



**COMMUNITY FUTURES CHINOOK AND
THE BROOKS REGION
LOAN AND GRANT PROPOSAL**

Client Name (s):	
Business Name:	
Address:	
Phone No:	

Length of time at location: _____ Landlord: _____

Do you have a lease? Yes _____ No _____ Length of lease: _____

If no please describe rental agreement: _____

Project Description: _____

Please list the details of the project as follows:

PROJECT DESCRIPTION i.e. Painting 2 walls	ESTIMATED MATERIAL COST i.e. 10 gal at \$30 each (\$300)	ESTIMATED LABOUR COSTS 10 hours at i.e. \$15/hour (\$150)	ESTIMATED COMPLETION DATE i.e. June 2007	OTHER COMMENTS
	Total material cost :	Total labour cost:		Total cost:

Quotations valid until: _____

Signature: _____ Name: _____

APPLICATION FOR CREDIT



BUSINESS NAME: _____	CONTACT: _____
ADDRESS: _____	POSITION: _____
CITY: _____ POSTAL CODE: _____	Phone: BUS: _____
	RES: _____
	e-mail: _____

DESCRIBE TYPE OF BUSINESS, PRODUCTS, SERVICES, MARKETS

HISTORY OF BUSINESS:

BUSINESS #: _____ BUSINESS START DATE: _____
LEGAL NAME: _____

APPLICATION FEES: (NON-REFUNDABLE)

OWNERSHIP

FULL NAME: _____ AGE: _____ POSITION: _____ # OF SHARES OR % INTEREST _____
FULL NAME: _____ AGE: _____ POSITION: _____ # OF SHARES OR % INTEREST _____

DESCRIBE PROJECT TO BE FINANCED: _____

LOCATION OF BUSINESS: _____

EXPECTED JOBS TO BE CREATED: ____ F.T. ____ P.T. ____ SEASONAL # EMPLOYEES: ____ F.T. ____ P.T. ____ SEASONAL

ESTIMATED PROJECT COSTS

PAINTING \$ _____
FLOORING \$ _____
SHELVING \$ _____
LIGHT FIXTURES \$ _____
SIGNAGE \$ _____
OTHERS \$ _____
TOTAL \$ _____

EXPECTED FINANCING

CHINOOK LOAN \$ _____
GRANT \$ _____
CLIENT \$ _____
..... \$ _____
..... \$ _____
TOTAL \$ _____

BANK: _____
ADDRESS: _____

WHAT OTHER LENDERS HAVE BEEN APPROACHED FOR THIS FINANCING, AND WITH WHAT RESULTS?

Banking Institution: _____ Financial Officer: _____
Date: _____ ☐ This lending program not offered by other financial institutions
OR
Notice of Lender Decline: ☐ letter; ☐ fax; ☐ e-mail; ☐ confirmed by phone

I HEREBY AUTHORIZE OUR BANK TO DISCLOSE ALL INFORMATION CONCERNING OUR AFFAIRS TO THE COMMUNITY FUTURES CHINOOK LIKEWISE AUTHORIZED TO DIVULGE INFORMATION CONCERNING OUR AFFAIRS IN RESPONSE TO NORMAL CREDIT INQUIRIES FROM TRADE AND OTHER CREDITORS. COMMUNITY FUTURES CHINOOK MAY MAKE A BRIEF ANNOUNCEMENT OF ANY LOAN WHICH IT MAY SUBSEQUENTLY AUTHORIZE.

SIGNATURE: _____

DATE: _____

LOAN APPLICATION CHECKLIST

Community Futures Chinook will require the following information or documents in order to process your loan application and reach an informed decision:

New Businesses:

- ☐ A personal resume of company principles
- ☐ **Personal Statement of Affairs** of principles and if applicable, from Guarantor(s)
- ☐ **Loan application form**
- ☐ **Financial Projection**
- ☐ Copy of company incorporation/registration
- ☐ **Project Description**
- ☐ Estimates (if applicable)
 - renovations
 - equipment
 - building/construction
- ☐ Other _____

If An Existing Business:

- ☐ **Financial statements/Tax Return for the last year.**
- ☐ **Personal Statement of Affairs of principles** and if applicable, from Guarantor(s)
- ☐ **Loan application form**
- ☐ Loan application fee (non-refundable)
- ☐ **Project Description**
- ☐ Estimates (if applicable)
- ☐ Aged list of Accounts Receivable and Accounts Payable
- ☐ Copy of Lease Agreement (if applicable)
- ☐ GST Number
- ☐ Other _____

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In order to process an APPROVED application, the following may be required:

- ☐ Verification of personal investment
- ☐ If the loan is to an individual or partnership, copies of your birth certificate(s) are required. (Citizenship Document or Passport)
- ☐ Lease agreement (if applicable)
- ☐ Copy of trade certificate (if applicable)
- ☐ Copy of company incorporation/registration
- ☐ Provincial/Municipal license
- ☐ A comprehensive list of all equipment owned & to be purchased, including serial #'s
- ☐ Assets used as security require proof of ownership (i.e., copies of registrations or bills of sale)
- Other _____