

Business Loan Application

The Community Futures Development Corporation is a non-profit community economic development organization. We are committed to helping people in the Central Kootenay region who are either operating or are planning to start their own business.

Our Mission is *"To facilitate and /or promote activities which will enhance the economic environment of our communities through entrepreneurial development and the creation of small business initiatives."*

Community Futures unites the efforts of major players in the region to work toward the common goal of sustainable community economic development.

Name:

Business Name:

Phone:

E-mail:

Criteria

Specific financing criteria must be met including:

- Location of the business in the Regional District of Central Kootenay;
- Future economic viability of the business;
- Competent management;
- Reasonable personal financial investment;
- Ability to repay;
- Adequate security for the venture; and
- Employment creation or maintenance for predominantly local residents.

Application Process

Contact our office for initial discussions concerning your application:

201 – 514 Vernon Street, Nelson BC

T: 250.352.1933 – ext 117 or ext 114

****All discussions with Community Futures staff are private and confidential**

- Applicant submits a completed:
- Business Plan*, and;
- Business Loan Application
- Business Plan will be reviewed by loans staff
- Interview of applicant by loans staff concerning your business plan
- Completed Business Plan and Business Loan Application will then be presented to the CFDC loans committee for review and discussion
- If approved a Letter of Offer presented to applicant for review and acceptance
- Completion of legal work and security procedures, as required
- Funds made available to applicant as quickly as possible

Costs

There are no costs for having your Business Plan and Application for financing reviewed. Applicants who are successful in getting a loan will be responsible for loan application fee (1% of loan amount – minimum \$75) and in-house legal costs. Applicants are also responsible for any additional legal fees for the preparation of security documents. These fees will be deducted from the monies that are disbursed.

Other CFDC Programs & Services

In addition to the loans programs, Community Futures also offers the following Services

- Business Counselling
- More than 70 entrepreneurial courses
- Business library with internet connection
- Self Employment (SE) program;
- Trade shows & seminars

Loan Information

We make business loans up to \$500,000 for any worthwhile project i.e.

- Asset purchase
- Expansion
- Start up
- Change of ownership
- Competitive interest rates
- Flexible repayment terms
- Usually no prepayment penalty

****Business plan outlines available at the Community Futures office or online**

For office use only

Loan #:

Credit Check:

Application for Financing

Business Information

Name of Company/Business:

Principal Owner(s):

Name: Role: Ownership %: Ph:

Name: Role: Ownership %: Ph:

Name: Role: Ownership %: Ph:

Mailing Address of Business:

Location (if different):

Business Phone: Bus. Fax:

E-mail: Website:

Structure of Business: Proprietorship ☐ Partnership ☐ Incorporation ☐ Co-op ☐

Type of Business: Service ☐ Forestry ☐ Manufacturing ☐ Wholesale ☐

Retail ☐ Tourism/Hospitality ☐ Construction ☐ Other ☐ Specify:

Summary of Sources & Uses of Funds

Funds are Required for (e.g. building, equipment, inventory, working capital, etc.):

Amount

Source of Funds (e.g. loans, personal investment/equity, friends or family, etc.):

Amount

| | |
|----------------------|-------------------------|
| <input type="text"/> | \$ <input type="text"/> |
| <input type="text"/> | \$ <input type="text"/> |
| <input type="text"/> | \$ <input type="text"/> |
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| <input type="text"/> | \$ <input type="text"/> |
| <input type="text"/> | \$ <input type="text"/> |
| <input type="text"/> | \$ <input type="text"/> |

Total \$

Total \$

If funding is approved, how many jobs will be created or maintained

Jobs Created: F/T P/T Jobs Maintained: F/T P/T

Professional Contacts

Business Bank/C.U.: Contact: Ph:

Personal Bank/C.U.: Contact: Ph:

Accountant: Contact: Ph:

Lawyer: Contact: Ph:

Insurance Broker: Contact: Ph:

Do you have an assignable life insurance policy of at least the value of your loan request? ☐ Yes ☐ No

Application for Financing

Business Asset List

List below all assets presently owned by the company. Also list below their value and indicate whether the assets are used as security against other loans or if there is money owing against them. Attach a separate list if necessary.

Assets (indicate make, model, year)

Property – (include civic address and assessed value)

Market Value

Owe/Security

| | | |
|--|----|----|
| | \$ | \$ |
| | \$ | \$ |
| | \$ | \$ |
| | \$ | \$ |
| | \$ | \$ |

Loan Security Offered

List below the collateral you propose to offer towards the loan. Indicate the fair market value of the assets. Examples of security would include business assets (including machinery and equipment), personal assets, property and loan guarantees.

