

## **Arranging Financing**

Community Futures 16/37 is a non-profit community economic development organization. We are committed to helping people who are either operating or are planning to start their own business.

Community Futures 16/37 can help you arrange financing for your business through regular channels such as banks, credit unions or the Business Development Bank of Canada. We can assist you getting your proposal ready for lenders and investors, including cash flow projections. Our services are completely confidential.

Community Futures 16/37 is also a lender and will consider lending money for a range of business needs: start-up costs, operating capital, inventory, expansion etc. We may lend up to \$150,000 and our interest rates are reasonable. We do consider loans if you cannot get financing you need elsewhere, or if you need top-up financing. You can pay out your loan with us at any time, without penalty.

In considering an application, we look at the benefits the business will provide in four areas. Your business must offer benefits in at least one area for us to consider the loan. The areas are:

*Human* – the benefit to the applicant with consideration to the benefits to others  
*Community* – the benefit to the community's residents of the proposed activity or venture  
*Economic* – the proposed service is currently unavailable or is under-served in the community  
*Employment* – the potential number and quality of jobs created or preserved

We do credit and reference checks on all owners who are in an operating or management capacity. The information we need to make a decision on a loan application is:

- A completed application for financing form
- A business plan. Business plan outlines are available at the Community Futures 16/37 office.
- Cash-flow forecast for the next three years giving details by month
- Financial Statements for the previous three years (if this is an existing business)
- A resume for each principal/owner of the business
- A photo-copy of valid government issue picture identification

Lending money takes time. How long depends on the security being taken, the volume of traffic at our lawyer's office and the time it takes for representatives of your business to sign the documents. Each case is different. We suggest you discuss the timeframe with one of our business development representatives

If you have any questions, please contact the **Community Futures 16/37** at 250 635 5449 or fax to 250 635 2698. Your loan application package should be delivered to our Terrace office:

**Hand deliver or Mail to:**

101 4734 Lazelle Ave  
Terrace BC V8G 1T2

**Email to:**

[info@1637.ca](mailto:info@1637.ca)

## APPLICATION FOR FINANCING

Business Information		
Company /Business Name		
Company/Business Number		
Name of Principals		Phone
		Phone
		Phone
Postal Address		
Street Address		
Business Phone		Business Fax
Web Address		E-mail
Business Structure	Sole Proprietorship	Partnership
		Incorporation
		To be Incorporated
Business Type	Construction	Forestry
	Fishing	Hospitality
		Manufacturing
		Retail/Service
		Tourism
		Transportation
Loan Information		Business Bank Information
Amount Requested	\$	Name of Bank
Over how many years (max 5)		Branch
Purpose of Funding		Contact Phone
Other Financing Sources Approached		
Have you sought financing from any other sources:		
Institution:		
Funds to be used for		Contact Name
Equipment	\$	Institution:
Working Capital	\$	Contact Name:
Inventory	\$	Institution:
Other	\$	Contact Name:
Other	\$	
Jobs Created	F/T	P/T
Job Maintained	F/T	P/T
		\$

### Loan Security Offered

List below the collateral you propose to offer towards the loan. If applicable, indicate the fair market value of the assets. Examples of security include business assets, personal assets, property and loan guarantees. Please attach extra pages if you need more space.

Asset Details*	Market Value	Owner of Asset
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	

\*For Machinery, Equipment and Vehicles indicate make, model, year, serial number. For Property indicate legal description, street address and PID

### Debts Held by the Business / Company

List below any debts held by the business / company. This should include any other loans held in the company name, leasing agreements, lines of credit. Community Futures 16/37 may request copies of debt agreements. Please attach extra pages if you need more space.

Owing To:	Monthly Payment	Balance Owning	Security Held on Debt
\$		\$	
\$		\$	
\$		\$	
\$		\$	
\$		\$	

If financial assistance is provided by Community Futures 16/37 will you allow us to make a public announcement regarding your project. (you would be contacted before any announcement was made) \_\_\_Yes \_\_\_ No

Is the business / company or any of the principals involved in **ANY** legal action or litigation (If yes, provide details) \_\_\_Yes \_\_\_No

**Personal statement of affairs must be completed by each applicant and each principal of the business**

# PERSONAL STATEMENT OF AFFAIRS

Surname		First Name	
Middle Name/s		Former/Other Names	
Date of Birth	Day	Month	Year
Current Address			Years There
Your Home:	Do you rent		own
Previous Address (if less than 3 years at current address)			Years There
Phone	Fax	Cell phone	
Bank/Credit Union	Branch	Contact	
Email:			

Employment Information				
Please provide information on the last five years – attach sheet if more space required				
<u>Employer</u>	<u>Supervisor</u>	<u>Dates</u>	<u>Job Title</u>	<u>Annual Income</u>

Family Information						
Marital Status	Married	Common Law	Single	Separated	Divorced	# Dependents (excl. spouse)
Spouses Full Name		Date of Birth	Day	Month	Year	
Social Insurance #						
Current Employer			Years There			
Occupation		Annual Income \$			Phone	

Are you related to any employee or director of Community Futures 16/37?	___ Yes	___ No
Are you a committee member, director or employee of Community Futures 16/37?	___ Yes	___ No
If yes to above, may we refer this application to another Community Futures office?	___ Yes	___ No

<b>References</b>			
Please provide three references. At least two references should be from customers or previous employers and should be comments on your business capability.			
<u>Name</u>	<u>Company</u>	<u>Relationship</u>	<u>Telephone</u>

<b>Statement of Yearly Income &amp; Expenditure</b>			
The figures below should represent yearly income and expenditure for both you and your spouse.			
Income		Expenditure	
Salaries, Wages & Commission	\$	Property Taxes & Assessments	\$
Rental Income	\$	Income Taxes	\$
Business or Professional Income	\$	Mortgage or Rent	\$
Other	\$	Loan Payments	\$
	\$	Total Credit Card Payments	\$
	\$	Insurance Payments	\$
	\$	Estimated Living Expenses	\$
	\$	Other	\$
Total Income \$		Total Expenditures \$	

**COLLECTION OF INFORMATION – VOLUNTARY**

The following collection of information is voluntary and solely for the purpose of determining eligibility for various program(s) and gathering statistical information for the Government of Canada.

