

# Business Loan and Micro Loan Application



## Community Futures Grenville

*Empowering Entrepreneurs*

197 Water Street, Suite 405, Box 309, Prescott, ON, K0E 1T0  
613-925-4275 [info@cfgrenville.ca](mailto:info@cfgrenville.ca)  
[www.cfgrenville.ca](http://www.cfgrenville.ca)

*Community Futures Grenville is  
committed to protecting your privacy and the confidentiality of your personal information.  
Our privacy commitment is addressed in our Privacy Policy  
available at [www.cfgrenville.ca](http://www.cfgrenville.ca).*

*Community Futures Grenville'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 Community Futures Grenville immediately and return the item to us.



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

LOAN APPLICATION CHECKLIST

New Business	Existing Business	
<input type="checkbox"/>	<input type="checkbox"/>	Business Loan / Micro Loan Application
<input type="checkbox"/>	<input type="checkbox"/>	Statement of Personal Assets & Liabilities <i>(One required for each Owner or Guarantor)</i>
<input type="checkbox"/>		Business Plan with Cash Flow - Income & Expense – projected monthly for <u>2 years</u> *
<input type="checkbox"/>	<input type="checkbox"/>	<b>Latest 2 years*</b> Personal Notice of Assessments <i>(All Owners / Guarantors)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Latest 2 years*</b> T1 General Tax Returns with all Schedules attached <i>(All Owners)</i>
	<input type="checkbox"/>	<b>Latest 2 Years*</b> Business Financial Statements
<input type="checkbox"/>	<input type="checkbox"/>	Birth Certificate / Passport <i>(All Owners / Guarantors)</i>
<input type="checkbox"/>	<input type="checkbox"/>	Master Business License and / or Articles of Incorporation
<input type="checkbox"/>	<input type="checkbox"/>	Partnership Agreement <i>(If applicable)</i>
		<b>*Note:</b> Micro Loans only require 1 year
		<b><u>OTHER INFORMATION WE MAY REQUEST</u></b>
<input type="checkbox"/>	<input type="checkbox"/>	Details of new business credit – amount, payment, lender <i>(If applicable)</i>
<input type="checkbox"/>	<input type="checkbox"/>	Building Lease Agreement <i>(If applicable)</i>
<input type="checkbox"/>	<input type="checkbox"/>	Offer to Purchase (conditional on financing) and / or Quotes <i>(If applicable)</i>
<input type="checkbox"/>	<input type="checkbox"/>	Recent MPAC and / or Tax Bill for pledged Real Estate security
	<input type="checkbox"/>	Business Plan may be required if existing business income does not support the request

**\*Additional Information may be requested.**



**Business Information**

Legal Name:

Business Name (Operating As):

**Type of Business: Attach Business Registration/Articles of Incorporation/Partnership**

Sole Proprietor     Partnership     Corporation     Other:

**Type of Loan:**

Start-up     Expansion     Maintenance

Name(s) of Owner(s):	% Ownership:	Title:
1. <input type="text"/>	<input type="text"/>	<input type="text"/>
2. <input type="text"/>	<input type="text"/>	<input type="text"/>
3. <input type="text"/>	<input type="text"/>	<input type="text"/>

Business Address:

City:     Province:     Postal Code:

Phone:     Email:

Website:

Mailing Address (If different from above):

City:     Province:     Postal Code:

Business Established (MM/YY):

Fiscal Year End Date (MM/YY):

Current Ownership Since (MM/YY):

Canada Revenue Agency Business Number (HST/payroll number):

**Business Sector**

Retail     Hospitality     Wholesale     Service     Manufacturing  
 Not for Profit     Health Services     Skilled Trades     Tourism  
 Professional Service     Transportation     Construction     Agriculture  
 Business Service     Farming/Forestry/Fishery     Other:



**Purpose of Loan**

Tell us a bit about your business, how these funds will be used and how they will help your business:

PROJECT COSTS	(\$)	EXPECTED FINANCING	(\$)
Land/Building		Investment from Owner	
Leasehold Improvements		Community Futures Grenville Loan	
Equipment		Other Financing ( <i>Specify</i> ):	
Vehicles			
Working Capital			
Inventory			
Other ( <i>Specify</i> ):			
<b>TOTAL Costs:</b>		<b>TOTAL Financing:</b>	

BUSINESS ASSETS	Present Value (\$)
Bank Account Balance(s)	Institution/Bank:
Investments:	Institution/Bank:
Business Property	
Business Vehicle Make/Model:	Year:
Business Vehicle Make/Model:	Year:
Equipment Description:	Year:
Equipment Description:	Year:
Other Business Assets:	Specify:
Other Business Assets:	Specify:
<b>TOTAL Assets:</b>	

BUSINESS LIABILITIES	Institution / Bank / Name	Purpose	Limit (\$)	Balance (\$)	Monthly Payment (\$)
Business Line of Credit					
Business Credit Card					
Business Credit Card					
Business Loan					
Business Loan					
Business Lease					
Business Lease					
Other Liability					
Corporate Taxes Owing					
Business Mortgage					
Taxes Payable					
<b>TOTAL Liabilities:</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.

