**Initial Steps in Working Together**

**We are looking forward to working with you!**

There are many ways in which you can help us secure the funding you are seeking. The first steps, of course, are to execute a non-disclosure, non-circumvent agreement to facilitate the sharing of confidential and proprietary information and to execute a fee agreement so we can begin work.

We do not charge any upfront fees to locate funding for most projects. We only receive our fees once you have been successful and have received your funding.  That gives us a vested interest in your success.

We specialize in helping match your project with the right lender or investor and building interest – and a winning funding package – to secure the funds you are seeking for your project.

We can guide you each step of the way, from initial contact with a lender or investor, right through closing.  However, since it may require a significant investment of our time and resources to help you, we need to know that you have the necessary project information to proceed and to build a winning funding package.

The next steps are for you to fill out the attached:

* **Corporate Entity Information**
* **Financing Request Summary** template. This provides a funder with the key information needed to assess your project.

Also, to be successful in securing financing, you need to be ready to answer the questions potential funders are going to ask.Please review the **Project Financing Guidelines & Requirements,** also attached.

Finally, you will need to be prepared to provide the following information:

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| **Initial Project Materials That Need to be Available to a Funder on Request**  (please replace the boxes below with an **X** for the items you have available): |
|  Executive Summary   Business Plan   Proforma   Use of Funds   Documentation showing money spent to date   Description of collateral   List of equity holders & amounts   Copies of supply/feedstock and sale/offtake/power purchase agreements   Status of project site (owned, leased, under option)   Market value of site   Date of last appraisal |
| **Project Materials That Need to be Available for Due Diligence and Underwriting**  (please replace the boxes below with an **X** for the items you have available): |
|  Letter of commitment of ability and willingness to make funds available for due diligence   Financial information: balance sheet + 3 years income/expense and profit/loss statements  Copies of title, lease, purchase agreement or option on project site   Copy of appraisal(s)   Copies of contracts, guarantees, commitments, grants, local/county/state incentives, etc.  Project details: architectural, design, engineering, site plans/layouts and, as appropriate, technology descriptions, mass energy balances, process flow diagrams, unit operations, etc.   Feasibility studies, independent engineering reports, environmental studies, patents; etc.   Copies of test and performance data if applicable   Status of permits, utility connections   Expanded resumes and list of all principals/management team, including % of ownership   Personal financial statements for each principal and stockholder with at 20%+ ownership   Area economic profile   Marketing study   Project insurance policies   Exit strategies   If you have other information available, please provide separate list |

If you do not yet have some of these materials, you will need to prepare them. Should a funder request them and you cannot deliver them promptly, you risk looking unprepared, losing credibility and losing a funder’s interest.

You may prepare these materials yourself, hire someone to prepare them for you or hire us to help. Should you wish to have our assistance, we can provide guidance and professional financial package preparation on a fee-for-service basis.

Should you have any questions about the information requested in the *Financing Request Summary, Corporate Entity Information* or about any of the *Project Financing Guidelines & Requirements*, please let me know.

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