



## Community Futures East Interlake - Micro Loan Program Application

### LIST OF ATTACHMENTS REQUESTED WITH THIS APPLICATION:

- Copy of Driver's License
- Copy of Birth Certificate
- Copy of T4 and Past 3 Years Income Tax Returns
- Current, Personal Resume of Key Personnel Involved in BusinessPartnership Agreement, if applicable
- Leases, if applicable
- Copy of Financial Statements for Last Three Years (if purchasing an existing business or are currently in business)
- Completed Business Plan** (Community Futures East Interlake's or Your Own)
- Copy of Life Insurance Policy, if available
- Copy of Business Insurance Policy, if available
- Any Other Supporting Documents
- Non refundable loan application fee submitted with application as follows:
  - \$125.00 - Regular Investment Fund Application
  - \$75.00 – Entrepreneurs with Disabilities Program
  - \$50.00 – Youth & Under \$25,000 Loan Application

**\*if the application is approved, additional fees including a loan commitment fee of 1/2 percent of the loan (min. \$25.00) will also apply. Further, line of credit guarantee applicants will be charged a 1.25% annual administration fee (based on guarantee amount), if approved.**

### Micro Loan Application – Under \$25,000

#### Community Futures East Interlake Inc.

Box 1620, Gimli, MB. R0C 1B0  
Ph: 1-204-378-5106

[www.eastinterlake.com](http://www.eastinterlake.com)



**Personal Information**

**Full Legal Name:** \_\_\_\_\_  
Surname First Middle

**Previous (Maiden) or Other Names:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_  
Box # Town Postal Code

**Street Address:** \_\_\_\_\_  
House # Street Town

**Previous Address (if less than 3 years):** \_\_\_\_\_

**Phone:** ( ) \_\_\_\_\_ ( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
Day Evening/Weekends Fax

**E-mail:** \_\_\_\_\_

**Citizenship:** \_\_\_\_\_ **Social Insurance Number:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_ (Please provide a copy of your birth certificate)  
(mm/dd/yr)

**Driver's License Number:** \_\_\_\_\_ (Please provide a copy of your license)

**Number of Dependants:** \_\_\_\_\_

**List all sources of income:**

(Please include a copy of your most recent T4 and your last three years of Income Tax Returns and/or paystubs)

_____	Source/Employer	_____	Monthly Amount
_____	Source/Employer	_____	Monthly Amount
_____	Source/Employer	_____	Monthly Amount

**SPOUSAL INFORMATION:**

**Full Legal Name:** \_\_\_\_\_  
Surname First Middle

**Date of Birth:** \_\_\_\_\_ **Social Insurance Number:** \_\_\_\_\_  
(mm/dd/yr)

**Driver's License Number:** \_\_\_\_\_ **Present Employer:** \_\_\_\_\_

**Position:** \_\_\_\_\_ **Annual Salary:** \_\_\_\_\_



**One of the requirements of Community Futures East Interlake's funding is the applicant's ability to invest a minimum 10% capital contribution towards the enterprise, 5% capital contribution in Youth and Entrepreneurs with Disabilities. Please provide details of your capital contribution. (For example cash, equipment, etc.)**

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**BANKING INFORMATION**

**List all Financial Institutions and Credit Unions that you have a relationship with – Business and/or Personal:**

Financial Institution's Name – no initials	Branch Location	Phone	Account No.

**Credit Information**

- 1. Are you currently a guarantor for any loans (personal or business)?** Yes \_\_\_ No \_\_\_
- 2. Do any environmental factors and regulations impact the business?** Yes \_\_\_ No \_\_\_
- 3. Are you involved in any civil litigation** (either suing or being sued)? Yes \_\_\_ No \_\_\_
- 4. Are you involved in any litigation as a guarantor of a loan?** Yes \_\_\_ No \_\_\_
5. If yes, indicate total contingent liability \$ \_\_\_\_\_
- 6. Do you have any unsatisfied judgements outstanding against you?** Yes \_\_\_ No \_\_\_
- 7. Have you or your business ever sought legal protection from creditors?** Yes \_\_\_ No \_\_\_  
(i.e. bankruptcy, receiver, receiver-manager)

If you answered **Yes** to any of the above questions, provide details, including the amounts and parties involved:

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## Statistical Information

Community Futures East Interlake collects the following information for the purpose of statistical reporting. Do any of the following categories apply to you?

