



## Business Loan Application

For loans over \$10,000 - \$150,000

May 2018

To allow us to process your loan request, please include the following documents:

- Loan Application (completed fully)
- Business or Project Summary, including two-year forecast
- Financial statements for the past 2 years (for existing businesses)
- Personal Statement of Affairs (business principals)
- Copy of Driver's License (Picture I.D.)
- Estimates (if applicable)
- Copy of Lease Agreement (if applicable)
- Copy of company incorporation/registration
- Provincial/Municipal license (if applicable)
- Other information as requested during the application process for this loan

Date application received by Community Futures Big Country	
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## Community Futures Program

- Community Futures provides small businesses with access to capital that might not otherwise be available from other financial institutions. We are a non-profit corporation sponsored by Western Economic Diversification Canada and governed by a local volunteer Board of Directors.
- Community Futures assists small businesses and communities in the region, building their capacity to succeed. We support the region's economy by providing business coaching and business loan services for new and existing businesses.
- 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 up to \$150,000
  - Business services including
    - Business plan preparation and analysis
    - Development of Cash Flow and Financial Projections.
    - Preparation of marketing plans and market research.
    - General business counselling.
  - Entrepreneurial training programs.
  - Business venture assessment and marketing analysis.
- Community Futures is committed to respecting and protecting the personal privacy of our clients. We are committed to complying with the provisions of the Personal Information Protection and Electronic Documents Act (PIPEDA), Personal Information Protection Act (PIPA) and Freedom of Information and Protection of Privacy Act (FOIP). You can view our policy on our website [www.cfbigcountry.ca](http://www.cfbigcountry.ca).

<b>Loan Information</b>					
Amount Requested:			Other outstanding CF loans (total):		
How will loan funds be used?					
What will the loan be used to purchase? (please attach invoices)					
Collateral offered:					
<b>Business Information</b>					
Borrower's Full legal Name:					
Business Legal Name:					
Trade Name (if applicable):					
List the name(s) and percentage of shares of all principal owner(s) of the business:					
First Name:		Last Name:		Percentage of Shares:	Telephone:
Type of Business: (check all that apply)	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"/>	Construction <input type="checkbox"/>
Forestry <input type="checkbox"/>	Agriculture <input type="checkbox"/>	Tourism <input type="checkbox"/>			
Business has been operating since (if applicable):					
Business fiscal year end is / will be:					

Business Number (GST):			
Business Address:			
Mailing Address (if different from above):			
Borrower's Address (if different):			
Business Phone Number:	Home Phone Number:	Cell Phone Number:	
Email (business):	Email (personal):	Website:	
This business will maintain / create how many jobs:	FT	PT	Seasonal
Have you have sought traditional financing for the business purpose listed above?	Yes <input type="checkbox"/>		No <input type="checkbox"/>
If yes, please name institution approached:			

<b>Financial Requirements Summary</b>			
Please outline the project financial needs and source of funds. The two columns should add up to the same number:			
Land	\$	Your Investment	\$
Buildings	\$		\$
Equipment	\$	Other Financing	\$
Inventory	\$		\$
Working Capital	\$	<b>Community Futures</b>	\$
Other:	\$		
<b>Total:</b>	<b>\$</b>	<b>Total:</b>	<b>\$</b>

## Personal Information of Applicant

Last Name:		First Name:		Middle Name:	
Home Address:					
Town:		Province:		Postal Code:	
Home Phone:		Business Phone:		Cell Phone:	
Email:		SIN:		Driver's License #:	
Birth Date: MM DD YY			Present Employer:		
Do you rent or own your home? Rent <input type="checkbox"/> Own <input type="checkbox"/>			How long at the above address?		
If Rent Landlords Name:			Phone Number:		
Are You: (check all that apply)	A Canadian Citizen <input type="checkbox"/>	Immigrant/Permanent Resident <input type="checkbox"/>		Aboriginal <input type="checkbox"/>	
	On a Disability subsidy <input type="checkbox"/>	On Employment Insurance <input type="checkbox"/>		Disabled <input type="checkbox"/>	
Marital Status (check one)	Single <input type="checkbox"/>	Married <input type="checkbox"/>	Common Law <input type="checkbox"/>	Separated <input type="checkbox"/>	
	Divorced <input type="checkbox"/>	Dependents: (Describe)			
Do you have:					
Life Insurance?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Provider name / Amount, if yes:			Telephone:
A Lawyer?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Name of lawyer / firm:			Telephone:
An Accountant:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Name of Accountant / office:			Telephone:
You were referred to Community Futures Big Country by: Another Lender <input type="checkbox"/> Advertising <input type="checkbox"/> Accountant or Lawyer <input type="checkbox"/> Word of Mouth <input type="checkbox"/> Other (explain) <input type="checkbox"/>					

