



# *Application for Assistance*

500 Progress Avenue  
Box 176  
Outlook, Saskatchewan  
S0L 2N0  
Phone (306) 867-9566 Fax (306) 867-9559  
Toll Free 1-888-929-9990



Western Economic Diversification Canada  
Diversification de l'économie de l'Ouest Canada

Canada

### For Office Use Only

Date Received: \_\_\_\_\_  
Fund: \_\_\_\_\_ Loan # \_\_\_\_\_  
Credit Check: \_\_\_\_\_ Date: \_\_\_\_\_

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

Business Name: \_\_\_\_\_

Phone: \_\_\_\_\_

## The Application Process

- ◆ Applicants submit a completed:
  - 1) Business Plan, and;
  - 2) Business Loan Application
  - 3) Any Required Supporting Documentation

## Criteria

Specific financing criteria must be met including:

- ◆ Employment creation or maintenance for predominantly local residents;
- ◆ Location of the business in the Mid Sask CFDC area excluding the City of Saskatoon;
- ◆ Reasonable personal financial investment;
- ◆ Financing may be used for capital, equipment (not operations);
- ◆ Inventory may qualify based on Credit Committee approval;
- ◆ Ability to repay;
- ◆ Future economic viability of the business;
- ◆ Must explore other traditional lending sources and have been turned down by at least two financial institutions;
- ◆ Competent management; and
- ◆ Adequate security for the venture.

## Other CFDC Programs & Services

In addition to the loans programs, Community Futures also offers the following Services

- ◆ Business Counseling
- ◆ Business Library with internet connection
- ◆ Business Plan outlines available at Community Futures Office.

The Community Futures Development Corporation (CFDC) is a non-profit community economic development organization. We are committed to helping people in the Mid Sask CFDC region who are operating or are planning to start their own business

Our Mission is "To create regional awareness of Community Futures opportunities and strengthen our community through co-operative and collaborative efforts and to enhance the socio-economic well being of the Mid Sask region."

## Checklist

Please fill out

How did you hear about the Mid Sask Community Futures Loan Program?

Word of mouth\_\_ Media \_\_ (specify) \_\_\_\_\_ Financial Institution \_\_ Through a Mid Sask Community Futures course or event \_\_ Other \_\_ (specify) \_\_\_\_\_

## Did you Remember.....

- To complete the      \_\_ Application for Financing (pages 1 & 2)  
                                  \_\_ Personal Statement of Affairs and Financial Statement
- To sign and witness   \_\_ Application for Financing  
                                  \_\_ Personal Statement of Affairs and Financial Statement
- To include             \_\_ Business Plan  
                                  \_\_ Description of any major lease agreements  
                                  \_\_ Description of accounts payable and receivable  
                                  \_\_ Financial Statements for last three years (if applicable)  
                                  \_\_ Past two years of income tax returns  
                                  \_\_ Two letters of refusal from financial institutions

## Your Complete Business Plan Should Include.....

- \_\_ Executive Summary
- \_\_ Company Background
- \_\_ Organization
- \_\_ Market Analysis
- \_\_ Product/Service Offering
- \_\_ Manufacturing/Production Plan (optional)
- \_\_ Marketing Plan
- \_\_ Financial Plan and Analysis
- \_\_ Financials
- \_\_ Other supporting information such as resume, floor plan, cost estimates, etc.

## Application for Financing

### Business Asset List

List below all assets presently owned by the company or personal assets that will be used by the company. Please indicate their value. Also indicate whether they are used as security against other loans or if there is money owing against them. Attach separate list if necessary.

Assets (indicate make, model, year, serial number, etc. if applicable)	Market Value	Owe/Security
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### Loan Security Offered

List below the collateral you propose to offer towards the loan. If applicable, indicate the fair market value of the assets. Examples of security would include assignment of receivables, inventory, business assets (including machinery and equipment), personal assets, property and loan guarantees.

