



Centre For Business and Economic Development*

A Community Futures Development Corporation

Thank you for your inquiry.

At the Centre For Business and Economic Development our goal is to help our clients succeed in their business.

We provide business loans up to \$250,000.

Attached, for completion, is the Loan Application

(If you already have a completed Business Plan, please submit a copy with your Loan Application).

If you have any questions regarding these forms please call:

705.445.8410 — 1.877.876.7908

We are a not-for-profit organization, governed by a volunteer Board of Directors, serving the Georgian Triangle and Dufferin County

*A Division of the Georgian Triangle and Dufferin County Economic Development Corporation

450 Hume St., Unit #2, Collingwood, ON L9Y 1W6
1.877.876.7908 * 705.445.8410 * 519.938.5173 * Fax: 705.444.6082
Email: info@centreforbusiness.ca * www.centreforbusiness.ca





Centre For Business and Economic Development*

A Community Futures Development Corporation

Business Loan Application

BUSINESS NAME: _____

PRINCIPAL(S)/OWNER(S): _____

450 HUME STREET, UNIT #2
COLLINGWOOD, ONTARIO L9Y 1W6
TEL: 1.705.445.8410
FAX: 1.705.444.6082
TOLL FREE: 1.877.876.7908

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CENTRE FOR BUSINESS AND ECONOMIC DEVELOPMENT

CHECKLIST OF ITEMS TO INCLUDE WITH THIS LOAN APPLICATION

(Note: incomplete applications may delay processing of application)

	Business Plan (including minimum 2 years of projections broken down monthly)
	Resumes of all business principals
	Statement of Personal Assets and Liabilities of each principal
	Latest Income Tax Return Notice of Assessment
	If you are an existing business, 2 years of historical financial statements (profit & loss and balance sheet) and corresponding Income Tax returns and Assessment Notices
	If you are an existing business, Current Accounts Payable and Accounts Receivable
	A copy of a birth certificate and drivers license for each business principal (front & back)
	If business is incorporated, a copy of the incorporation papers If business is not incorporated, a copy of the Master Business License (if this application is for a proposed new business and you have not completed the registration, a copy can be obtained later). If business is a partnership, a copy of the partnership agreement.
	A complete list of all the assets (equipment, furniture, fixtures, inventory, computers, vehicles, land, buildings, etc) that you own with your estimation of the fair market value (what you think it would sell for today)
	If you are intending to use land and building for security, a copy of the Assessment Notice for that property and a statement of mortgage balances for that property. You may also provide a copy of a Property Appraisal if it is less than one year old.
	If you are purchasing an existing business, 2 years of historical financial statements (profit and loss and balance sheet).
	Lease of premises (if this application is for a proposed new business, and the lease is dependent on the results of the application, a copy can be obtained later)
	Proof of relevant insurances (if applicable)
	Application fee – \$200.00

CENTRE FOR BUSINESS AND ECONOMIC DEVELOPMENT

BANKING INFORMATION

Business (Name of Bank): _____

Personal (Name of Bank): _____

Did Principal seek standard financing Yes No

Describe results

Accounting Firm: _____

Lawyer: _____

Address:

Postal Code:

Phone:

Contact:

Address:

Postal Code:

Phone:

Contact:

CONTACTS/REFERENCES

Institution/Organization/Business

Contact:

Address:

Phone:

Personal:

Contact:

Address:

Phone:

CENTRE FOR BUSINESS AND ECONOMIC DEVELOPMENT

1. THE APPLICANT UNDERSTANDS AND AGREES:

(a) That the Applicant will be responsible for payment of all charges relative to preparation, execution and registration of such documents as may be required by the Corporation or its solicitors, in the event this application is approved, such fees will be deducted from any monies advanced to the undersigned.

(b) 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.

(c) That the Applicant will notify the Corporation 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 the Corporation's consideration of this application, and will instruct the bank(s) to give the Corporation full information concerning the Applicant's affairs.

(d) That the statements made herein are for the express purpose of obtaining financing from the Corporation 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 the Corporation, 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 the Corporation may become due and payable if any information provided by the Applicant to the Corporation proves to be inaccurate or incomplete.

