

Business Loan Application

Loans are available to assist new business start-ups; to assist businesses expand or stabilize; or to assist individuals buying a business. As a developmental lender, Community Futures approves financing locally, considering each venture on its own merits, and may provide additional consideration for businesses that diversify and benefit the local or regional economy.

What is Community Futures?

Haida Gwaii Community Futures is proud to be an independent and locally run not-for-profit assisting entrepreneurs with self-employment and business development since 1998. Community Futures' approach to business development and financing promotes a diligent business planning process, enabling individuals to develop their business proposal to demonstrate its viability, as well as better position the venture for success.

Elements for Community Futures Business Loans

- Business and owners reside within the region of Haida Gwaii
- Business must be suitable for public funding
- Market potential and economic viability of the business
- Owners/principals experience, qualifications and commitment
- Competent management
- Local job creation or preservation
- Credit worthiness of applicants
- Reasonable personal financial investment
- Suitable security for loan amount
- Demonstrated capacity to service debt commitments

Community Futures Loan Features

- Term loans from \$10,000 to \$200,000.
- Loan repayment timelines up to 10 years
- Competitive business loan interest rates
- Flexible repayment schedules
- Reduced payments at loan / business start up

Community Futures Assistance

Community Futures can assist you with various business resources and tools, and our staff can guide and coach you about researching, planning and operating your business.

- Business Start-up information
- Loan Application Package
- Business Planning Workbook
- Market Research Workbook
- Financial Forecasting Worksheets
- Business Workshops, Training
- Business Library and Resource materials
- One-on-one Business Guidance, Coaching



Business Loan Application

1. BUSINESS BASICS SUMMARY

Business Name:				
<input type="checkbox"/> New Business Start-Up		Anticipated start date:		
<input type="checkbox"/> Existing Business: Years operating under current owners		<input type="checkbox"/> Purchase <input type="checkbox"/> Expansion <input type="checkbox"/> Maintain <input type="checkbox"/> Franchise		
Legal Form: <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Incorporated <input type="checkbox"/> Other:				
Industry you are operating in:				
Employment:	# Jobs Created	Full-time:	Part-time:	Seasonal:
	# Jobs Retained	Full-time:	Part-time:	Seasonal:
Contract:				
Operating: Is the business year-round <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Seasonal				

Owners, Principals	% Owner	Title/Position

Each of the business Owners/Principals must complete: Personal Summary / Assets & Liabilities, Disclosure, Personal Resume

Business Address & Contact Information

<input type="checkbox"/> Home Based <input type="checkbox"/> Store, Office <input type="checkbox"/> Commercial, Industrial <input type="checkbox"/> Mobile <input type="checkbox"/> Internet		
Address:		Own <input type="checkbox"/> Lease <input type="checkbox"/> Term
Mail Address:		Postal Code:
Phone:	Cell:	Home:
E-mail:	Web: www.	Fax:

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Legal, Licences, Rights to Use	
Is the business name registered? <input checked="" type="radio"/> Yes <input type="radio"/> No	Business Registration #:
If a Corporation, where incorporated :	Incorporation #:
Have you registered for GST/PST? <input type="radio"/> Yes <input type="radio"/> No	GST/PST/Business #:
Do products or processes meet all legal requirements / safety / liability standards for sale in Canada?	
Are licenses, agreements, fees needed? (Ex. franchise, trade name, patent, facilities?)	
What government licenses, permits and approvals are required?	
What industry standards, certification or approvals are required?	

Owned Affiliate or Subsidiary Businesses	Name	Industry	Location

Services & Support	Company	Contact	Phone
Banking			
Lawyer			
Accountant			
Bookkeeper			
Other, Mentors			

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2. LOAN REQUEST	\$	Term / Months	Required By (Date)
Loan Purpose: <input type="radio"/> New Start-up Existing Business: Expansion <input type="radio"/> Purchase, transition <input type="radio"/> Stabilize			

List costs / expenditures for your project, and all sources of funds including your personal investment and other lenders.

