

Thank you for your interest in Co-operators Community Funds – Co-op Impact Program.

As a next step in the loan application process, we ask that you please fill out the attached application and provide the requested documents. The information provided will assist us in the evaluation of your needs and if applicable help us to tailor the financing to the new or existing project-based initiative that will assist your co-operative as it seeks to innovate and thrive in the COVID-19 environment. Please answer all questions as completely and accurately as possible and provide all of the required documents in the checklists below. Where information is not available or where you feel it does not apply please indicate this.

You may also include other relevant documentation for the review of your request.

While this application does not commit or obligate Co-operators Community Funds in any way to provide a loan, the assessment of the information will assist in determining whether there is a likelihood of being able to lend to your organization.

Please note that application assessment and the administration of approved loans is conducted by Community Forward Fund Assistance Corp. under a service agreement with the lender, Co-operators Community Fund (Charity). Community Forward Fund Assistance Corp. will sub-contract some of its duties under a service agreement to an affiliate, New Market Funds Inc. As such, each of these entities will have access to the information you provide as part of your loan application, as well as any information generated as a result of an approved loan.

Please reach out if you have any questions or require assistance in completing the application. We look forward to working with you.

If you are located in BC, AB, SK or MB, please contact: Christina Baker,
cbaker@newmarketfunds.ca

If you are located in ON, QC, Atlantic Canada or the Territories, please contact: Julia Vlad,
jvlad@newmarketfunds.ca

LOAN APPLICATION – REQUIRED DOCUMENTS CHECKLIST

Please provide all of the below documents together with your application.

- 1. Completed Loan Application (this document).**
- 2. History of your Co-operative.** Please provide an explanation of your co-operative and its history and mission/vision.
- 3. List and bios of your Board of Directors and Management.** Please provide a brief bio for board members and complete CVs for all key staff and officers of the co-operative.
- 4. Details on how COVID-19 has impacted your co-operative.**
 - What revenue sources have been affected and to what extent?
 - How are you pivoting / innovating as a result of the COVID-19 crisis?
- 5. Please describe the project-based initiative you are seeking funding for and include:**
 - Timelines for the project (please include when you require funding).
 - Amount of funding required (between \$40,000 to \$100,000).
 - Specific use of funds for the project.
 - If other sources of funding are being used for this project, please outline which funds have been committed, confirmed or already received.
 - Capacity of your co-operative to implement this new project (or expand existing project).
 - If available, data on the demand and supply for the product/program/service offered.
 - Competition and other relevant market context information.
- 6. Debt Schedule.** If you currently have other debt (including lines of credit), please complete the Debt Schedule provided in Appendix I or provide a similar schedule.
- 7. Copies of Contracts for Significant Contracts.** Please provide copies of i) contracts for revenue agreements (including funding agreements, grants); ii) lease agreements and other financial undertakings.
- 8. Audited Financial Statements for Past 3 Years.** Please provide copies of your co-operative’s CPA-audited or internally prepared income statements, balance sheets and cashflow statements for the **prior three fiscal years**. Where these are not available please provide independent financial review information.
- 9. Interim Financials.** Please provide a copy of an internal year-to-date income statement and balance sheet for the current year (not to be more than 4 months old).
- 10. Aging of Accounts Receivable and Accounts Payable.** These should be current as the date of the interim financial statements.
- 11. Financial Projections.** Please provide projections for at least the next 2 years.
- 12. Finalized Annual Budget for the Coming Year.** If it is the final quarter of your current fiscal year, please include the budget for next year.
- 13. Copy of a Lending Resolution and/or Bylaws.**
- 14. Business License** (where applicable). Please provide a copy of your co-operative’s business license.
- 15. Copy of Business and Liability Insurance.**

Application Form

Date:
Legal Name of Co-operative:
Type of Co-operative:
Primary Contact Name and Title:
Address: _____ City:
Province: _____ Postal: _____
Phone: () - Cell Phone: () -
Email:
Website URL:
Number of Members:
Structure of Co-operative: ___ Non-profit ___ For profit ___ Other (explain):
Date of Incorporation: _____ Province of Incorporation: _____ CRA #:
ED/CEO Name: _____ Board President Name:
Number of Employees:
How did you hear about Co-operators Community Funds – Co-op Impact Program?
___ Internet search ___ News Article ___ Referral
___ Other (explain):
If you checked 'referral' above, please provide any available information about the name of the person or organization that referred you:

PROJECT INFORMATION

1. Proposed financing is for: New Project Existing Project

Please note that loans cannot be used for core or operational expenses, repayment of existing financing or refinancing existing debt.

2. Does the project involve construction (new or renovation)? No Yes
3. If the project does involve construction, please provide a budget and latest available appraisal or municipal assessment of the property.
4. Does the project involve the purchase of equipment? No Yes
5. If the project does involve purchase of equipment, please provide details of the equipment being acquired.
6. What are the sources of repayment?

