

Thank you for your interest in the Community Forward Fund (CFF). The loan application is divided into two parts – a loan viability and suitability phase (Part 1) and, where appropriate, a more detailed underwriting phase (Part 2). This is to reduce cost to applicants and to identify at the earliest possible stage whether there is a potential for CFF to make the loan.

Part 1 of the application is the first step in requesting a loan from CFF. The information provided will assist us in the evaluation of your needs and help us to tailor the financing to your co-operative enterprise. 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.

Once we receive all the completed Part 1 application and requested documents together with the non-refundable \$1,000 application fee, we will begin our analysis of your organization's request.

We have included a checklist for completion of the application. This is a tool to assist you in collecting information for Part 1 of your CFF loan application. You may also include other relevant documentation for the review of your request. This application does not commit or obligate CFF in any way to provide a loan. The assessment of Part 1 information will allow CFF to determine whether there is a likelihood of being able to lend to your organization, and we will provide a recommendation on whether you should proceed with Part 2 of the application process.

Part 2 of your CFF loan application will request additional information that is specific to your project. An application fee of \$500 is required in Part 2 of the application. The assessment of Part 2 information will allow CFF to determine further eligibility and provide a term sheet.

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

Primary contact: Andrea Mejia, amejia@newmarketfunds.ca

You may also reach us by telephone at 613-366-1169 or e-mail info@communityforwardfund.ca.

Mailing Address:

Community Forward Fund
#304-134 Abbott Street
Vancouver, BC V6B 2K4

LOAN APPLICATION – PART 1 – REQUIRED DOCUMENTS CHECKLIST

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

- 1. Completed Loan Application – Part 1.**
- 2. History of Organization.** Please provide an explanation of your organization and its history.
- 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 organization.
- 4. Business Plan** for project(s). Include a complete description of the project or planned venture, including where appropriate market data (service or product demand and current supply), competition and other relevant market context information.
- 5. Debt Schedule.** Please complete the Debt Schedule provided in Appendix I.
- 6. Copies of Contracts for Any Revenue Source.** Please provide signed copies of contracts for all revenue agreements and a brief explanation; provide copies of large procurement contracts, lease agreements and other financial undertakings.
- 7. Audited Financial Statements for Past 3 Years.** Please provide copies of your cooperative's CPA-audited or internally prepared income statements and balance sheets for the **prior three fiscal years**. Where these are not available please provide independent financial review information.
- 8. Interim Financials.** Please provide a copy of an internal year-to-date income statement and balance sheet for the current year.
- 9. Aging of Accounts Receivable and Accounts Payable.** These should be current as the date of the interim financial statements. **(If applicable)**
- 10. Statement of Cashflows.**
- 11. Financial Projections.** Please provide projections for at least the next 5 years (or longer if available).
- 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.** Please provide a signed copy.
- 14. \$1,000 Initial Application Fee.** Please make this non-refundable payment by mailing a cheque payable to Community Forward Fund to the Vancouver address below, by Interac e-transfer to info@communityforwardfund.ca or by Wire/EFT.

LOAN APPLICATION – PART 1 – ADDITIONAL CHECKLIST

Please provide any applicable documents listed below together with your application.

- 15. Capital Campaign Schedule.** Please complete the Capital Campaign Schedule (where relevant) in Appendix II if this information is not already included in your business plan.
- 16. Funding Contracts.** Please provide signed copies of any agreements or contracts with the Government, government agencies or other funding bodies.
- 17. Grant Award Letters.** Please provide signed copies of any grant award letters and/or agreements.

APPLICANT INFORMATION

Date:

Legal Name of Organization:

Primary Contact Name and Title:

Address: City: Province: Postal:

Mailing Address: City: Province: Postal:

If different from above

Phone: () - Cell Phone: () - Email:

Website URL:

Type of Business:

Official Mandate of Business:

Type of Entity: Non-profit Charitable Organization Other (explain):

Date of Incorporation: Province of Incorporation: CRA #:

ED/CEO Name: Board President Name:

How did you hear about CFF?

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 to CFF:

FINANCING

Have you sought other means of financing your project or service? If so, please describe what approaches you have used.

