

Be Safe & Be Healthy!
CF Regional Relief & Recovery Program <http://www.cfnwa.ab.ca/rrrf.php>



Growing communities one idea at a time.

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LOAN APPLICATION

March 2021

BUSINESS NAME: _____

DATE: _____ PHONE: _____

OWNER'S NAME: _____

ADDRESS: _____

THE COMMUNITY FUTURES LENDING PROGRAM

Finances businesses and levers other funds to create employment and diversify our regional economy.

Community Futures organizations provide small businesses with access to capital that might not otherwise be available from other financial institutions.

Community Futures lending practices are directed by the Community Futures Program through Western Economic Diversification Canada, at reasonable terms and conditions for business ventures that:

- **Can demonstrate viability.**
- **Will generate and/or maintain local employment in communities within the CF region.**
- **Will have a positive benefit to the community at large.**

Loan applicants must be legally entitled to work in Canada and be residents of the Community Futures region.

The Community Futures office may provide business advisory and technical services to small businesses and potential entrepreneurs in the CF region. These services can include (but are not limited to):

- **Access to business loans.**
 - * **Commercial loans normally up to \$150,000**
 - * **Disabled entrepreneur loans up to \$150,000**
- **Business Services including:**
 - * **Business plan review and analysis**
 - * **Review of Cash flow and Financial Projections.**
 - * **Assistance with Marketing plans and market research.**
 - * **General business counseling.**
 - * **Access to community profile and industry information and statistics.**
 - * **Licensing and regulatory information**
 - * **Referral information**
- **Entrepreneurial training programs.**
- **Business venture assessment and marketing analysis.**

CONTACT US

If you have any questions or need help filling out the following Loan Application, please contact our Staff for assistance. We can be reached at the following phone numbers and email address.

Office Phone: 780.926.4233

Fax Number: 780.926.2162

Email: info@cfnwa.ab.ca

Or: businessoffice@cfnwa.ab.ca

You can also find information and answers to frequently asked questions on our website: www.cfnwa.ab.ca

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9802-99 Street, PO Box 210, High Level, Alberta T0H 1Z0; P 780.926.4233; F 780.926.2162; E info@cfnwa.ab.ca
For more information and links to download loan application documents, visit our website at www.cfnwa.ab.ca.

BUSINESS INFORMATION

List the name(s) and percentage of all principle owner(s) of the business:

FIRST NAME	LAST NAME	% OF SHARES	PHONE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Type of Business (check all that apply):

- | | | | | |
|---|--|--------------------------------------|--|------------------------------------|
| <input type="checkbox"/> Home Based | <input type="checkbox"/> Start Up | <input type="checkbox"/> Existing | <input type="checkbox"/> Full Time | <input type="checkbox"/> Part Time |
| <input type="checkbox"/> Proprietorship | <input type="checkbox"/> Incorporation | <input type="checkbox"/> Partnership | <input type="checkbox"/> Non Profit | <input type="checkbox"/> Co-op |
| <input type="checkbox"/> Retail | <input type="checkbox"/> Service | <input type="checkbox"/> Oil & Gas | <input type="checkbox"/> Manufacturing | |
| <input type="checkbox"/> Forestry | <input type="checkbox"/> Agriculture | <input type="checkbox"/> Tourism | <input type="checkbox"/> Construction | |

Business has been operating since (if applicable): _____ Business fiscal year end is/will be: _____

BUSINESS CONTACT INFORMATION

Business Name (Legal Name): _____

Business #: _____ WCB #: _____ Incorporation #: _____

Physical Address: _____ City/Town: _____ Postal Code: _____

Mailing Address (if different than above): _____ City/Town: _____ Postal Code: _____

Phone: _____ Fax: _____ Alternate Contact #: _____

Email Address: _____

Website: _____

This Business will **create / maintain** (circle one) how many: _____ Full Time Employees _____ Part Time Employees _____

LOAN INFORMATION

Amount requested from CF: _____ Other outstanding CF loan(s) total: _____

Source of Funds	Project Funds Used For	Amount	% of Project
Applicant(s) CASH contribution	_____	_____	_____
Other Sources - 1 (please specify)	_____	_____	_____
Other Sources - 2 (please specify)	_____	_____	_____
CF Contribution	_____	_____	_____
	Project Total	_____	_____

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PERSONAL INFORMATION OF APPLICANT (Complete this section for each applicant & spouse as applicable)

Last Name: _____ First Name: _____ Middle Name: _____

Home Address: _____ City/Town: _____ Postal Code: _____

Home Phone: _____ Business Phone: _____ Cell: _____

Email Address: _____

SIN: _____ Driver's License No: _____ Birthday (mm/dd/yyyy): _____

Phone: _____

Do you rent or own your own home? Rent Own How long at the above address? _____

Are you (check all that apply):

- Canadian Citizen
- Immigrant/Permanent Resident
- Aboriginal
- Disabled
- On a Disability Subsidy
- On Employment Insurance

Current Marital Status (check one):

- Single
- Married
- Common Law
- Separated
- Divorced
- Dependents (describe): _____

Do you have: Life Insurance? Yes No Name: _____
Amount (if yes): _____

Lawyer? Yes No Name: _____ Phone: _____

Accountant? Yes No Name: _____ Phone: _____

You were referred to Community Futures by (check all that apply):

- Another Lender
- Advertising
- Accountant or Lawyer
- Word of Mouth
- Other: _____

SPOUSE/COMMON LAW INFORMATION

Last Name: _____ First Name: _____ Middle Name: _____

Birthday (mm/dd/yyyy): _____ SIN: _____ Driver's License No: _____

Current/Most Recent Employer: _____ Phone: _____

Position: _____ Salary: _____ Length of time employed: _____

RELATIVES/LANDLORD CONTACT INFORMATION

Relatives Name	Relationship	Daytime Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

APPLICANT REFERENCES (Complete this section for each applicant & spouse as applicable)

Please provide two personal and two business references not related or involved in the project.