(e) That in applying for this financing and, in the event that the Corporation 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 Industry Canada.

(f) That there has been no material adverse change in the financial position or operations of the Applicant since the **end of the last fiscal year** of the Applicant for which a balance sheet and a profit and loss statement have been furnished.

(g) That there is no litigation in course or threatened, nor any proceedings before any court, tribunal, governmental board of agency now in course or threatened, and that there is no unexecuted judgment rendered against the Applicant, except:

(Litigation/proceedings involving the Applicant and/or any close related individual or corporation should be reported.)

CENTRE FOR BUSINESS AND ECONOMIC DEVELOPMENT

2. DISCLOSURE, RELEASE AND WAIVER OF LIABILITY

(a) The Applicant acknowledges that he or she approached the Corporation to obtain information about business and has, or is preparing a business plan.

b) The Applicant acknowledges that he or she is solely responsible for the success or failure of his/her business, and that any information which is provided to the Applicant by the representatives of the Corporation 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 the Corporation harmless and hereby releases and discharges the Corporation from any actions, damages, claims or demands which may arise, directly or indirectly, as a result of any act or omission by the Corporation in providing information to the Applicant, and to indemnify the Corporation 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.

3. COLLECTION, USE, AND DISCLOSURE OF PERSONAL AND BUSINESS INFORMATION

(a) The Applicant acknowledges that, as the operation of the Corporation is financially supported by the Government of Canada, representatives of Industry Canada are permitted access to the files of the Corporation for monitoring and evaluation purposes and that the Applicant may be contacted by representatives of Industry Canada and that, such information as is acquired by the Ministry will be treated as confidential.

(b) The Applicant acknowledges receipt of the Corporation's *Privacy Statement* and hereby consents to his or her personal and business information being collected, used, retained, and disclosed by the Corporation for the limited purposes as set out above. The Applicant further understands that under Federal privacy law, he or she has access to the information held by the Corporation and knows to refer to the Corporation's *Privacy Policy* or contact the Chief Privacy Officer if a question or concern arises about the handling of the Applicant's personal information.

(c) The Applicant further understands and consents to the Corporation publicizing the Applicant's business venture if the Applicant is successful in obtaining financing from the Corporation, which may or may not include personal information such as the name of the Applicant.

DATED, at _____, this ____ day of _____, 200__

(Name of Witness – if Applicant not a Corporation)

(Name of Applicant)

(Signature)

(Signature)
I have authority to bind the Corporation

**CENTRE FOR BUSINESS AND ECONOMIC DEVELOPMENT
PERSONAL FINANCIAL STATEMENT**

NAME:		Date of Birth:		S.I.N. # (Optional)	
Address:		City, Province, Postal Code		Drivers License:	
Phone #		Residence: own rent	How long:	Previous Address:	
Occupation:		Currently Employed by/How long:		Previous Employer:	
Employer's Phone # ()		Marital Status:		No. Dependents:	
Personal Data on Spouse (Optional)	Under the laws of Canada or the provinces your spouse may have legal interest/obligation arising from your business dealings and may also have an interest in your personal assets.				
Spouse's Name:		Date of Birth:	S.I.N. # (Optional)		Occupation:
Spouse currently employed by:		How long with employer:		Spouse's work phone #:	
ASSETS—List and describe all assets			LIABILITIES—List credit cards, lines of credit, and other liabilities including alimony and child support		
	VALUE		BALANCE OWING	MONTHLY PAYMENT	
Balance in Bank accounts	\$	Bank Loans	\$	\$	
		Line of Credit			
Vehicles Make Model Year		Mortgages—see Schedule A (next page)			
Accounts/Notes Receivable- Please itemize		Property Tax Arrears			
		Rent Payment			
		Credit Cards-itemize			
Real Estate Owned—See Schedule A (next page)		Other Debt Obligations (Alimony etc.)			
Bonds/RRSPs					
Other Assets i.e. Boats, Snowmobiles, etc.					
		Total Monthly Payment		\$	
		Total Liabilities – 2	\$		
Total Assets – 1	\$	Net Worth – 1-2	\$		
INCOME SOURCES			SUNDRY PERSONAL OBLIGATIONS		
Your Gross Monthly Salary	\$	Are you a cosigner/endorser/guarantor of someone else's debt Yes ___ No ___			
Spouse's Gross Monthly Salary	\$	If yes, provide details below:			
Net Monthly Rental – from Schedule A (next page)	\$	Bankruptcy Yes ___ Date _____ No ___			
Other Income Please Specify	\$	Have you ever had an asset repossessed? Yes ___ No ___			
	\$	Are you party to any claims or lawsuits? Yes ___ No ___			
TOTAL	\$	Do you owe any income taxes prior to the current year? Yes ___ No ___			

