



# VALLEY HEARTLAND

Community Futures Development Corporation

*Serving Lanark & North Leeds*

## *Business Loan Application*

*Community Futures Development Corporation (CFDC) is committed to protecting your privacy and the confidentiality of your personal information. Our privacy commitment is addressed in our privacy policies. The CFDC's privacy policies and procedures have been developed to comply with Canada's Personal Information Protection and Electronic Documents Act ("PIPEDA").*

The information contained in this document is strictly confidential and may be exempt from disclosure under federal laws. If you are not the intended recipient or the person responsible for having this document in your possession, you are hereby notified that the wrongful use or distribution of the information is strictly prohibited. If you have received this document in error, please contact the CFDC immediately and return the item to us.

Valley Heartland Community Futures Development Corporation

91 Cornelia St. W., Smiths Falls, ON K7A 5L3

tel: 613-283-7002

fax: 613-283-7005

email: [loans@valleycfdc.com](mailto:loans@valleycfdc.com)

[www.valleycfdc.com](http://www.valleycfdc.com)

When preparing a loan application for Community Futures Development Corporation financing, please check that all necessary information is included.

**LOAN APPLICATION CHECKLIST**

New Business	Existing Business	
<input type="checkbox"/>	<input type="checkbox"/>	Loan Application Form
<input type="checkbox"/>	<input type="checkbox"/>	Statement of Personal Assets & Liabilities for each owner/partner/guarantor
<input type="checkbox"/>	<input type="checkbox"/>	Business Plan
<input type="checkbox"/>	<input type="checkbox"/>	Cash Flow Forecast- sales and expenses by month for two years
<input type="checkbox"/>	<input type="checkbox"/>	Business License or Articles of Incorporation
<input type="checkbox"/>	<input type="checkbox"/>	Partnership Agreement (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	Photo Identification ie: Driver's Licence / Passport
<input type="checkbox"/>	<input type="checkbox"/>	Resume of Owner(s)
<input type="checkbox"/>	<input type="checkbox"/>	Details of Lease Agreement
<input type="checkbox"/>	<input type="checkbox"/>	Offer to Purchase Agreement (conditional on financing)
<input type="checkbox"/>	<input type="checkbox"/>	Letter of Decline from a Bank or Credit Union
<input type="checkbox"/>	<input type="checkbox"/>	Loan Application Fee
	<input type="checkbox"/>	Statement of Account of latest Canada Revenue Agency Source Deduction form (RP)
	<input type="checkbox"/>	Statement of Account of latest Canada Revenue Agency HST Form (RT)
	<input type="checkbox"/>	Revenue Canada Notice of Assessment (T2) for Corporations
	<input type="checkbox"/>	List of Major Equipment and Inventory Owned
	<input type="checkbox"/>	Current Internal Financial Statements
	<input type="checkbox"/>	Financial Statements of Previous Year End(s) and/or personal tax return for Sole Proprietor
	<input type="checkbox"/>	Details of security and business / bank debt obligations pledged to lenders ie: Line of Credit, Equipment Loans
	<input type="checkbox"/>	Latest appraisal of pledged Real Estate security
	<input type="checkbox"/>	Void Cheque from Business Account

• *Additional Information may be requested*

**Business Information**

Corporation #:  Legal Name:

Business Name:

Operating As

Name(s) of Owner(s)	Gender (Optional)	Francophone (Optional)	Aboriginal (Optional)	% Ownership
1. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Business Address:

City:  Province:  Postal Code:

Telephone 1:  Fax:

Telephone 2:  Municipality:

Email:  Website:

Website URL: Provide links to active social media accounts, including, but not limited to: Facebook, Twitter, LinkedIn, Pinterest, Instagram

Mailing Address:   
If different from above

City:  Province:  Postal Code:

Business Established (M/Y):   New Business

Fiscal Year End Date (M/Y):

Current Ownership Since (M/Y):

Canada Revenue Agency Business Number:

\*attach proof of CRA Business Number

**Business Sector:**

- |   |  |   |   |   |
|---|--|---|---|---|
| <input type="checkbox"/> Retail                   | <input type="checkbox"/> Hospitality     | <input type="checkbox"/> Wholesale      | <input type="checkbox"/> Service          | <input type="checkbox"/> Manufacturing        |
| <input type="checkbox"/> Not for Profit           | <input type="checkbox"/> Health Services | <input type="checkbox"/> Skilled Trades | <input type="checkbox"/> Tourism          | <input type="checkbox"/> Professional Service |
| <input type="checkbox"/> Transportation           | <input type="checkbox"/> Construction    | <input type="checkbox"/> Agriculture    | <input type="checkbox"/> Business Service |   |
| <input type="checkbox"/> Farming/Forestry/Fishery | <input type="checkbox"/> Other:          | <input type="text"/>                    |   |   |