LITIGATION

Is there any pending or threatened litigation, administrative proceedings or investigation involving the co-operative, its key staff or directors acting in their official capacity? If yes, please provide details.

No Yes (explain):

PROJECT-SPECIFIC IMPACTS

Name a minimum of 3 specific goals associated with your project-based initiative that will benefit your co-operative, as well as any relevant impact metrics (social, environmental and/or economic) that you will track. If your co-operative receives funding through the Co-op Impact Program, you will be required to report annually (for the duration of the funding period) on the metrics described below:

Goal 1:

Metric(s) 1:

Goal 2:

Metric(s) 2:

Goal 3:

Metric(s) 3:

Additionally, if applicable you may be asked to provide details annually on the number of new co-operative members/workers/customers added.

CERTIFICATION

- A. If the financing request is approved, Co-operators Community Fund (Charity) may use photographs of facilities, projects and/or programming in its Annual Report, slide presentation, website or other publications.
- B. As a condition of considering the application, Co-operators Community Fund (Charity) and/or its agents are granted the right to inspect **the co-operative’s** facilities.
- C. The applicant agrees to monitor, measure and report back on an annual basis all impact metrics indicated herein, and any other impact reporting that may be requested by Co-operators Community Fund (Charity) at a later date.
- D. The application and attachments hereto are submitted for the purpose of Co-operators Community Fund (Charity) to provide a loan to the undersigned Applicant (or business representative). The applicant certifies that the proceeds of any loan granted under this application shall be used solely for business purposes in the manner indicated.
- E. In an effort to reduce paper usage and postal costs, Co-operators Community Fund (Charity) and its agents utilize technology for electronic communication wherever possible. By signing below, you agree to receive standard communications in this manner. Co-operators Community Fund (Charity) and its agents will be emailing all standard communication to those co-operatives who have e-mail unless you provide a valid reason for not receiving communications in this fashion.

I authorize Co-operators Community Fund (Charity), Community Forward Fund Assistance Corp. and New Market Funds Inc. and their agents to make inquiries as necessary to verify the accuracy of the statements made in this application. I certify the above and the statements contained in the attachments and supporting documents are true and accurate as of the stated date(s). These statements are made for the purpose of obtaining financing through Co-operators Community Funds – Co-op Impact Program. I certify that I am an approved signatory for the organization.

Name of Co-operative: _____

Name of Authorized Official (please print): _____

Authorized Signature: _____

Title of Authorized Official: _____

Date: _____

PRIVACY STATEMENT

In this Privacy Statement, “we”, “our” and “us” refers to Co-operators Community Fund (Charity), Community Forward Fund Assistance Corp. and New Market Funds Inc.

This Privacy Statement explains our policies regarding information you provide and we collect and how we may use or disclose that information. We value your privacy and provide this Privacy Statement to help you make informed decisions about your involvement in Co-operators Community Funds – Co-op Impact Program, including the submission and processing of this application. By submitting this application, you consent to and authorize us and our agents to use your personal and company information as described in this Privacy Statement. If you do not agree to our use of your information consistent with this Privacy Statement, you should not submit the application.

We and our agents collect and use your information, including personally identifiable information, for business purposes, for communicating with you and evaluating your loan application and, if approved, the processing and servicing of your loan. The security of your personally identifiable information is important to us, and so we take commercially reasonable steps to maintain the security of that information. In general, we will not share your personally identifiable information or company information with third parties without your prior permission. We will limit access to borrower and client records to our own employees who manage the credits or accounts, those performing regulatory/oversight functions, and subcontractors who have signed confidentiality agreements. We also use firewalls and network security methods and policies to protect against unauthorized access to electronic files. Our practice is to maintain working papers and other sensitive documents in secure files or to shred such materials.

Please be aware that we may be required by applicable law, subpoena, court order or other legal process (including rendering assistance to government enforcement agencies) to disclose or retain for some period the personally identifiable information and/or company information that you submit to us. It is our policy to comply with any such requirements or good-faith belief that such requirement exists, and you agree we shall have no liability for any such disclosure or retention.

Furthermore, please remember that no method of transmission over the Internet or method of electronic storage is perfect or 100 percent secure. Therefore, we cannot and do not guarantee or warrant the absolute security of the information you provide to us. We may store or process your personal information in Canada, the United States or other countries for processing, storage, analysis or disaster recovery.

Co-operators Community Fund (Charity) abides by a privacy policy that can be found at www.cooperators.ca.

If you have any questions regarding the above noted privacy policy or about the collection, use and disclosure of your personal information, please contact our Privacy Office at:

The Co-operators Privacy Office
130 Macdonell Street, Guelph, ON, N1H 6P8
1-888-887-7773