CENTRE FOR BUSINESS AND ECONOMIC DEVELOPMENT

SCHEDULE A

Residence/Property: Physical Address _____ _____	Legal Description _____ _____
Registered Owner _____	Percent Owned _____
Month/Year Acquired _____	Purchase Price _____
Present Market Value _____	Rental Income (if applicable) _____
Taxes Annual _____	Taxes included in mortgage payment? Yes ___ No ___
Balance of 1 st Mortgage _____	Balance of 2 nd Mortgage _____
Monthly Payment _____	Monthly Payment _____
Name and Address of Mortgage Holders	
1 st _____	2 nd _____
_____	_____
_____	_____

If other property is owned, please attach details as indicated above, rental income and expenses (if applicable).

DISCLOSURE AND RELEASE STATEMENT

To: Georgian Triangle and Dufferin County Economic Development Corporation

1. I, hereby certify that the information in this Statement of Personal Assets and Liabilities is a complete and true declaration. The property values shown above are the fair market values of the properties and the amount of debts is the total potential indebtedness (inclusive of any other loans, credit cards, or other debts for which I have signed as a guarantor).
2. I confirm that if any statement I have made herein or in accompanying materials proves to be incorrect in any way, I shall notify the Corporation immediately.
3. I authorize the Corporation to obtain personal credit information about me from any source. By executing this statement, I acknowledge as notice in writing, the Corporation's intent to obtain this information and I authorize each source to provide this information to the Corporation.
4. I understand and agree that in order to perform a credit investigation, I need not provide my Social Insurance Number ("SIN") if I can provide alternative identification that is acceptable to the credit reporting agencies. If I do provide my SIN, I consent to the Corporation using this information for the limited purpose of performing a credit investigation.
5. I authorize the Corporation to retain this Statement of Personal Assets and Liabilities and any financial records, credit and reference reports for the Corporation's records and reporting to Industry Canada who oversees the Community Futures Program.
6. I confirm receipt of the Corporation's Privacy Statement and understand and consent to the Corporation collecting, using, retaining and disclosing the information contained in this Statement of Assets and Liabilities for the limited purpose of determining my eligibility for financing as is required by law, and by Industry Canada. I understand that the Corporation will handle my personal information in strict confidence in accordance with Federal privacy law as set out in the Corporation's Privacy Policy. If I have any questions or concerns about the management of my information, I may refer to the Privacy Policy, available at www.centreforbusiness.ca or contact the Chief Privacy Officer.

Yes / No I am currently the subject of litigation before a court, tribunal, government board or agency, or there is a threat of such litigation. There are unexecuted judgment(s) registered against me, such as:

I have made an assignment or have been petitioned into bankruptcy; there are writs registered against my name. If yes, provide details: _____

I certify that I am a Canadian Citizen or Landed Immigrant.

