

Guidelines for Start-up Loan

Interest free start--up loans for self-funded programs are designed to help colleges and units finance a new self-funded program when they do not have the financial resources to develop the program. The funds should not be used to offset existing funding, but rather be used to pay incremental expenses associated with the program/course development.

Examples of acceptable fund use include:

- Market studies by outside vendors, software and curriculum development and other direct out of pocket costs specifically related to the program development.

Examples of unacceptable fund use include:

- Paying a program director, moving existing unit expenses to the start-up funds, or start- up funds as a strategic reserve.
1. The maximum amount of loan funds to be made available for a new program will be \$50,000.
 2. Applicants requesting such funds must complete the Start--up Application Form which can be found at <http://tnt.aa.ufl.edu/Data/Sites/2/media/template-app-for-start-up-loan.pdf> .
 3. Loans are to be repaid within five years of the loan receipt. The schedule for repayment is equal annual installments for five years. Alternate schedules within the five year limit can be requested in the proposal but outlined on the loan application.

Application for Start-up Loan for Self-funded Programs

Title of Program:

Offering Unit:

Amount Requested:

Proposed Use:

Repayment Schedule:

Notes:

1. Attach proposal including business plan.

Recommended:

Associate Provost

Signature

Printed Name

Date

Provost signature on approved proposal must be attached.