

## Use of Funds Worksheet

The SBA requires a detailed explanation and dollar amounts for your Use of Funds. Please note that you do not need to fill out every category, just those applicable to your project/application. The more thorough these responses are, the less questions underwriting will have.

<b>Working Capital</b>		
<b>Hiring Employees</b>		
Category	\$ Amount	Description
Funds requested for salaries of employees to be hired <i>(for example: annual salary per employee and number of months needed)</i> .		
<i>Note: Please include total salaries in the "\$ Amount" tab and a breakout of the total in the "Description" tab (for example, annual salary per employee and number of months needed) – see example below.</i>		
<b>EXAMPLE</b>	\$150,000	<i>Hiring 2 sales representatives with annual salaries of \$100k/each. Requesting funds for initial 9 months while they build up pipelines for a total funding need of \$150k.</i>
Funds requested for costs associated with onboarding new employees <i>(for example: recruiting, advertising, training, and other general hiring costs)</i> .		
<b>EXAMPLE</b>	\$20,000	<i>Recruiting costs for employees estimated at \$10k total, misc. training and development costs estimated at an additional \$10k for a total funding need of \$20k.</i>
Questions / Other	Borrower Response	
If not answered in 1 above, number of new employees to be hired together with position title(s) <i>(for example: 4 employees to be hired - 2 accountants, 2 sales representatives)</i> .		
Description of duties of each employee to be hired, please be as specific as possible.		
Why is the hire(s) necessary? Please include details of increased demand from customers, upcoming projects, and other scenarios and how the additional personnel will help.		
What is the time ramp up per employee and when do you expect them to start generating revenue, complete as applicable.		
<b>Marketing and Advertising</b>		
Category	\$ Amount	Description
Funds requested marketing and advertising.		
<i>Note: Please include total in "\$ Amount" tab and a breakout of proposed marketing and advertising expenses in the "Description" tab, please include quotes/estimates if available.</i>		
Questions / Other	Borrower Response	

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How were the figures above determined?		
Description of the type(s) of marketing and advertising to be utilized and how they will benefit the company.		
Historically, what has the business done for marketing and advertising (include types of marketing used and estimate on historical marketing expense)		
How will the new marketing help the revenue of the business?		
<b><i>Supplies and Materials</i></b>		
<b>Category</b>	<b>\$ Amount</b>	<b>Description</b>
Funds requested for supplies and materials		
<b>Questions / Other</b>	<b>Borrower Response</b>	
Description of supplies and materials to be purchased.		
Reason why supplies are being purchased.		
<b><i>Cosmetic Renovations (limited to \$50k)</i></b>		
<b>Category</b>	<b>\$ Amount</b>	<b>Description</b>
Funds requested for cosmetic renovations		
<b>Questions / Other</b>	<b>Borrower Response</b>	
Description of renovations to be completed.		
At what property will the renovation be completed on?		
Does this work require a contractor or permits? If so, we are unable to finance		
<b><i>Other Misc. Operating Expenses</i></b>		
<b>Category</b>	<b>\$ Amount</b>	<b>Description</b>
Funds requested for misc. operating expenses.		
<b>Questions / Other</b>	<b>Borrower Response</b>	
Please specify other misc. operating expenses not captured in categories		

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above. Please define the costs ( <i>for example: utilities, insurance, daily operating expenses, etc.</i> ).		
If an existing business, why is there a funding need for said operating expenses.		
<b>Debt Refinancing</b>		
<b>Category</b>	<b>\$ Amount</b>	<b>Description</b>
List all debt to be refinanced (term loans, lines of credit, credit cards). <b><u>Please include total in “\$ Amount” tab and a breakout of each debt to be refinanced in the “Description” tab.</u></b>		
<b>Equipment Purchase</b>		
<b>Category</b>	<b>\$ Amount</b>	<b>Description</b>
Description on equipment to be purchased. Please provide a purchase order or invoice for each piece of equipment to be purchased. <b><u>Please include total in “\$ Amount” tab and a breakout of each piece of equipment in the “Description” tab. Purchases of less than \$5k per unit should be reflected in Supplies and Materials above.</u></b>		
<b>Questions / Other</b>	<b>Borrower Response</b>	
How will the equipment purchase help the business?		
<b>Inventory</b>		
<b>Category</b>	<b>\$ Amount</b>	<b>Description</b>
Description of inventory to be purchased, including number of units, cost per unit, etc. <b><u>Invoices will be required in closing. Please list finished goods inly, all else, please list in Supplies and Materials above.</u></b>		

**Total Use of Funds**

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#### Other Details on Request: