

Business Loan Application



Grenville Community Futures Development Corporation
197 Water Street, Suite 405, Box 309, Prescott, ON, K0E 1T0
Tel: 613-925-4275 Fax: 613-925-3758 Email: info@grenvillecfdc.com
www.grenvillecfdc.com

Grenville Community Futures Development Corporation (Grenville CFDC) 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.grenvillecfdc.com. Grenville 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 Grenville CFDC immediately and return the item to us.

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

LOAN APPLICATION CHECKLIST

New Business	Existing Business
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- Business Loan Application *(Attached below)*
- Statement of Personal Assets & Liabilities *(All Owners / Guarantors)*
- Business Plan with Income & Expense – forecasted monthly for 2 years
- Latest 2 years Personal Notice of Assessments *(All Owners / Guarantors)*
- Latest 2 years T1 General Tax Returns with all Schedules attached *(All Owners)*
- Latest 2 Years Business Financial Statements
- Birth Certificate / Passport *(All Owners / Guarantors)*
- Master Business License or Articles of Incorporation
- Partnership Agreement *(If applicable)*

OTHER INFORMATION WE MAY REQUEST

- Details of new business credit – amount, payment, lender *(If applicable)*
- Building Lease Agreement *(If applicable)*
- Offer to Purchase (conditional on financing) and / or Quotes *(If applicable)*
- Recent MPAC and Tax Bill for pledged Real Estate security

Business Plan may be required if existing business income does not support the request

Additional Information may be requested.

Business Information

Corporation #:

Legal Name:

Business Name (Operating As):

Name(s) of Owner(s):

% Ownership:

1.

2.

3.

Business Address:

City:

Province:

Postal Code:

Telephone:

Fax:

Cell:

Email:

Website:

Mailing Address:

(If different from above)

City:

Province:

Postal Code:

Business Established (M/Y):

Fiscal Year End Date (M/Y):

Current Ownership Since (M/Y):

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:

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

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		Grenville CFDC Loan	
Equipment		Other Financing (Specify):	
Vehicles			
Working Capital			
Inventory			
Other (Specify):			
TOTAL Costs		TOTAL Financing	

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

BUSINESS LIABILITIES	Institution / Bank / Name	Purpose	Limit (\$)	Balance (\$)	Monthly Payment (\$)
Business Line of Credit					
Business Line of Credit					
Business Credit Card					
Business Credit Card					
Business Credit Card					
Business Loan					
Business Loan					
Business Lease					
Business Lease					
Other Liability					
Corporate Taxes Owing					
Mortgage(s)		Property Address			
Business Property					
Other Property					
Taxes Payable					
TOTAL Liabilities					

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.

Security Description	Current Value \$	Amount Owed \$	Equity \$
Land/Buildings			
Equipment & Tools			
Vehicles			
Personal Assets			
Other			
Total(s)			

Economic Benefits

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

Current number of employees including yourself:

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 Grenville CFDC loan

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

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

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 | No |
| b) Discharge of wastewater that contains such wastes or by-products into water bodies or into a sewerage system? | | |

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

Bank:	Telephone:
Accountant:	Telephone:
Lawyer:	Telephone:
Insurance Provider:	Telephone:

Applicant Verification

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

The Applicant will notify Grenville 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 Grenville CFDC's consideration of this application.

Application Fees

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

How did you hear about Grenville 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 Grenville CFDC 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 Grenville 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 Grenville 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 Grenville CFDC may become due and payable if any information provided by the Applicant to Grenville CFDC proves to be inaccurate or incomplete;
- d) In applying for this financing and, in the event that Grenville 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 they approached Grenville CFDC 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 Grenville 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 Grenville CFDC, its employees, volunteers, representatives, and agents harmless and hereby releases and discharges Grenville CFDC from any actions, damages, claims or demands which may arise, directly or indirectly, as a result of any act or omission by Grenville CFDC in providing information to the Applicant, and to indemnify Grenville 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 Grenville CFDC'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 Grenville 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 Grenville CFDC, 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 Grenville CFDC 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 Grenville CFDC 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 Grenville 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 Grenville CFDC. 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 Grenville 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 Grenville CFDC whether or not any transaction is ultimately completed.
- d) The Applicant confirms receipt of Grenville CFDC's Privacy Policy and understands and consents to Grenville CFDC collecting, using, retaining and disclosing their information in accordance with it. The Applicant acknowledges that they may refer to Grenville CFDC's Privacy Policy at any time at www.grenvillecfdc.com or they can contact Grenville CFDC's Chief Privacy Officer with questions.
- e) The Applicant further understands and consents to Grenville CFDC publicizing the Applicant's business venture if the Applicant is successful in obtaining financing from Grenville CFDC, 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 Grenville CFDC 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