- 1)
- 2)
- 3)

PROJECT INFORMATION

Physical Address of Project:

City:

Province:

Postal:

Proposed financing is for: Existing Organization New Business Venture

Other, explain:

Does the project involve construction (new or renovation)? No Yes

If you answered yes above, you will be required to provide specifications and contractors' estimates, as well as copies of any contracts, in Part 2 of the application.

Does the project involve the purchase of new equipment? No Yes

SOURCES & USES

What is the purpose of the financing requested?:

What is the amount of financing being requested?: \$

CAD

When is the financing needed?:

Day Month Year

When do you expect to repay the financing?:

Day Month Year

What is the source of repayment?:

Are there other sources of financing being used for this project?:

No: Yes: Describe:

Sources of funding (CAD): \$ _____ CFF Loan

\$ _____ Grant

\$ _____ Other, explain:

\$ _____ Other, explain:

\$ _____ **TOTAL**

Uses of funding (CAD): \$ _____ Bridge Financing (to receipt of awarded grant/pledge capital campaign contributions)

\$ _____ Equipment or Fixed Assets (itemized list will be requested later)

\$ _____ Land or Building Acquisition

\$ _____ Land or Tenant Improvements

\$ _____ New Construction

\$ _____ Other, explain:

\$ _____ **TOTAL**

NOTE: The above Sources Total must match the Uses Total.

LITIGATION

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

No Yes (explain):

CERTIFICATION

- A. If the financing request is approved, CFF 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, CFF and its agents are granted the right to inspect **organization** facilities.
- C. The applicant agrees to monitor, measure and report back to CFF at regular intervals all impact metrics indicated herein, and any other impact reporting that may be requested by CFF at a later date.
- D. The application and attachments hereto are submitted for the purpose of inducing CFF to provide financing or to participate in a loan by a bank or other lending institution 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. CFF prioritizes minimizing its carbon footprint and is dedicated to resource use reduction measure that are cost effective for both our customers and our organization. In an effort to reduce paper usage and postal costs, CFF utilizes technology for electronic communication wherever possible. By signing below, you agree to receive standard communications in this manner. CFF will be emailing all standard communication to those clients who have e-mail unless you provide a valid reason for not receiving communications in this fashion.

I authorize CFF to make inquiries as necessary to verify the accuracy of the statements made in this application and to determine my creditworthiness. 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 CFF. I understand that FALSE statements may result in forfeiture of benefits and possible prosecution. I certify that I am an approved signatory for the organization.

Name of Authorized Official (please print)

Authorized Signature

Title of Authorized Official: _____

Date: _____

PRIVACY POLICY

This Privacy Policy 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 Policy to help you make informed decisions about your use of CFF services, including the submission and processing of this application. By submitting this application, you consent to and authorize CFF to use your personal and company information as described in this Privacy Policy. If you do not agree to our use of your information consistent with this Privacy Policy, you should not submit the application.

CFF does 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. Within CFF, we will limit access to borrower and client records to CFF's own employees who manage the credits or accounts, those performing regulatory/oversight functions, and subcontractors who have signed confidentiality agreements. CFF also uses a firewall 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.

CFF reserves the right to change, add, or delete any portions of this Privacy Policy from time to time without liability or prior notice to you.

APPENDIX II – CAPITAL CAMPAIGN SCHEDULE

Capital campaign goal: \$ _____ CAD

What portion is allocated to Endowment or Building Reserves? \$ _____

Period of capital campaign. Starting Month/Year _____ Ending Month/Year _____

Sources of capital campaign gifts and grants

As of (date): _____

	GOAL =	Cash Paid In +	Commitments & Pledges +	To be raised
Foundations				
Government grants				
Corporations				
Individuals > \$1,000				
Individuals < \$1,000				
Other, specify:				
TOTAL GOAL				

Please answer the following questions regarding the capital campaign:

Have you previously done a capital campaign? Yes No

If yes, when, for what purpose and how much was raised?

Have you done a feasibility study for this campaign? Yes No

If yes, please provide a copy.

Have you used or do you intend to use any fundraising consultants? Yes No

If yes, who will you hire and what will be the scope of their work?

Please provide:

- A schedule of major capital campaign pledges to date. Include donor name, amount and anticipated receipt date of the pledges.
- A copy of the capital campaign plan and/or strategy and timing for the completion of the campaign.