Type of Business: Attach business registration/articles of incorporation/partnership agreement

Sole Proprietor   
  Partnership   
  Corporation   
  Other

Type of Loan:

Start-up   
  Expansion   
  Maintenance

Purpose of Loan:

PROJECT COSTS	(\$)	EXPECTED FINANCING	(\$)
Land/Building		Investment from Owner	
Leasehold Improvements		CFDC Loan	
Equipment		Other Financing (Specify)	
Vehicles			
Working Capital			
Inventory			
Other (Specify)			
<b>Total Costs</b>		<b>Total Financing</b>	

## Loan Security (Collateral)

List the collateral you propose to offer toward the loan. If applicable, indicate fair market value of the assets. Examples of security include business assets (including machinery and equipment), personal assets and property.

Description	Current Value \$	Amount Owed \$	Equity \$
Land/Buildings			
Equipment & Tools			
Vehicles			
Personal Assets			
Other			

## Economic Benefits

Please provide projections of jobs that will be created and maintained in Ontario as a result of CFDC Financing.

Current number of employees including yourself:

Jobs reported should be Full Time Equivalent (FTE).

- 35-40 hours/week = 1 FTE
- 20-34 hours/week = 0.5 FTE
- Less than 20 or seasonal = 0.25 FTE

Estimated FTE as a result of the CFDC loan

	Year 1	Year 2	Year 3
FTE Created			
FTE Maintained			
Total Job Impact			

Will there be additional jobs created throughout your value chain? How many and what type?

## Regulations

Identify government regulations and licenses required for your business:

Have you met these requirements? Yes  No

## Environment

Is the Applicant, and if applicable, the Guarantor(s) engaged in operations and processes that require:

- |   |                                 |                                |
|---|---------------------------------|--------------------------------|
| a) Disposal and/or treatment (either onsite or offsite) of industrial wastes or by-products that could contaminate the soil or groundwater (e.g. hydrocarbon/water mixtures and emulsions, solid, liquid or gaseous chemical products, organic solvents or wastes, organic wood-preserving chemicals, infectious waste, radioactive waste, PCBs, etc.)? | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| b) Discharge of wastewater that contains such wastes or by-products into water bodies or into a sewerage system?  | <input type="checkbox"/>        | <input type="checkbox"/>       |

If yes, to either one of the above, please provide details on the nature of activities and the address of the site(s) on which they are undertaken:

## Professional Service Providers

Accountant:  Telephone:

Lawyer:  Telephone:

Insurance Provider:  Telephone:

## Applicant Verification

The Applicant attests that conventional financing was unavailable for the purpose of this application and the applicant has been unable to obtain such assistance.  Yes  No

Financial Institution(s) approached for financing:

The Applicant will notify the CFDC immediately of any application pending and under consideration by another lender, or if negotiations are entered into, or an offer of financing is received during the period of the CFDC's consideration of this application.

## Application Fees

All applications are subject to a non-refundable application fee of \$100. Additional fees will be outlined in the Offer of Finance agreement.

### How did you hear about CFDC financing?

Website    Advertisement    Referral    Word of Mouth    Bank:

Signage    Social Media    Networking

Other (specify):

### Disclosure and Release Statement

#### THE APPLICANT UNDERSTANDS AND AGREES THAT:

- a) The applicant is responsible for payment of all charges relative to the preparation, execution and registration of documents that may be required by the CFDC or its solicitors;
- b) The terms and conditions of any financing which may be authorized will be set forth in a Letter of Offer, for agreement and acceptance by the Applicant;
- c) The statements made herein are for the express purpose of obtaining financing from the CFDC and are, to the best of the Applicant's knowledge and belief, true and correct. The Applicant understands that additional information in support of this application must be supplied to the CFDC, if requested, before adequate consideration can be given to this application. The Applicant realizes that any present or future indebtedness of the Applicant, or the Applicant's business, to the CFDC may become due and payable if any information provided by the Applicant to the CFDC proves to be inaccurate or incomplete;
- d) In applying for this financing and, in the event that the CFDC approves such application, the Applicant's personal and confidential business information will be requested from the Applicant and/or collected from third parties that have information about the Applicant's business and personal financial status for the purposes of determining the Applicant's eligibility for financing and reporting to the Federal Economic Development Agency for Southern Ontario (FedDev Ontario).