Assets (indicate make, model, year)

Property – (include civic address and assessed value)

Market Value

| | |
|-------|----|
| | \$ |
| | \$ |
| | \$ |
| | \$ |
| | \$ |
| Total | \$ |

Disclosure and Release Statement

***Important — Read Thoroughly Before Signing**

- Are you related to any Director or Employee of Community Futures Development Corporation of Central Kootenay (the Corporation)? YES () NO ()
 - Are you or any closely related individual or company involved in ANY legal action or litigation either personally or through your business? YES () NO ()
 - If financial assistance is approved, would you allow Community Futures Development Corporation to make a public announcement regarding your project? YES () NO ()
- * The statements made herein are for the express purpose of obtaining financing from Community Futures Development Corporation and are to the best of my/our knowledge and belief true and correct. The applicant understands that additional information, if required in support of this application, must be supplied to the Corporation before adequate consideration can be given to this application.
- * The applicant and spouse consent to Community Futures Development Corporation making any inquiries of such persons, firms or corporations as it deems necessary in order to reach a decision on this application.
- * The applicant agrees to reimburse Community Futures Development Corporation any Legal Costs incurred in the registration of documents for loan security. Should the applicant withdraw his request for funds after legal documents have been registered and costs incurred, the applicant shall be responsible for these costs.
- * The applicant agrees that he/she has provided his/her social insurance number (SIN) to the Corporation as confirmation of his/her identity and authorizes the Corporation to use the applicant's SIN and reveal applicant's SIN to others as a means of identifying the applicant.

Statement of Agreement

I hereby agree that if any financing is provided to me for the purpose of the business project as described herein, that I shall:

- follow the operating plan submitted herewith, and use the funds received from the Corporation for the purpose intended, and that any changes or alterations in loans shall be made only with the written permission of the Corporation;
- that I shall maintain insurance as required by the Corporation;
- that I shall provide the Corporation with such reports and additional information that may be required from time to time;
- that I will reimburse to the Corporation and/or the law firm involved all legal fees and disbursements incurred by the processing and preparation of loan security documents, including all searches and investigations, incurred after the LETTER OF OFFER endorsed by the applicant(s) has been received by the Corporation and/or the law firm involved, whether the applicant(s) proceed(s) to accept the funds from the Corporation or not;
- that I/we consent to the disclosure at any time of any credit information about me/us to any credit reporting agency or to anyone with whom I/we have financial relations.

Must be signed by each applicant and their spouse. Please print full name and sign below.

Applications must be signed by both the applicant and their spouse before they can be processed.

| Date: | Applicant Name (print): | Applicant Signature: | Spouse Name (print): | Spouse Signature: |
|-------|-------------------------|----------------------|----------------------|-------------------|
| | | | | |
| | | | | |
| | | | | |

Corporate Seal (if required)

Personal Statement of Affairs

This information is to be submitted for each principal of the business.

Personal Information

Last Name: First Name: Second Name:

Former Name(s) or Other Names Used including Maiden Name(s) or nicknames:

E-mail: Home Phone: Other Phone:

Marital Status: Married ☐ Divorced ☐ Widowed ☐ Separated ☐ Single ☐ Common Law ☐

Present Address: Street address

Rent ☐ Own ☐ How long at current address?

Mailing Address: City: Postal Code:

Previous Address: if less than five years at present address

Your Birth Date: Your Social Insurance Number:

Spouse's Full Name: Number of Dependants (excluding spouse):

Spouse's Birth Date: Spouse's Social Insurance Number:

Spouse's Occupation: Spouse's Employer:

Phone: Spouse's Gross Yearly Income: Length of Employment:

Name, address and phone number of two nearby relatives not living with you:

Personal Resume

Education

Grades completed: College, University, or other Post-secondary Education:

Diplomas, degrees, or other certificates attained:

Employment History (Last Employer First)

| Employer | Employer Address | Supervisor | Dates | Job Title |
|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Responsibilities, experience, education, transferable skills and background directly related to this business proposal:

Other Information

Please provide detailed information below if you answer yes to any of the following questions.

| | | | |
|---|--|--|--|
| Have you or your business ever had an asset repossessed? | Yes <input type="checkbox"/> No <input type="checkbox"/> | Have you or your business ever declared bankruptcy? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Are you or your business party to any claims or lawsuits? | Yes <input type="checkbox"/> No <input type="checkbox"/> | Do you or your business owe any taxes prior to the current year? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Have you or your business ever guaranteed loans or financial commitments of others? | Yes <input type="checkbox"/> No <input type="checkbox"/> | | |

If yes, explain:

This information is to be submitted for each principal of the business.

