amount applicant requested in the “Source of Funding-DEO”. If an amount isn’t on the application, please ask applicant to input the loan amount they are requesting.
Small Business Emergency Bridge Loan Application & Rebuild Florida Business Loan Fund Application

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Submit Application
APPLICATION SECTION 7: ATTACHMENTS

PLEASE MAKE SURE EACH ATTACHMENT HAS THE TITLE OF THE DOCUMENT AS THE FILE NAME

All required fields in the online application (those with a red *)

All required supporting documentation:

1. Business Tax Returns – At a minimum, copies of the previous two years federal income tax returns for the applicant business, including all schedules. – name as **business tax return year XXXX**

2. Employer Tax Documentation, i.e., IRS Form 941, IRS Form, IRS Form W-2s and/or IRS Form 1099-MISC for a minimum of two employees – name as **employer tax document**

3. Individual Tax Returns: At a minimum, copies of the previous two years federal income tax returns (IRS Form 1040 and all schedules) – name as **individual tax return year XXXX**
APPLICATION SECTION 7: ATTACHMENTS

PLEASE MAKE SURE EACH ATTACHMENT HAS THE TITLE OF THE DOCUMENTS AS THE FILE NAME

Applicant may voluntarily provide additional information that will add context and assist the loan committee in making an informed loan decision. Additional information may include:

* Interim financial statements (profit & loss) for the current year-to-date – name as *interim financial statement*

• Additional filing requirements providing monthly sales figures – name as *sales figures*

• Explanation of credit report concerns and issues – name as *credit report issues*
APPLICATION SECTION 7: ATTACHMENTS

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Other documents that may be included in the application

• Valid ID for each owner - ID for (owner one’s name)
• Current County Business License – business license
• Previous 6 months bank statements of all business accounts – bank statements
• Income statement from the previous three years – income statements
• Personal financial statements of owner(s) – personal financial statements
• Business financial statements of owner(s) - business financial statements
• Business liability policy – liability policy
• Listing of all outstanding liabilities – outstanding liabilities
• Credit check authorization – credit check
REBUILD FLORIDA BUSINESS LOAN FUND APPLICATION

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1-833-832-4494