- Person with Disability or Health Condition**
- Aboriginal**
- Employment Income Recipient**
- Youth (18-29 years of age)**
- Prefer not to answer**

### PERSONAL BALANCE SHEET

ASSETS		LIABILITIES	
CASH	\$	BANK LOANS	\$
LIFE INSURANCE	\$	BANK LOANS	\$
REAL ESTATE	\$	BANK LOANS	\$
AUTOMOBILE	\$	MORTGAGES	\$
STOCKS, BONDS, ETC.	\$	CREDIT CARDS	\$
RECREATIONAL EQUIPMENT	\$	OTHER LIABILITIES	\$
HOUSEHOLD AND PERSONAL	\$		\$
OTHER ASSETS	\$	<b>TOTAL LIABILITIES (B)</b>	\$
<b>TOTAL ASSETS (A)</b>	\$	<b>NET WORTH (A MINUS B)</b>	\$

### REFERENCES

	NAME	ADDRESS	PHONE
<b>BANK</b>			
<b>LAWYER</b>			
<b>PERSONAL (must list one minimum)</b>			
<b>OTHER</b>			

Describe your business idea and or expansion plans in detail.

Describe the business skills and experience you and/or your key partners have.

Who are your competitors (list all), their locations and how long have they been in business?

Explain why your customers will prefer your product or service to that of your competitors. (i.e. faster service, better quality, friendly, etc.)

Describe your typical customer (eg. single females between the ages of 30 and 40 who make over \$30,000 per year and live within a 30 minute drive.)

Where will your customers come from (target market area) and what is the total population of this trading area?

Describe your marketing strategy. (i.e. How will you reach your target market?)

What will be your fixed monthly costs? (i.e. rent, phone, hydro, wages, etc.) Fixed costs are there even if you have no sales.

What amount of sales do you need to cover your monthly expenses (break even)? Include Cost of Goods Sold in your calculation.

What is the amount of cash you are bringing into the business? What is (are) the source(s) of your cash contribution? (Friends, family, personal account, etc.)

How many employees will you have at start-up and/or expansion (including yourself).

List and give values of other equity items that you are bringing into the business (eg. desk, automobile, equipment, tools, computer, etc.)

Start - Up/Expansion Costs		Source Of Funds	
	\$	Cash	\$
	\$	Other Equity	\$
	\$		\$
	\$		\$
	\$	Loan	\$
	\$		\$
	\$	Other	\$
	\$		\$
<b>TOTAL</b>	\$	<b>TOTAL</b>	\$



## CASH FLOW PROJECTION

	QTR 1	QTR 2	QTR 3	QTR 4	TOTAL	YEAR 2	YEAR 3
REVENUE							
REVENUE							
REVENUE							
LESS COST OF GOODS SOLD							
<b>GROSS PROFIT</b>							
<b>EXPENSES</b>							
ADVERTISING							
BANK CHARGES							
PROFESSIONAL FEES (Legal, accounting)							
AUTOMOBILE							
UTILITIES (Heat, hydro, phone, etc.)							
RENT							
INSURANCE							
MAINTENANCE							
LOAN REPAYMENTS (Interest and principal)							
WAGES AND BENEFITS							
OWNER DRAWINGS							
<b>TOTAL EXPENSES</b>							
<b>NET PROFIT (BEFORE TAXES AND DEPRECIATION)</b>							