USES OF FUNDS		SOURCES OF FUNDS	
Purchase Business / Franchise	\$	Capital: Owners, Principals (A)	\$
Land, Building	\$	Shareholders, Investors (A)	\$
Plant, Equipment	\$	Loans: Community Futures	\$
Vehicles, rolling stock	\$	Bank, Credit Union	\$
Furnishings, Fixtures	\$	BDC	\$
Leaseholds, Renovations	\$	Other:	\$
Inventory, Materials	\$	Other: Sale of Assets	\$
Working Capital	\$		
Refinance debt, payables	\$	Working Capital, Earnings	\$
Other:	\$	Other:	\$
Total Project Expenditures	\$	= Total Funds Sources	\$

Non-Cash Assets Contributed by Owner, Principals	Current Value	- Amount Owed	= Equity (B)
Land, Building, Plant	\$	\$	\$
Equipment, Tools	\$	\$	\$
Vehicles	\$	\$	\$
Other:	\$	\$	\$
Total Assets Contributed by Owners, Principals	\$	\$	\$

Total Owner Equity Contributed: Capital + Assets	(A + B)	\$
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Loan Security Available	Current Value	- Amount Owed	= Equity
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$

Have you applied for financing elsewhere? Yes No Results?

Are you a prior client of Community Futures; or How referred?

Are you related to any Director or Employee of Haida Gwaii Community Futures? Yes No

Enclosures with Application:	<input type="checkbox"/> Sales & Cash Flow Forecasts	<input type="checkbox"/> Business Plan	Other:
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3a. PERSONAL SUMMARY (required for each owner / principal, spouse, guarantor)

Last Name:		First:		Middle:	
Birth Date: Y/M/D:		Birth Place:		Cdn Citizen?	
Other name(s) used:		SIN #:		DrLic. #:	
Home		Work		Cell	
Email:		Other:			
Address:				Postal:	
Own Free & Clear <input type="checkbox"/> Buying <input type="checkbox"/> Rent <input type="checkbox"/> Other:				Time:	
Prior Address:				Time:	
Prior Address:				Time:	
Employment History: (4 yrs) Name, Address		Occupation, Income	Dates	Reason Ended	
1)					
2)					
3)					
4)					
Marital Status: Single <input type="checkbox"/> Married <input type="checkbox"/> Common Law <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> # Dependents:					

Spousal or Partner Information (required)

Last Name:		First:		Middle:	
Birth Date: Y/M/D:		Birth Place:		Cdn Citizen?	
Other name(s) used:		SIN #:		DrLic. #:	
Employment History (4 yrs)		Occupation, Income	Dates	Reason Ended	
1)					
2)					
3)					

Personal & Business References

Name:		Relationship:	
Address:		Phone:	
Name:		Relationship:	
Address:		Phone:	
Name:		Relationship:	
Firm / Address:		Phone:	
Name:		Relationship:	
Firm / Address:		Phone:	

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3b. PERSONAL ASSETS & LIABILITIES SUMMARY.

Include all personal assets and liabilities for yourself and for spouse / partner if married or common-law

Real Estate Owned	Address, Description	Current Value	Mortgage(s)	Monthly Pymt
Residence		\$	\$	\$
		\$	\$	\$
		\$	\$	\$

Assets (description)	Present Value	Liabilities, Finance	Owed	Monthly Pymt
Cash: (chequing / savings)	\$	Term Loan(s)	\$	\$
Stocks, Bonds, Mutual Funds	\$	Line(s) of Credit	\$	\$
RRSP"s, Pension	\$	Bank Credit Cards	\$	\$
Real Estate (current value from above)	\$	Mortgages (above)	\$	\$
Vehicle 1:	\$	Loan, Lease	\$	\$
Vehicle 2:	\$	Loan, Lease	\$	\$
Other:	\$	Retailer Credit Cards	\$	\$
Other:	\$	Guarantor / Guarantee	\$	\$
Other:	\$	Family Maintenance	\$	\$
Business Equity, Retained Earnings	\$	Taxes Payable	\$	\$
TOTAL A	\$	TOTAL B	\$	\$
NET WORTH		(Total A – B)		\$

Other Liabilities: <i>ex. taxes, family support, alimony, co-signed debts, guarantees, leases</i>	Balance owing	Monthly Pymt
	\$	\$
	\$	\$
	\$	\$

Monthly Family Income (including spouse)		Monthly Family Expenditures (including spouse)	
Income Drawn from the Business	\$	Rent / Mortgage Payments	\$
Employment Income	\$	Finance Payments (from above)	\$
Spouse"s Employment Income	\$	Food and Clothing	\$
Rental Income	\$	Utilities, Phone, Internet, Cable	\$
Pensions/Annuities	\$	Transportation	\$
Investments Income	\$	Medical & Insurances	\$
Family / Support Payments	\$	Education / Child Care	\$
Other	\$	Other	\$
Total Income	\$	Total Expenditures	\$