## Spouse/Common Law Information

Last Name:		First Name:		Middle Name:	
Birth Date: MM DD YY		SIN #		Driver's License#	
Current or most recent Employer:				Employer Telephone:	
Position:		Annual Income:		Length of time employed:	

<b>Employment and Education History</b> <i>(Complete this section for each applicant and Spouse as applicable)</i>		
Current/most recent Employer:		
Employer Telephone:	Length of time employed:	
Position:	Annual Income:	
Responsibilities:		
Previous Employer (if less than 2 years at current)		
Employer Telephone:	Length of time employed:	
Position:	Annual Income:	
Education: <input type="checkbox"/> some secondary <input type="checkbox"/> Post secondary + diploma	<input type="checkbox"/> completed secondary <input type="checkbox"/> post secondary + degree	<input type="checkbox"/> some post secondary <input type="checkbox"/> other (describe below)
Comments:		

<b>References</b> – two personal and two business references not related or involved in business venture <i>(Complete this section for each applicant as applicable)</i>			
Name	Phone	Address	Relationship
1.			
2.			
3.			
4.			

## Personal Statement of Affairs

WHAT YOU OWN (Assets)			WHAT YOU OWE (Liabilities)	
Description			Company	Outstanding \$
<b>Cash on-hand</b>	Name of Bank	Value (\$)	<b>Credit Cards</b>	
Chequing				
Savings				
GICs				
RRSPs				
Stocks				
<b>Real Estate</b>	Address	Value (\$)	<b>Mortgages</b>	
Property #1				
Property #2				
Property #3				
<b>Vehicles</b>	Make and Model	Value (\$)	<b>Bank Loans</b>	
Vehicle #1				
Vehicle #2				
Vehicle #3				
<b>Other Assets</b>	Description	Value (\$)	<b>Other Liabilities</b>	
Asset #1				
Asset #2				
Asset #3			Taxes Owing – Property Tax	
			Taxes Owing – Income Tax	
<b>Total Assets</b>			<b>Total Liabilities</b>	
<b>Net Worth</b> (total assets – total liabilities)				

## Household Income and Expenditures

### MONTHLY INCOME

		(Please check the boxes of income that will remain after starting your business)	
Monthly household employment income (after taxes):	\$		<input type="checkbox"/>
Other income sources:			
Rental Income	\$		<input type="checkbox"/>
Child Support	\$		<input type="checkbox"/>
Alimony	\$		<input type="checkbox"/>
	\$		<input type="checkbox"/>
	\$		<input type="checkbox"/>
<b>Total Monthly Income from all sources</b>	<b>\$</b>		

### MONTHLY EXPENDITURES

Mortgage or rent payments	\$	
Grocery expenses	\$	
Utilities - telephone, heat, electricity, satellite, etc.	\$	
Transportation – vehicle payments, gas, etc.	\$	
Insurance - vehicle	\$	
Insurance - home	\$	
Insurance - life, disability, critical illness, etc.	\$	
Property taxes	\$	
Education / Child Care Expenses	\$	
Entertainment / Hobbies	\$	
Bank Loans:	\$	
	\$	
Credit Cards:	\$	
	\$	
	\$	
Leases:	\$	
Other:	\$	
<b>Total Monthly Expenses</b>	<b>\$</b>	
<b>Estimated Monthly Savings</b> (Total Income less Total Expenses)	<b>\$</b>	



## Declarations (Complete this section for each applicant and spouse)

Have any of the applicant(s) ever had an asset repossessed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have any of the applicant(s) ever declared bankruptcy? (If yes please list date discharged) _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are any of the applicant(s) party to any claims or lawsuits?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you or any closely related individual or company involved in ANY legal action or litigation either personally or through your business?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do any of the applicant(s) owe any taxes prior to the current year?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are any of the applicant(s) related to any Director or Employee of Community Futures Big Country?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

The applicant(s) understands that additional information, if required in support of this application, must be supplied to Community Futures Big Country before consideration can be given to this application.