DATED at _____, this _____ day of _____, 200__

Witness

Signature

Witness

Signature of Spouse (if applicable)

CENTRE FOR BUSINESS AND ECONOMIC DEVELOPMENT

Column A

ESTIMATED PROJECTED COSTS List the estimated projected costs including all costs incurred to date (please provide details)	
REAL ESTATE	\$ <input style="width: 100%;" type="text"/>
LEASEHOLD IMPROVEMENTS	\$ <input style="width: 100%;" type="text"/>
EQUIPMENT	\$ <input style="width: 100%;" type="text"/>
VEHICLES	\$ <input style="width: 100%;" type="text"/>
INVENTORY	\$ <input style="width: 100%;" type="text"/>
OPERATING (WORKING CAPITAL)	\$ <input style="width: 100%;" type="text"/>
OTHER	\$ <input style="width: 100%;" type="text"/>
TOTAL	\$ <input style="width: 100%;" type="text"/>

Column B

EXPECTED FINANCING List sources of the funds required to cover the project costs listed in Column A	
APPLICANT'S CONTRIBUTION (OWNER'S EQUITY)	\$ <input style="width: 100%;" type="text"/>
OTHER SOURCES	\$ <input style="width: 100%;" type="text"/>
OTHER LENDERS	\$ <input style="width: 100%;" type="text"/>
LOAN REQUEST FROM Georgian Triangle and Dufferin County Economic Development Corporation to a maximum of \$150,000	\$ <input style="width: 100%;" type="text"/>
TOTAL	\$ <input style="width: 100%;" type="text"/>

TOTAL IN **COLUMN A** SHOULD EQUAL TOTAL IN **COLUMN B**



Georgian Triangle and Dufferin County Economic Development Corporation o/a Centre For Business and Economic Development

PRIVACY STATEMENT

INTRODUCTION

Georgian Triangle and Dufferin County Economic Development Corporation o/a Centre For Business and Economic Development (hereinafter referred to as GTDCEDC) is a federally supported not-for-profit community organization with a volunteer Board of Directors and professional staff whose purpose is to support community economic development and small business growth through business loans or loan guarantees. This brochure summarizes GTDCEDC's privacy policies and procedures that have been developed to comply with Canada's *Personal Information Protection and Electronic Documents Act* ("*PIPEDA*"). *PIPEDA* sets out rules for the collection, use and disclosure of a client's or customer's personal information, as well as safeguarding that information in the course of commercial activity as defined in the legislation.

WHAT IS "PERSONAL INFORMATION"

Under *PIPEDA*, "Personal Information" means any information that is identifiable to an individual, including name, address, telephone number, Social Insurance Number, and date of birth. It also includes, but is not limited to, other information relating to identity, such as, nationality, gender, marital status, financial information and credit history.

PURPOSES FOR PERSONAL INFORMATION

GTDCEDC collects only that personal information required to assess a prospective applicant's eligibility for financial assistance, as well as to report to Industry Canada, the federal department that administers the Ontario Community Futures Program.

CONSENT

At the time of completing a loan application, the express, written consent of the individual applicant will be sought for the collection, use, retention and disclosure of their personal information for the purposes set out in GTDCEDC's privacy policy. An applicant may choose not to provide some or all of the personal information requested, but if GTDCEDC is unable to collect sufficient information to validate a financing request, the application for financing may be turned down.

ACCURACY

GTDCEDC endeavours to ensure that all personal information in active files are accurate, current and complete. When a client notifies GTDCEDC that his or her personal information requires correction or updating, the necessary changes will be made. Information contained in closed files is not updated.

LIMITING USE, RETENTION & DISCLOSURE

GTDCEDC uses and retains personal information for only those purposes to which the individual has consented. Personal information will be disclosed to only those GTDCEDC employees, volunteer members of committees and/or Board of Directors that need to know the information for the purposes set out in the GTDCEDC Privacy Policy.

SAFEGUARDS

GTDCEDC utilizes a number of physical, organizational and technological measures to safeguard personal information from unauthorized access or inadvertent disclosure in accordance with its *Information Security, Retention and Destruction Policy*, including but not limited to:

Physical - Active files are stored in locked filing cabinets located in work areas restricted to GTDCEDC employees and authorized volunteers. Closed files are stored in locked cabinets for a period of seven years, after which, the information is shredded prior to disposal.

Organizational - GTDCEDC employees, volunteers, and third party service providers sign confidentiality agreements binding them to safeguarding the confidentiality of personal information to which they have access.

Technological - Personal information contained on GTDCEDC computers and the electronic database are password protected. As well, the Internet server or router has firewall protection to protect against virus attacks and hacking into the database.

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