Assets (indicate make, model, year, serial #, legal description, etc.)	Market Value	Office Use Only
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
<b>Total</b>	<b>\$ _____</b>	

### Disclosure and Release Statement

The applicant(s) declares that:

- Neither he/she nor any partner(s), shareholder(s), or official(s) is the father, mother, stepmother, stepfather, foster parent, brother, sister, stepsister, spouse, stepchild, ward, father-in-law, mother-in-law of, nor in any way, related to an employee or a member of the Board of Directors of the Mid Sask Community Futures Development Corporation.
- He/she warrants that no member of the House of Commons and no member of the Legislature of Saskatchewan will have any share or part of any contract, agreement, or benefit that may arise as a result of his/her application.
- There is no litigation (court action) in course of threatened, nor any proceedings before any court, tribunal, governmental board or agency now in course or threatened, and that there is no executed judgement rendered against the Applicant, except:
 

ANY legal action against applicant (circle one):	YES	NO
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- Mid Sask Community Futures Development Corporation has the right to make any inquiries of such persons, firms or corporation, as it deems necessary in order to reach a decision on this application.
- The proceeds of the loan applied will be used for business purposes as outlined in the application and not for personal, family or household purposes.
- The Applicant further acknowledges that the terms and conditions of any financing which may be authorized will be set forth in a Letter of Offer for agreement and acceptance by the Applicant.

#### Applications must be signed and witnessed before they can be processed.

Date	Applicant Name (print)	Applicants Signature	Witness Name (print)	Witness Signature
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Corporate Seal (if incorporated)

## Personal Statement of Affairs

\*This information is to be submitted for each principal of the business.

### Personal Information

Surname: \_\_\_\_\_ First Name: \_\_\_\_\_ Second Name: \_\_\_\_\_  
 Social Insurance # \_\_\_\_\_  
 Former Name(s) or Other Names Used including Maiden Name(s) or nicknames: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Home: \_\_\_\_\_ Business: \_\_\_\_\_  
 Marital Status: Married \_\_\_ Divorced \_\_\_ Widowed \_\_\_ Separated \_\_\_ Single \_\_\_ Common Law \_\_\_  
 Street Address: \_\_\_\_\_ Rent \_\_\_ Own \_\_\_  
 Mailing Address: \_\_\_\_\_ How long at current address ? \_\_\_\_\_  
 Municipality Name and Number: \_\_\_\_\_  
 Previous Address: \_\_\_\_\_  
 Date of Birth: YY \_\_\_ MM \_\_\_ DD \_\_\_ Number of Dependants: \_\_\_\_\_ (Excluding Spouse)  
 Spouse's full name: \_\_\_\_\_ Spouse Birth Date: YY \_\_\_ MM \_\_\_ DD \_\_\_  
 Spouse's Employer: Name and Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Spouse's Gross Yearly Income: \_\_\_\_\_ Length of Employment: \_\_\_\_\_  
 Name, address & phone number of nearest relative not living with you: \_\_\_\_\_

### Personal Resume

#### Education

Grades completed: \_\_\_\_\_ College, University, or other Post-Secondary Education: \_\_\_\_\_  
 Diplomas, degrees, or other certificates attained: \_\_\_\_\_

#### Employment History (Last Employer First)

Employer	Employer Address	Supervisor	Dates	Job Title
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Responsibilities, experience, education, transferable skills and background directly related to this business proposal:

\_\_\_\_\_

#### Other Information

Please provide detailed information if you answer yes to any of the following questions.

Have you ever had an asset repossessed? Yes \_\_\_ No \_\_\_ Have you ever declared bankruptcy? Yes \_\_\_ No \_\_\_

Are you party to any claims or lawsuits? Yes \_\_\_ No \_\_\_ Do you owe any taxes prior to the current year? Yes \_\_\_ No \_\_\_ Details: \_\_\_\_\_

\_\_\_\_\_

\*This information is to be submitted for each principal of the business.

# Personal Statement of Affairs

## Personal Equity Statement

\*Please list and describe all assets and liabilities in columns or in space provided below.

