



**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:**

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

Quotations valid until: \_\_\_\_\_

Signature: \_\_\_\_\_ Name: \_\_\_\_\_



# APPLICATION FOR CREDIT

NAME: _____ ADDRESS: _____ _____ _____	INCORPORATED: _____ CO-OPERATIVE: _____ PARTNERSHIP: _____ PROPRIETORSHIP: _____	CONTACT: _____ POSITION: _____ Phone: BUS: _____ RES: _____
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**DESCRIBE TYPE OF BUSINESS, PRODUCTS, SERVICES, MARKETS**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**HISTORY OF BUSINESS:**

BUSINESS  \_\_\_\_\_

Application Fees: (non-refundable)

\$ 75.00

**OWNERSHIP**

Full Name: \_\_\_\_\_ Age \_\_\_\_\_ Position \_\_\_\_\_ No. of Shares or % Interest \_\_\_\_\_

**DESCRIBE PROJECT TO BE FINANCED:**

\_\_\_\_\_

\_\_\_\_\_

LOCATION OF BUSINESS:

EXPECTED JOBS TO BE CREATED: \_\_\_\_\_ F.T. \_\_\_\_\_ P.T. \_\_\_\_\_ Seasonal

**ESTIMATED PROJECT COSTS**

Painting.....	\$ _____
Flooring.....	\$ _____
Shelving.....	\$ _____
Light Fixtures.....	\$ _____
Signage.....	\$ _____
Other.....	\$ _____
<b>TOTAL</b>	<b>\$ _____</b>

**EXPECTED FINANCING**

Chinook Loan .....	\$ _____
Brooks Region Grant .....	\$ _____
.....	\$ _____
.....	\$ _____
.....	\$ _____
<b>TOTAL</b>	<b>\$ _____</b>

BANK: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_

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 \_\_\_\_\_