### Application must be signed before it can be processed

The foregoing information is submitted for the purpose of establishing or maintaining credit with Community Futures and is a true, full and correct statement of my financial condition on the date shown.

The undersigned declare that the statements made herein are for the purpose of obtaining business financing and are to the best of my/our knowledge true and correct. The applicant(s) consent to Community Futures Big Country making any inquiries it deems necessary to reach a decision on this application, and 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.

**The applicant(s) consent to allow Community Futures Big Country to conduct a credit check, criminal records check and Canada Revenue Agency investigation.**

The applicant(s) agrees to reimburse Community Futures any legal costs incurred in the registration of documents for loan security. Should the applicant withdraw their request for funds after legal documents have been registered and costs incurred, the applicant shall be responsible for these costs.

**The applicant(s) confirms they will be responsible for payment of all charges relative to investigation, preparation, execution and registration of such documents as may be required by the Corporation or its solicitors.**

\_\_\_\_\_  
Applicant Name (print)

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Applicant Name (print)

\_\_\_\_\_  
Co-Applicant Signature

\_\_\_\_\_  
Date

# Business Plan Outline

## Introduction and Executive Summary

Title Page	<ul style="list-style-type: none"> <li>Provide identifying information about the proposed business. Name, address and contact numbers for the business</li> </ul>
Table of Contents	<ul style="list-style-type: none"> <li>A list of the major headings and subheadings contained in the plan</li> </ul>
Executive Summary and Fact Sheet	<ul style="list-style-type: none"> <li>A 1-2 page summary of the most important points in the plan</li> <li>fact sheet summarizes the basic information that relates to the venture</li> </ul>

## Business Description

Company and Industry	<ul style="list-style-type: none"> <li>Mission, Goals, Vision and objectives for the business</li> <li>Positioning in the industry, trends and competitive advantage</li> </ul>
Product and/or Service	<ul style="list-style-type: none"> <li>Detailed description of the product or service</li> </ul>
Product Development	<ul style="list-style-type: none"> <li>Outline the development status of the product and what is still required to get it to a market-ready state</li> <li>Are there regulatory, testing, or other requirements that still have to be met?</li> </ul>
Market Analysis	<ul style="list-style-type: none"> <li>Describe the profile of the principal target customer</li> <li>Indicate current market size, trends and seasonal patterns</li> <li>Assess the nature of the competition</li> <li>Estimate expected sales and market share</li> </ul>
Marketing Strategy	<ul style="list-style-type: none"> <li>Detail the marketing strategy</li> <li>Describe the marketing plan with respect to the sales strategy, advertising and promotion plans, pricing policy, and channels of distribution</li> </ul>
Management Team	<ul style="list-style-type: none"> <li>Entrepreneurial resume</li> <li>Identify key management people, their responsibilities, and their qualifications</li> <li>Indicate the principal shareholders of the business, principal advisors, and the board of directors</li> </ul>
Production /Operations Plan	<ul style="list-style-type: none"> <li>Outline the operating side of the business</li> <li>Describe the location, kind of facilities, space requirements, capital equipment needs and labour requirements</li> </ul>
Implementation Schedule	<ul style="list-style-type: none"> <li>Develop an overall schedule indicating what needs to be done to launch the business and the timing required to bring it about</li> <li>List any major problems and risks that will be dealt with</li> </ul>
Financial Plan	<ul style="list-style-type: none"> <li>Indicate the type and amount of financing and how the funds will be used</li> <li>Outline proposed terms of investment and what benefit is being provided</li> <li>Provide an overview of the current financial structure of the business</li> <li>Prepare realistic financial projections that reflect the effect of the financing; include:               <ul style="list-style-type: none"> <li>○ Cash flow forecasts</li> <li>○ Pro forma profit and loss statements</li> <li>○ Pro forma balance sheet</li> <li>○ Break-even analysis</li> <li>○ Start-up Costs</li> <li>○ Personal Net Worth Statement</li> </ul> </li> </ul>

## Appendices

Appendices	<p>Supporting material for the plan including:</p> <ul style="list-style-type: none"> <li>Detailed resumes of the management team</li> <li>Product literature and photographs</li> <li>Names of possible customers and suppliers</li> <li>Consulting reports and market surveys</li> <li>Copies of legal documents</li> <li>Publicity material</li> <li>Letters of reference</li> </ul>
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