Personal Statement of Affairs as of: YY      MM      DD     

Assets	Institution/contact	Amount	Liabilities	Institution/contact	Amount
Cash	_____	\$ _____	Loans	_____	\$ _____
RRSPs	_____	\$ _____	Mortgage	_____	\$ _____
Stocks, Bonds & Mutual Funds	_____	\$ _____	Taxes Payable	_____	\$ _____
Real Estate	_____	\$ _____	Credit Cards	_____	\$ _____
Automobile (Make, Model, Yr.)	_____	\$ _____	Other	_____	\$ _____
Personal \$ Household Effects	_____	\$ _____			
Other	_____	\$ _____			
	_____	\$ _____			
	_____	\$ _____			
	_____	\$ _____			
Total Assets(A) \$ _____			Total Liabilities (B) \$ _____		
			Total Personal Equity (A-B) \$ _____		

Do you have/will you have (underline one) an assignable life insurance policy of at least the value of your loan request? Yes      No     

# Application for Financing

## Loan Information

Amount Requested: \$ \_\_\_\_\_  
 Repayable over \_\_\_\_\_ years.  
**Funds to be Used for:**  
 Equipment: \$ \_\_\_\_\_  
 Working Capital: \$ \_\_\_\_\_  
 Inventory: \$ \_\_\_\_\_  
 Other (Specify): \$ \_\_\_\_\_  
 Jobs Created: F/T      P/T       
 Jobs Maintained F/T      P/T     

## Business Information

Name of Company/Business: \_\_\_\_\_  
 Name of Principal(s): \_\_\_\_\_ Phone: \_\_\_\_\_  
 \_\_\_\_\_ Phone: \_\_\_\_\_  
 \_\_\_\_\_ Phone: \_\_\_\_\_ Address of  
 Business: \_\_\_\_\_  
 Location(if different) \_\_\_\_\_  
 Business Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Business Structure: Proprietorship \_ Partnership \_ Corporation \_  
 Business Type: Service \_ Value Added \_ Manufacturing \_ Retail \_  
 Wholesale \_ Tourism/Hospitality \_ Other \_ Specify: \_\_\_\_\_

## Financial Institution Information

Business (Financial Institution) \_\_\_\_\_  
 Personal (Financial Institution): \_\_\_\_\_

## General Information

Accountant/Book Keeper: \_\_\_\_\_  
 Insurance Agent: \_\_\_\_\_  
 Insurance Coverage: \_\_\_\_\_  
 Obtain required licenses: yes      no     

## Statement of Income & Expenditures

Monthly      or Yearly     

Income	Expenditures
Salaries, Wages & Commissions \$ _____	Property Taxes & Assessments \$ _____
Rental Income \$ _____	Income Taxes \$ _____
Business or Professional Income \$ _____	Mortgage or Rent \$ _____
Other _____ \$ _____	Loan Payments \$ _____
	Total Credit Card Payments \$ _____
	Insurance Payments \$ _____
	Estimated Living Expenses \$ _____
	Other _____ \$ _____
Total Income \$ _____	Total Expenditures \$ _____

## References

Institution/Organization: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Institution/Organization: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

## Summary of Sources & Uses

Funds are Required for (e.g. building, Equipment, inventory, working capital, etc.):	Amount	Sources of Funds (e.g. loans, personal investment/equity, friends or family, etc.):	Amount
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
	<b>Total \$ _____</b>		<b>Total \$ _____</b>

## Detail of Assets/ Liabilities In Net Worth Statement

Personal Statement of Affairs (page 3 and 4) must be completed by each principal of the business.

The foregoing information is submitted for the purpose of establishing or maintaining credit with the Mid Sask Community Futures Development Corporation and is a true, full, and correct statement of my financial condition on the date shown. I hereby authorize Mid Sask Community Futures Development Corporation to obtain any information it deems necessary about me, including but not confined to, reports from credit bureaus, retail credit companies, or any other source the Mid Sask Community Futures Development Corporation deems appropriate.

**I, the undersigned, declare that the statements made herein are for the purpose of obtaining business financing and are to the best of my knowledge complete and correct.**

**Date** \_\_\_\_\_ **Applicant Name (print)** \_\_\_\_\_ **Applicant Signature** \_\_\_\_\_ **Witness Name (print)** \_\_\_\_\_ **Witness Signature** \_\_\_\_\_

Personal Statement of Affairs must be signed and witnessed before the application can be processed.