Instructions for Uploading Your Loan Application Documents

To ensure your loan application is processed efficiently, please follow these steps to organize, compress, and upload your required documents. This process helps us to review your application faster and more accurately.
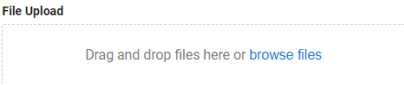
Step 1: Organize Your Documents into Folders

1. **Create a Main Folder**: Name it with your full business name and license number/date. For example, <mark>GreenLeaf_284.123456_2024-02-13</mark>.
2. **Create Subfolders Within the Main Folder**: Label each folder according to the category of documents it will contain, such as "Qualified SEA Status," "Ownership Information," "Loan Request," etc. (See documents checklist on page 3)
3. **Place Your Documents in the Corresponding Folders**: Ensure that each document is clearly named. For instance, your financial statement might be named <mark>GreenLeaf_FinancialStatement_2024_Q1.pdf</mark> and placed in the "Financial Documentation" folder.

Step 2: Compress Your Folders into a Zip File

- **On Windows**:
  1. Navigate to the main folder you created.
  2. Right-click on the folder.
  3. Select **Send to** > **Compressed (zipped) folder**.
  4. Name your zip file in a clear and concise manner, ideally the same name as your main folder (e.g., <mark>GreenLeaf_284.123456_2024-02-13.zip</mark>).
- **On Mac**:
  1. Navigate to the main folder you created.
  2. Right-click (or Ctrl-click) on the folder.
  3. Select **Compress [folder name]**.
  4. The zip file will be created in the same location with the same name as your folder, with **.zip** at the end (e.g., <mark>GreenLeaf_284.123456_2024-02-13.zip</mark>).

Step 3: Upload Your Zip File

1. **Go to the Smartsheet Form**:
   https://app.smartsheet.com/b/form/aaa2eb8d2a034746946d3774f1f627b3
2. **Select 'File Upload'**: Click on the button or link to upload files.

   File Upload

   Drag and drop files here or browse files

3. **Choose Your Zip File**: Navigate to where you saved your **.zip** file, select it, and confirm the upload.

4. **Complete the Rest of Your Application**: Fill out any remaining parts of your application form and submit it.

   <mark>**NOTE**: If you try to upload your compressed zip file and receive an error message that the file is too large (larger than 30 MB will trigger this error message), create 2 main folders and split your subfolders/documents between the 2 main folders.</mark>

Tips for a Successful Upload

- Ensure all documents are in PDF, JPG, or PNG format for better compatibility.
- Verify that each document is legible and not password protected.
- No more than 10 documents may be submitted via the file upload link, so please limit your uploads to a single zip folder.

Should you encounter any difficulties or have questions about your application, please do not hesitate to contact us at ceo.cannabisloan@illinois.gov.

Loan Application Document Checklist

Please prepare the following documents, organized according to the categories provided below. Each document should be clearly scanned and legible. Ensure all documents are in PDF, JPG, or PNG format before uploading.

Qualified Social Equity Applicant Status

1. Evidence of Qualification for Social Equity Applicant Status (if applicable).
2. Social Equity Employee Chart (if applicable)

Ownership Information

1. Ownership Table showing all Owners, their Percentage of Ownership, and their Social Equity Status.

Loan Request

1. Budget Template

Need for Funds

1. Statement and/or any other Supporting Documents of Licensee's need for Financial Support under the Program.
2. Any Supporting Documents that show how Loan Funds will be Utilized.
3. Any Supporting Documents (e.g., Agreement, Letter of Understanding, etc.) that show any additional Financial Resources or Support available to support the Business within the Next Six (6) Months (if applicable).
4. Any Supporting Documents that show Estimates of Employment Impact and Job Opportunities to be Created by the Licensee.

Financial Documentation

1. Federal and State Tax Returns (1040 Form) for the Licensee/Business (Last Three (3) Years).
2. Personal Tax Returns for any Person with an Ownership Interest in the License for the Past Three (3) Years.
3. Zero-Income Affidavit (if applicable)
4. Balance Sheet, Profit or Loss Statement, Statement of Cash Flow (reflecting Year-to-Date and Last Quarter Prepared)
5. Bank Statement and Bank Reconciliation for Licensee for the Last Calendar Quarter.
6. Licensee Payroll Records (Form 941) for the Last Calendar Quarter.
7. Current Cash Flow Projection of the Licensee for January 2024-December 2024

Organizational Information

1. Business Plan (not older than six (6) months)
2. Proof of Ownership Interest (e.g., Articles of Incorporation, Operating Agreement, etc.)
3. Organizational and Ownership Records showing Legal Structure of Licensee and Persons with Interest in Licensee and its Business (e.g., Guarantee Agreement, Licensing or Franchise Agreement, etc.)

Operational Status

1. Proof of Zoning Approvals (if applicable)
2. Executed Lease Agreement/Property Deed

Other

1. Authorized Designee Appointment Form.
2. Applicant Consent for Disclosure Between Agencies

NOTE:

1. Before uploading, please review all documents for completeness and legibility. Incomplete or unreadable documents may delay the processing of your application.
2. All documents must be named according to the naming convention specified in the instructions above, naming your documents inaccurately will result in rejection of application.