



First Capital Community Development Loan Application

Notes:

1. See eligibility requirements on our website at www.cfka.org/loan.
2. You may apply for a loan of between \$500 and \$10,000. This loan may be used to help you start a new business or expand an existing business.
3. In answering the questions below, feel free to expand as much as you would like in the space provided, or you may attach extra pages if necessary.
4. You will be advised within a few weeks of submitting this application form if you are invited to progress to the next phase of the application (submitting a full business plan & completing a consumer loan application).
5. A credit check will be completed as part of this application. In submitting this application, you authorize Alterna Savings to conduct this credit check and share the results with the Community Foundation for Kingston & Area and members of the loan review committee.
6. We recognize and appreciate the importance of keeping your business ideas and personal information confidential. All individuals who will have access to your application have signed confidentiality agreements. A copy of this agreement is available on request.

Tell us about yourself...

Applicant's Legal Name: _____

Applicant's Preferred Name: _____

Mailing Address: _____

Phone: _____

Email: _____

Is this application for a new or existing business? New Existing:

If for an existing business, please provide its name: _____

Are you over 18 years of age? Yes No

Help us understand your business idea...

Briefly, tell us about your business idea, and any experience you have in this area.

Do you already have a formal business structure in place? Yes No

If yes, please indicate if it is a:

Proprietorship	<input type="checkbox"/>
Partnership	<input type="checkbox"/>
Corporation	<input type="checkbox"/>

Who will your customers be and how will you connect with them?

Please tell us about your business' projected annual revenue and expenses for the next year. (If already in business, also provide income/expense statements for the most recent 12 month period end).

Provide summary numbers here, AND complete details in the accompanying excel document. (The excel document can be completed for either a full year or on a monthly basis, at the applicant's discretion).

<u>Projected</u> for the next year		<u>Actual</u> from the previous 12 months (complete if applicable)	
Total Revenues:		Total Revenues:	
Total Expenses:		Total Expenses:	
Net Profit / Loss		Net Profit / Loss	

Is your application time sensitive? Yes No

If yes, please tell us the timeline and describe what the opportunity is.

Tell us about your funding needs...

How much funding do you need in total to launch your idea? \$_____

Do you have any of this funding already secured? Yes No

If yes, please describe the amount and the source.

How much do you wish to borrow through this loan program? \$_____

If your application is successful, what would you use our loan funds for?

What other sources have you applied to for financing (i.e. banks, other loan programs) and what have their responses been? (Note: It's okay if you've been declined – this program is intended for individuals who are unable to access conventional institutional financing, and do not meet the eligibility requirements for other programs operating in our area.)

Additional information you wish us to consider...

Please feel free to include any additional information that you feel is relevant to help us understand your business. You may include it here or attach additional pages.

Outside Agency

Are you currently working with or plan to work with an outside agency? Yes No

If yes, please indicate name of agency, contact person and phone number:

May we contact this agency/person to discuss your application in detail? Yes No

Authorization

By signing below, I authorize the Community Foundation for Kingston & Area to share the information provided in this application, and all subsequent submissions pertaining to my application for funding through the First Capital Community Development Loan Program, with Alterna Savings and members of the Community Foundation's loan review committee for the purposes of evaluating the suitability of my application for this loan program.

I further authorize Alterna Savings to conduct a credit check on me, and to share the results with the Community Foundation for Kingston & Area and the Community Foundation's loan review committee. (Note that your date of birth and SIN have been requested on page 1 of this application to facilitate the completion of a credit check).

Name (print): _____

Signature: _____ Date: _____

Please check here so that we can communicate with you electronically regarding your application.

- I consent to receiving electronic messages from the Community Foundation for Kingston & Area with reference to this application.

Please submit this completed, signed Loan Application form in hard copy to:

Community Foundation for Kingston & Area
275 Ontario Street, Suite #100
Kingston, ON K7K 2X5

Questions?

See program details on our website at www.cfka.org/loan

Phone us at: 613.546.9696