Name	Relationship	Daytime Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

EMPLOYMENT & EDUCATION HISTORY (Complete this section for each applicant & spouse as applicable)

EMPLOYMENT

Current/Most Recent Employer: _____ Phone: _____

Position: _____ Salary/Wage: _____ Length of time employed: _____

If less than two years at current Employer, please add below:

Previous Employer: _____ Phone: _____

Position: _____ Salary/Wage: _____ Length of time employed: _____

EDUCATION (Please check all that apply):

- Some Secondary
- Some Post-Secondary
- Post-Secondary & Degree
- Completed Secondary
- Post-Secondary & Diploma
- Other (describe below):

Comments: _____

STATEMENT OF INCOME & EXPENDITURES (Complete this section for each applicant & spouse as applicable)

MONTHLY INCOME		MONTHLY EXPENSES	
Your monthly household income (after taxes) from employment	\$	Mortgage/Rent Pymt (incl. insurance & property taxes)	\$
		Grocery Expenses	\$
Other income sources to the household including:		Utilities (phone, heat, satellite, etc)	\$
Rental Income <input type="checkbox"/>	\$	Transportation (gas, insurance, etc)	\$
Child Support <input type="checkbox"/>	\$	Insurance (life, disability, critical illness, etc)	\$
Alimony <input type="checkbox"/>	\$	Education & Child Care Expenses	\$
Other (specify): _____ <input type="checkbox"/>	\$	Entertainment / Hobbies	\$
		Debt Pymt (bank loans, credit cards, family loans, ect)	\$
		Other	\$
Total Monthly Income from ALL sources:	\$	Total Monthly Expenses	\$
ESTIMATED SAVINGS / MONTH (Total Income less Total Expenses)			\$

STATEMENT OF NET WORTH—ASSETS (Complete this section for each shareholder, spouse & corporation)

CASH ASSETS	BANK	BRANCH	AMOUNT
Cash			
Cash			
Cash			
RRSP			
Stocks / Bonds			

REAL ESTATE	PUR. YR	LOT / BLOCK / PLAN	OWNERS ON TITLE	PRICE PAID	PRES. VALUE

VEHICLES	YEAR	MAKE / MODEL / SERIAL #	OWNERS ON TITLE	PRICE PAID	PRES. VALUE

OTHER ASSETS	YEAR	MAKE / MODEL / SERIAL #	OWNERS ON TITLE	PRICE PAID	PRES. VALUE
Machinery					
Equipment					

TOTAL VALUE OF ASSETS					

STATEMENT OF NET WORTH—LIABILITIES (Complete this section for each shareholder, spouse & corporation)

BANK LOANS	BANK	BRANCH	MONTHLY PYMT	COLLATERAL HELD BY BANK	INTEREST RATE	BALANCE OWING
Line / Credit						
Overdraft						

MORTGAGES	BANK	BRANCH	MONTHLY PYMT	COLLATERAL HELD BY BANK	INTEREST RATE	BALANCE OWING

FINANCE CMPY	BANK	BRANCH	MONTHLY PYMT	COLLATERAL HELD BY BANK	INTEREST RATE	BALANCE OWING

STORE/CC/OTHER	BANK	BRANCH	MONTHLY PYMT	COLLATERAL HELD BY BANK	INTEREST RATE	BALANCE OWING

Personal Guarantee						

TOTAL VALUE OF LIABILITIES						

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NET WORTH (Assets less Liabilities)

Types of Financing Available:

- Term loans of up to \$150,000 per venture to viable business ventures**
- Term loans up to \$150,000 per venture to assist disabled entrepreneurs**

Rate of Interest — up to 10%* (as of June 2016)

*Please Note: Interest rate is subject to change.

Loan Term — 6 months to 5 years

The gathering and disclosing of all information shall be governed by the provisions of the Freedom of Information and Protection of Privacy Act.

I hereby authorize Banks, Credit Agencies, and all Credit Bureaus to disclose all information concerning our affairs to Community Futures Northwest Alberta and CFNWA is likewise authorized to divulge information concerning our private affairs in response to normal credit inquiries from trade and other creditors for the purposes of a Loan Application.

All the information provided to Community Futures Northwest Alberta in this Client Information Form is true and current.

Analysis Fee

This fee applies to all funding applicants, and should accompany a business plan. It must be presented in a cashable form such as a money order, or certified cheque. It is applied to some of the preliminary costs in reviewing a loan application such as credit bureau inquires and PPSA searches, and any other additional searches that may be required.

The analysis fee is calculated as follows:

LOAN AMOUNT	FEE
\$1,000 to \$20,000	\$100
\$20,001 to \$150,000	0.5% of loan amount

RECOGNITION OF DISBURSEMENT COSTS

If your loan application is approved, there are a number of credit searches that must be conducted prior to the disbursement of a loan. Although a loan may be approved it will only be disbursed if the results of all the required searches are deemed acceptable to CFNWA staff and if all pre-disbursement conditions are met.

Disbursement Fees: a fee is applied to all disbursements and will be incurred following application approval. The amount of the fee is dependent upon the complexity of the application including the following Searches and Registrations

There are also additional administration fees of \$100 per guarantee for additional clients, spouse and businesses. Other fees will be determined in advance of approved disbursements depending upon CFNWA’s needs. A service charge of \$350 will be applied to the Borrowers loan if it incorporates. An additional service charge of \$150 will be applied if amendments are required needs to be amended. These fees will be added to the loan balance prior to loan disbursement and can be paid up front or over the term of the loan. Payments will be applied firstly to charges, next to interest, and lastly to principal.