#### DISCLOSURE, RELEASE, AND WAIVER OF LIABILITY

- a) The Applicant acknowledges that he or she approached the CFDC to obtain information about business and has, or is preparing a business plan.
- b) The Applicant acknowledges that he or she is solely responsible for the success or failure of his/her business, and that any information which is provided to the Applicant by representatives of the CFDC is for the Applicant's understanding only. It is the Applicant's responsibility to verify the accuracy of such information or to seek additional information concerning any aspects of the Applicant's proposed business.
- c) The Applicant further agrees to hold the CFDC, its employees, volunteers, representatives, and agents harmless and hereby releases and discharges the CFDC from any actions, damages, claims or demands which may arise, directly or indirectly, as a result of any act or omission by the CFDC in providing information to the Applicant, and to indemnify the CFDC from any such actions, damages, claims or demands which might be suffered by the Applicant's business or any guarantor in connection with any such information, the Applicant's participation in any and all of the CFDC's services, or non-compliance with Federal and Provincial laws and regulations.
- d) The Applicant acknowledges that he or she is solely responsible for the hiring, employment, dismissal and all related matters with respect to persons employed as well as contractual arrangements with individuals or firms.
- e) The Applicant acknowledges that he or she is responsible for payment of all legal fees, property appraisals, and other costs or expenses incurred in connection with this application and, in the event that the CFDC approves funding, the completion of the transaction.

## Environment Declaration

The Applicant and, if applicable, the Guarantor(s):

- a) Are operating their business in conformity with all environmental legislation;
- b) Confirm that their assets, including real estate, comply with all environmental legislation;
- c) Have not used their assets in violation of environmental laws and no proceedings are underway, nor have any notice(s) been received concerning any alleged violation(s) of environmental laws;
- d) Have not given a waiver concerning any compliance and/or violation of environmental laws to the prior owners of their assets;
- e) Warrants that any environmental issues or concerns as known to the Applicant and/or the Guarantor(s) have been disclosed to the CFDC, and that activities, as required, are in compliance with all applicable legislation, including the Canadian Environmental Assessment Act and the Canadian Environmental Protection Act.

## Collection, Use, and Disclosure of Personal and Business Information

- a) The Applicant acknowledges that, as the operation of the CFDC is financially supported by the Government of Canada, representatives of the Federal Economic Development Agency for Southern Ontario (Fed Dev Ontario) are permitted access to the files of the CFDC for monitoring and evaluation purposes and that the Applicant may be contacted by representatives of Fed Dev Ontario, such information as is acquired by the Ministry will be treated as confidential.
- b) The Applicant acknowledges that, any recipient of the CFDC's services shall assist in completing any evaluation of the outcomes and impacts (current or in the future) that result from obtaining services from the CFDC. A representative of the Federal Economic Development Agency for Southern Ontario, or a consultant obtained on their behalf, may contact you or your business to gather pertinent information to provide an evaluation of the impact of the CFDC's services and to request your cooperation to ensure a successful outcome. The Applicant is assured that all information will remain confidential.
- c) The Applicant acknowledges that this application and other personal information may be retained by the CFDC whether or not any transaction is ultimately completed.
- d) The Applicant acknowledges receipt of the CFDC's Privacy Statement and hereby consents to his or her personal and business information being collected, used, retained and disclosed by the CFDC for the limited purposes as set out above. The Applicant further understands that under Federal privacy law, he or she has access to the information held by the CFDC and knows to refer to the CFDC's Privacy Policy or contact the Chief Privacy Officer if a question or concern arises about the handling of the Applicant's personal information.
- e) The Applicant further understands and consents to the CFDC publicizing the Applicant's business venture if the Applicant is successful in obtaining financing from the CFDC, which may or may not include personal information such as the name of the Applicant and name of the business.

I/we have read and understand the Disclosure and Release Statement, Environmental Declaration, and the Collection, Use, and Disclosure of Personal and Business Information. Yes  No

DATED AT \_\_\_\_\_ THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Signature of Applicant, Guarantor or Shareholder

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Signature of Applicant, Guarantor or Shareholder

### For Office Use Only

Status	Status Date	Investment	Committee	Date
Application		_____	_____	_____
Pending		_____	_____	_____
Committed		_____	_____	_____
Closed Deal		_____	_____	_____
Declined		_____	_____	_____
Withdrawn		_____	_____	_____