*Please list and describe all assets and liabilities in columns or in space provided below

| Assets | Institution | Amount | Liabilities | Institution | Amount |
|---|----------------------|-------------------------|-----------------------------|----------------------|-------------------------|
| Cash----- | <input type="text"/> | \$ <input type="text"/> | Loans----- | <input type="text"/> | \$ <input type="text"/> |
| RRSPs----- | <input type="text"/> | \$ <input type="text"/> | Mortgages----- | <input type="text"/> | \$ <input type="text"/> |
| Stocks, Bonds----- & Mutual Funds | <input type="text"/> | \$ <input type="text"/> | Taxes Payable----- | <input type="text"/> | \$ <input type="text"/> |
| Real Estate----- <small>(Tax Assessed Value)</small> | <input type="text"/> | \$ <input type="text"/> | Credit Card #1----- | <input type="text"/> | \$ <input type="text"/> |
| Automobile #1----- <small>(Make, Model, Yr.)</small> | <input type="text"/> | \$ <input type="text"/> | Credit Card #2----- | <input type="text"/> | \$ <input type="text"/> |
| Automobile #2----- <small>(Make, Model, Yr.)</small> | <input type="text"/> | \$ <input type="text"/> | Other----- | <input type="text"/> | \$ <input type="text"/> |
| Personal &----- Household Effects | <input type="text"/> | \$ <input type="text"/> | | <input type="text"/> | \$ <input type="text"/> |
| Other----- | <input type="text"/> | \$ <input type="text"/> | | | |
| | <input type="text"/> | \$ <input type="text"/> | | | |
| | <input type="text"/> | \$ <input type="text"/> | | | |
| Total Assets (A) | | \$ <input type="text"/> | Total Liabilities (B) | | \$ <input type="text"/> |
| | | | Total Personal Equity (A-B) | | \$ <input type="text"/> |

| | | |
|-------------------|--|-----------------|
| Insurance Broker: | | |
| Contact Name: | | Contact Number: |
| Policy Number: | | Policy Value: |
| Beneficiary: | | |

| Current Income | | Expenditures | |
|---------------------------------------|----|------------------------------------|----|
| Salaries, Wages & Commission ----- | \$ | Property Taxes & Assessments ----- | \$ |
| Spousal Income ----- | \$ | Income Taxes ----- | \$ |
| Rental Income ----- | \$ | Mortgage or Rent ----- | \$ |
| Business or Professional Income ----- | \$ | Loan Payments ----- | \$ |
| Other ----- | \$ | Total Credit Card Payments ----- | \$ |
| | \$ | Insurance Payments ----- | \$ |
| | \$ | Estimated Living Expenses ----- | \$ |
| | \$ | Other ----- | \$ |
| Total Income | \$ | Total Expenditures | \$ |

| Date | Applicant Name (print) | Applicant Signature | Spouse Name (print) | Spouse Signature |
|------|------------------------|---------------------|---------------------|------------------|
| | | | | |

Checklist

CFDC Application Checklist – NEW BUSINESS

- ☐ Completed Application for Financing signed by each borrower (pages 1 and 2)
- ☐ Personal Statement(s) of affairs signed by each borrower and guarantor, including spouses (married or common-law) (pages 3 and 4)
- ☐ COPY of business plan, including:
 - marketing plan
 - 12-month cash flow projections
 - start-up costs (including price quotes, contractor's estimates, etc.)
- ☐ Detailed list of all capital assets, including make, model and/or serial number, year of purchase and market value
- ☐ Current property assessment (if offering as security)
- ☐ Vehicle registration (if offering as security)
- ☐ Description of any major lease agreements
- ☐ Partnership agreement (if business is a partnership)

CFDC Application Checklist – EXISTING BUSINESS

Current owners of existing businesses do **not** need to prepare a plan describing their historic activities – information regarding these activities may be requested at a later date. All we require in this circumstance is a succinct business plan outlining what will be done with the loan proceeds, and how they will affect the business as a whole.

- ☐ Completed Application for Financing signed by each borrower (pages 1 and 2)
- ☐ Personal Statement(s) of affairs signed by each borrower and guarantor, including spouses (married or common-law) (pages 3 and 4)
- ☐ Year-end statements for the previous years (up to 5 years, if available)
 - Income Statement
 - Balance Sheet
 - Notes to Financial Statements
- ☐ Interim Financials:
 - Income Statement – should cover the period from year-end to the present, no more than 45 days old
 - Itemized and aged Accounts Payable and Accounts Receivable
- ☐ Cash flow forecast for the next 12 months
- ☐ Detailed list of major business assets
- ☐ Description of bookkeeping system
 - who does books
 - what software (if applicable) is used

NOTE: Purchasers of existing businesses should prepare a full business plan. See Business Plan Outline, a CFDC handout available with CF loan applications, for more information regarding business plan expectations.

partners
with...



**Community
Futures** British Columbia

Western Economic
Diversification Canada



Diversification de l'économie
de l'Ouest Canada

**Community
Futures** Central Kootenay

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