- First Nations     Youth Age 18-34     Visible Minority     Disabled

Nature of Disability

\_\_\_\_\_

**Personal Equity  
Statement**

The figures below should represent all personal assets and liabilities for both you and your spouse.

Assets		Liabilities [provide details]	
Cash	\$	Loans	\$
RRSPs	\$		\$
Stocks, Bonds & Mutual Funds	\$		\$
Real Estate	\$	Mortgages	\$
Automobiles	\$	Taxes payable	\$
Personal & Household Effects	\$	Credit Cards	\$
Other	\$		\$
	\$	Other	\$
	\$	Other	\$
	\$		\$
Total Assets (A)	\$	Total Liabilities (B)	\$
Total Personal Equity (= A - B) \$			

Details on Contingent Liabilities \_\_\_\_\_

(Lease payments, support/alimony payments, co-signed debt, guarantees)

Have you ever had an asset repossessed?    \_\_\_ Yes    \_\_\_ No Details \_\_\_\_\_

Have you ever declared bankruptcy?        \_\_\_ Yes    \_\_\_ No Details \_\_\_\_\_

Do you owe any taxes prior to the current year? \_\_\_ Yes    \_\_\_ No Details \_\_\_\_\_

## Before signing, please read this page

1. The statements made in this application are for the express purpose of obtaining financing from the Community Futures 16/37 and are true, full and correct as of the date below.
2. I understand that any additional information required to support this application must be supplied to the Community Futures 16/37 before adequate consideration can be given to this application.
3. Community Futures 16/37 **requires that reference and credit checks to be performed** as a normal requirements in lending of public funds. I consent to Community Futures 16/37 making any inquiries of such persons, firms or corporations, as it deems necessary in order to reach a decision on this application.
4. I acknowledge that Community Futures 16/37 is not providing me with professional financial or legal advice, but rather offers itself as a source of information. I release Community Futures 16/37, its representatives and employees from responsibility should I choose to rely on the information provided to me by Community Futures 16/37.
5. I have included with this application form:

___ A completed and signed Personal Equity Statement for each principal/owner of the business and each loan applicant.
___ Business Plan (Ask your Business Analyst)
___ Projected Cash Flow Sheet for the next three years, including details of assumptions.
___ Financial Statements for the last three years (for existing businesses).
___ Environmental Risk Assessment
___ Photocopy of your drivers' license or BCEID

<b>Signed:</b>			
<u>Name</u>	<u>Signature</u>	<u>Date</u>	<u>Spouse Signature</u>

# Environmental Risk Assessment

Borrower		Physical Business Address		
How do you occupy the property described above?    own        rent        other    (specify)				
Name and address of owner of property or facility				
Date current owner took title		Acreage of property		No. of employees
Type of buildings and date of construction				
Have environmental assessments of the property been carried out in the last 5 years?        Yes        No        If yes, please provide findings				
Historical uses of property        Commercial        Agricultural        Recreational        Residential [please indicate years]				
Industrial        Vacant        Other (specify)				
Current or planned uses of property        Commercial        Agricultural        Recreational        Residential        Industrial Vacant        Other (specify)				

	Yes	No
• <b>Is there a neighbouring land use from which a potential pollutant(s) could enter your property?</b>		
• Do you use, store, handle or transport hazardous materials or goods (defined under the workplace hazardous materials information system in Canada)?	Yes	No
• Do you dispose of, or recycle, any such hazardous materials?	Yes	No
• Do you produce infectious waste (such as medical pathological waste)?	Yes	No
• Do you use equipment that may contain P.C.B.s on site at your place of business other than in transformers or equipment owned by the electrical utility?	Yes	No
• Does the premise or property contain asbestos?	Yes	No
• Are you aware of any concerns with respect to Radon Gas in the vicinity of your property?	Yes	No
• Are there any, or have there ever been, underground or above ground storage tanks on the property?	Yes	No
• Do you use, or store, any bulk gases (such as propane, butane, carbon dioxide, nitrogen ammonia)?	Yes	No
• Have any of your workers filed complaints, or claims, for any environmental health reasons?	Yes	No
• Do you carry environmental insurance, and if so, does your insurance require annual environmental reviews or assessments to determine environmental liabilities?	Yes	No
• Are there discharges to the environment, and if so, are necessary permits or licenses issued to your business (Federal, Provincial or Municipal)?	Yes	No
• Does the property have any pits, ponds, lagoons or other dumping areas on site?	Yes	No
• Does the property have any landfills, junkyards, incinerators or other waste disposal facilities or buried wastes?	Yes	No
• Are there, or have there been, any spills, polluting incidents, environmental orders or civil actions or other environmental concerns on the property, or violations of permits, regulations or laws?	Yes	No

## Declaration

I declare that the aforementioned information is true and complete to the best of my knowledge, understanding and belief, after diligent inquiry. I understand this information is required and will be relied upon by the Community Futures 16/37 as part of its overall credit risk assessment of my business.

Borrower Name

Signature

Date