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Credit History (provide details)	
Have you had assets repossessed or foreclosed?	Yes No
Have you made a debt proposal through a credit counselor, trustee, or government; or applied for bankruptcy?	Yes No
Are you or any closely related individual or firm involved in ANY legal action or litigation, personal or business?	Yes No

Status	
Do you have a current Business Plan or Expansion / Project plan as appropriate?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have a Monthly Sales Forecast & Cash Flow Forecast for at least 1 year?	Yes No
Existing Business / Purchase: Do you have the prior 3 Year-end Financial Statements, and year to date results?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Describe any health issues that may affect your time or ability to operate a business	
Describe any family issues that may affect your time or ability operate a business	

4. DISCLOSURE AGREEMENT & AUTHORIZATION

The information and statements herein are for the purpose of obtaining and/or maintaining financing from Haida Gwaii Community Futures Development Corporation ("HGCF"), and are true, full, and correct as of the date below. I/we understand that additional information if required by HGCF in support of this application, must be supplied to the HGCF before full consideration may be given to this financing application.

Consent to Obtain / Release Information: I/we hereby consent to the HGCF making any inquiries including credit agency reports, and exchanging financial or other information with other financial institutions, or financial partners agencies or credit grantors; and personal, business and corporate information from/to such persons, firms, corporations, government authorities, institutions or agencies as it deems necessary in order to reach a decision on any business proposal and financing application under consideration, or any future applications for financing, and to administer an eventual loan, if such is the case.

I/we agree providing our social insurance number ("SIN") to HGCF as confirmation of identity and authorize HGCF to use and reveal the SIN to others as a means of identity and obtaining credit reports. These consents shall remain in force until all amounts owing to HGCF are repaid.

Costs Incurred: The Applicant agrees to reimburse HGCF for any costs incurred in processing and/or registration of documents for loan security. Should the applicant withdraw from a loan request, or the proposed financing not complete for any reason, the applicant shall be responsible for paying all costs incurred, including credit and registry searches and appraisals conducted to assess the application. Whether or not financing is approved, all application documents, agency reports and other information obtained by in connection with this application are the property of HGCF.

Acknowledgement & Release: I/we acknowledge that HGCF has advised me/us to conduct my/our own investigations into all matters pertaining to my/our business proposal; and that any information and advice provided to me by HGCF, its employees, volunteers, directors, and representatives is given without warranty or representation; and I/we release HGCF, its employees, volunteers, directors, and representatives from any and all liability or responsibility should I/we choose to rely on information provided to me/us by or on behalf of HGCF; and I/we waive any and all claims against HGCF for any loss, damage, expense or cost that I may suffer or incur in my proposed business venture, due to any cause whatsoever.

I/we warrant that we have read and understand this agreement, and I/we sign on behalf of my/ourselves and any proprietorship, firm, partnership, or corporation I/we represent.

_____, 20____ _____ _____ _____
 Date Applicant signature Spouse signature Guarantor signature

Corporation: _____ by its Authorized Signator

Haida Gwaii Community Futures Development Corporation 1587 Mcleod Street Masset BC. V0T 1M0 4.7.11

Appendix 4: PERSONAL / LOCAL / REGIONAL BENEFITS (optional)

Personal: (optional)

Community Futures may have awareness or access from time to time of other available services or resources to assist eligible individuals of certain demographics.

Are you considered to be "Youth", ages 18-32? Yes No

Do you consider yourself to be a person with a disability? Yes No Nature?

Are you Indigenous?

Do you consider yourself to be a member of a visible minority?

Local / Regional Benefits and Economic Development:

Community Futures may provide additional consideration for businesses that diversify / benefit the local / regional economy. Businesses that essentially merely compete with existing businesses that already offer similar products or services in the region, should demonstrate a need and how they are adding value to the local economy.

Where applicable, describe how your business venture:

Develops a new or different sector that is not available in the region	
Adds value to an existing economic sector	
Meets a demand for ongoing market growth	
Fills a gap / niche re services / amenities; that improve quality of life	
Environmentally sustainable products, services, practices, etc	
Other Benefits:	