Table with 4 columns: Security Description, Current Value \$, Amount Owed \$, Equity \$. Rows include Land/Buildings, Equipment & Tools, Vehicles, Personal Assets, Other, and TOTAL(s).

Economic Benefits

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

Current number of employees including yourself: [input box]

Jobs reported should be Full Time Equivalents (FTE).

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

Estimated FTE as a result of the Community Futures Grenville loan:

Table with 4 columns: (blank), Year 1, Year 2, Year 3. Rows include FTE Created, FTE Maintained, and TOTAL Job Impact.

Regulations

Identify government regulations and licenses required for your business:

[Large empty text box for identifying regulations and licenses]

Have you met these requirements? [input] Yes [input] 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... Yes [input] No [input]
b) Discharge of wastewater that contains such wastes or by-products into water bodies or into a sewerage system? [input] [input]

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:

[Large empty text box for providing details on activities and site addresses]



**Professional Service Providers**

Bank:

Accountant:

Lawyer:

Insurance Provider:

**Applicant Verification**

The Applicant confirms that best efforts have been made to access conventional financing prior to applying.

The Applicant will notify Community Futures Grenville 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 Community Futures Grenville’s consideration of this application.

**Application Fees**

All applications are subject to an application fee. This will be deducted from the total loan amount approved. Additional fees will be outlined in the Offer to Finance agreement.

**How did you hear about Community Futures Grenville 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 Community Futures Grenville or its solicitors;
- b) The terms and conditions of any financing which may be authorized will be set forth in an Offer to Finance, for agreement and acceptance by the Applicant;
- c) The statements made herein are for the express purpose of obtaining financing from Community Futures Grenville 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 Community Futures Grenville, 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 Community Futures Grenville may become due and payable if any information provided by the Applicant to Community Futures Grenville proves to be inaccurate or incomplete;
- d) In applying for this financing and, in the event that Community Futures Grenville 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 they approached Community Futures Grenville to obtain information about business and has, or is preparing, a business plan.
- b) The Applicant acknowledges that they are solely responsible for the success or failure of their business, and that any information which is provided to the Applicant by representatives of Community Futures Grenville 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 Community Futures Grenville, its employees, volunteers, representatives, and agents harmless and hereby releases and discharges Community Futures Grenville from any actions, damages, claims or demands which may arise, directly or indirectly, as a result of any act or omission by Community Futures Grenville in providing information to the Applicant, and to indemnify Community Futures Grenville 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 Community Futures Grenville's services, or non-compliance with Federal and Provincial laws and regulations.
- d) The Applicant acknowledges that they are 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 they are 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 Community Futures Grenville 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 Community Futures Grenville, and that activities, as required, are in compliance with all applicable legislation, including the Impact 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 Community Futures Grenville is financially supported by the Government of Canada, representatives of the Federal Economic Development Agency for Southern Ontario (FedDev Ontario) are permitted access to the files of Community Futures Grenville for monitoring and evaluation purposes and that the Applicant may be contacted by representatives of FedDev Ontario, such information as is acquired by the Ministry will be treated as confidential.
- b) The Applicant acknowledges that, any recipient of Community Futures Grenville's services shall assist in completing any evaluation of the outcomes and impacts (current or in the future) that result from obtaining services from Community Futures Grenville. A representative of FedDev 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 Community Futures Grenville'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 Community Futures Grenville whether or not any transaction is ultimately completed.
- d) The Applicant confirms receipt of Community Futures Grenville's Privacy Policy and understands and consents to Community Futures Grenville collecting, using, retaining and disclosing their information in accordance with it. The Applicant acknowledges that they may refer to Community Futures Grenville's Privacy Policy at any time at [www.cfgrenville.ca](http://www.cfgrenville.ca) or they can contact Community Futures Grenville's Chief Privacy Officer with questions.
- e) The Applicant further understands and consents to Community Futures Grenville publicizing the Applicant's business venture if the Applicant is successful in obtaining financing from Community Futures Grenville, which may or may not include personal information such as the name of the Applicant and name of the business.

The Applicant acknowledges and agrees that their signature provided in any of the documents provided to Community Futures Grenville as part of the Applicant's application for this loan, shall constitute an electronic signature within the meaning of the Electronic Commerce Act, 2000, S.O. 2000.

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

Signature of Applicant or Guarantor

Signature of Applicant or Guarantor

Signature of Applicant or Guarantor