### Insurance Information

Do you currently hold a Life Insurance Policy? Yes \_\_\_ No \_\_\_ If yes, amount: \$ \_\_\_\_\_  
 If yes, with whom? \_\_\_\_\_

Do you currently have Business Insurance in place? Yes \_\_\_ No \_\_\_ If yes, amount: \$ \_\_\_\_\_  
 If yes, with whom? \_\_\_\_\_

## Authorization

### Disclaimer

Receipt of the application **does not** constitute acceptance by Community Futures East Interlake. If Community Futures East Interlake accepts this application, the applicant agrees to execute all documents necessary to give Community Futures East Interlake the security requested by it and agreed to by the applicant as stated in the Letter of Offer.

### Authorization

I hereby certify that the information provided in this application is correct and permission is hereby granted for Community Futures East Interlake to conduct a credit investigation now and/or in the future regarding this loan application and any subsequent loans.

In completing and submitting this document, the applicant(s) recognizes, acknowledges, and authorizes Community Futures East Interlake to use and share the information contained in this document with pertinent financial partners, investment board members, and other government agencies as required to render requested technical and financial assistance.

Community Futures East Interlake may from time to time give any credit and other information to, including any information on this form, or receive such information from: (a) any credit or operating agency; (b) any person with whom the applicant may have or propose to have financial dealings with; and (c) any person if in connection with any dealings the applicant has or proposes to have with Community Futures East Interlake. I/we agree that Community Futures East Interlake may use this information to establish and maintain the applicant's relationship with Community Futures East Interlake and to offer any services as permitted by law.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Name (printed): \_\_\_\_\_

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

Name (printed): \_\_\_\_\_

IF THE APPLICANT IS INCORPORATED, AFFIX CORPORATE SEAL.

## Contact Information

Please feel free to contact our office with any questions or concerns you may have regarding the completion of this application. Our staff will be pleased to assist you.



Community Futures East Interlake  
Box 1620, Gimli, Manitoba R0C 1B0

Phone: (204) 378-5106

Toll Free: 1-800-378-5106

e-mail: [tdziadek@eastinterlake.com](mailto:tdziadek@eastinterlake.com) (Tammy Dziadek, General Manager)

[dfridfinnson@eastinterlake.com](mailto:dfridfinnson@eastinterlake.com) (Deanna Fridfinnson, Economic Development Coordinator/Self Employment Program)

[ezalevich@eastinterlake.com](mailto:ezalevich@eastinterlake.com) (Eugene Zalevich, Economic Development Analyst)

Please visit our website at, [www.eastinterlake.com](http://www.eastinterlake.com) for additional information and support.

## Statement

I, the applicant, am not an "interested person" in Community Futures East Interlake (hereinafter called CFEI) meaning:

1. A director of CFEI or a member of any committees of CFEI;
2. The spouse, child, sibling, or parent of a director of CFEI or a member of any committees of CFEI or a member of CFEI's staff.

## Declaration & Authorization

1. I declare that the attached pages are a true statement of my affairs, that there are no judgements or other actions outstanding against me, except those recorded herein, that all real estate is registered solely in my name, unless otherwise stated, that the information herein is provided for the express purpose of obtaining financial assistance from CFEI.
2. You are authorized to obtain any information you may require relative to this application from any sources to which you may apply and each source is authorized to provide you with such information. You are furthermore authorized to disclose, in response to direct enquiries from any other lender or Credit Bureau, such information on my loaning account as you consider appropriate, and I agree to indemnify you against and save you harmless from any and all claims in damages or otherwise arising from such disclosure on your part.
3. I understand that CFEI is not acting exclusively for me or my venture and that it reserves the right to provide financial and non-financial assistance to individuals or corporations which could be seen as my direct or indirect competition without further notice to me, as it may decide in its unfettered discretion.
4. I agree and consent to take responsibility for the payment of all charges relative to the preparation, execution, and registration of such documents as may be required by CFEI or its solicitors.
5. I have no other applications pending with CFEI, on my own behalf, nor on behalf of any affiliated, controlled or subsidiary company associated with me, whether by direct or beneficial share ownership.
6. The applicant confirms that he/she has made best efforts to access funds from other sources.
7. **I have received and read the Lending Criteria for the loan fund I am applying to, and hereby understand all the conditions of the loan fund I am applying to, including fees and interest rates for the loan fund.**

Signature(s)

Date

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

IF APPLICANT IS INCORPORATED, AFFIX CORPORATE SEAL.

***NOTE: FINANCING APPLIED FOR IN THIS APPLICATION FORM IS FUNDED BY WESTERN ECONOMIC DIVERSIFICATION. REPRESENTATIVES OF THAT GOVERNMENT DEPARTMENT CONDUCT REGULAR REVIEWS OF THE OPERATIONS OF CFEI AND THEREFORE WILL HAVE ACCESS TO INFORMATION IN THE APPLICANT'S FILE.***

Interest rates and conditions for all loan funds are found in the *Lending Criteria* for each fund. Copies are available and/or included with this application. Please ensure that you receive and read the criteria for the loan fund you are applying for. All conditions, fees and criteria for the specific loan fund are included in the *Lending Criteria*.

## Statement of Understanding

I understand and acknowledge that the Community Futures East Interlake ("CFEI") to whom I have submitted a loan application collects uses and discloses personal information in connection with loan applicants for the following purposes:

- To determine a loan applicant's eligibility for a loan from CFEI and to process the loan application;
- To assess and update my creditworthiness on an on-going basis;
- To establish, maintain and manage CFEI's relationship with me as a client and to provide me with on-going services;
- To assist a loan applicant in applying for and arranging life insurance coverage in connection with a loan from CFEI;
- To provide me with information about products, programs, services, training resources and upcoming events that CFEI believes may interest me;
- To administer CFEI's services, to assess the quality and quantity of CFEI's services, to prepare and maintain adequate accounting and tax records, and to have information in such form as the CFEI may reasonably require for our business needs;
- To meet legal, regulatory and governmental requirements, (including the requirements of Western Economic Diversification Corporation Canada ("WD") as the funding source for CFEI) to detect and prevent fraud and to protect the interests of me, CFEI and WD; and
- To achieve any other purpose to which I have given my consent.

## Privacy Consent

**I, the undersigned, consent to the collection, use, retention and disclosure of personal information by CFEI for the purposes outlined above and on the basis outlined in CFEI's Privacy Code.** In providing my consent, I understand that CFEI may collect personal information about me from credit reporting agencies, other financial institutions and from references I have provided. **I accept this as written notice to me of CFEI's intention to obtain credit reports and a personal investigation about me in connection with my loan application and, if approved, loan from CFEI.** I further understand that CFEI may use my social insurance number as an aid to identify me with credit reporting agencies and other financial institutions and I understand that CFEI may disclose my personal information to credit reporting agencies, to WD, and to others with whom I have contacted or made applications for financial assistance or have financial relations. I consent to CFEI retaining a copy of any and all information and documents, including any business plan, connected with my loan application and, if applicable, loan from CFEI, for such time as CFEI determines is reasonably necessary. I acknowledge that I may obtain a copy of CFEI's Privacy Code, which sets out further information regarding the collection, use, retention and disclosure of my personal information, by contacting CFEI or by logging on to [www.cfmanitoba.ca](http://www.cfmanitoba.ca). In the event that I obtain a loan from CFEI, I may consent to media publicity to profile me, my business and the loan provided by CFEI, through funding by WD. This consent, once obtained shall be valid for so long as my application and, if approved, my loan from CFEI, is outstanding.

Signatures(s)

Date

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If loan applicant is incorporated, affix a seal

If personal information is collected about a spouse or co-applicant, then that individual must also sign.