



Centre For Business and Economic Development

A Community Futures Development Corporation

BUSINESS IMPROVEMENT LOAN FUND LOAN APPLICATION

For Existing Businesses

**Unsecured Business Loans* up to \$20,000
*on approved credit**

7.00% Interest Rate

Financing to assist with business improvements including:

- Small Business Equipment Purchases/Upgrades
- Leasehold and Façade Improvements
- Employee Training
- IT Needs including Computers/Software/Websites/POS Systems
- Inventory
- Business Vehicles
- Working Capital

Refer to our regular loan program if your Business does not meet the funding criteria of the Business Improvement Loan Fund.

105 Hurontario Street, P.O. Box # 74, Collingwood, Ontario L9Y 3Z4
Tel: (705) 445 8410

info@centreforbusiness.ca
www.centreforbusiness.ca



Federal Economic Development
Agency for Southern Ontario

Agence fédérale de développement
économique pour le Sud de l'Ontario

Canada

February, 2016



Centre For Business and Economic Development

A Community Futures Development Corporation

BUSINESS IMPROVEMENT LOAN FUND FOR EXISTING BUSINESSES

CHECKLIST OF THINGS TO INCLUDE WITH THIS LOAN APPLICATION

<input type="checkbox"/>	Business Information:
<input type="checkbox"/>	<ul style="list-style-type: none">• Minimum 1 year of historical financial statements (profit & loss and balance sheet)
<input type="checkbox"/>	<ul style="list-style-type: none">• Corresponding Income Tax returns and Assessment Notices
<input type="checkbox"/>	<ul style="list-style-type: none">• Current Profit & Loss statement, Aged Accounts Payable and Accounts Receivable lists
<input type="checkbox"/>	<ul style="list-style-type: none">• Current Government Statements for HST/Source Deductions/ WSIB
<input type="checkbox"/>	<ul style="list-style-type: none">• A copy of your incorporation papers, if you are incorporated
<input type="checkbox"/>	<ul style="list-style-type: none">• A copy of your Master Business License, if you are not incorporated
<input type="checkbox"/>	Personal Information required for each business principal:
<input type="checkbox"/>	<ul style="list-style-type: none">• A copy of your current mortgage statement
<input type="checkbox"/>	<ul style="list-style-type: none">• A copy of your current municipal property tax statement
<input type="checkbox"/>	<ul style="list-style-type: none">• A copy of your most recent Personal Income Tax Notice of Assessment
<input type="checkbox"/>	<ul style="list-style-type: none">• A copy of your birth certificate and driver's license
\$100.00 loan application fee will be taken from the first advance if your loan is approved.	

Existing Businesses located in Centre For Business coverage area including the Towns of Collingwood, Wasaga Beach, Blue Mountains, Meaford, Township of Clearview and in Dufferin County, Towns of Orangeville, Shelburne, Mono, Grand Valley, and Townships of Mulmur, Melancthon, Amaranth, East Garafraxa have an opportunity to access up to **\$20,000** in financing to assist with improvements to your business including **Small Business Equipment Purchases/Upgrades, Leasehold and Façade Improvements, Employee Training and IT Needs including Computers/Software/ Websites/POS Systems, Inventory, Business Vehicles and Working Capital.**

The Business Improvement Loan Fund is available until the funding pool is depleted. Applications will be reviewed on a first come, first serve basis.

Refer to our regular loan program if your Business does not meet the funding criteria of the Business Improvement Loan Fund.

CENTRE FOR BUSINESS AND ECONOMIC DEVELOPMENT BUSINESS IMPROVEMENT LOAN APPLICATION

PRIVACY STATEMENT

INTRODUCTION

The Centre For Business and Economic Development (CBED) 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.

CBED'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

The CBED collects only that personal information required to assess a prospective applicant's eligibility for financial assistance, as well as to report to the Federal Economic Development Agency for Southern Ontario, the federal department that administers the Community Futures Program in Southern Ontario.

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 the CBED's privacy policy. An applicant may choose not to provide some or all of the personal information requested, but if the CBED is unable to collect sufficient information to validate a financing request, the application for financing may be turned down.

ACCURACY

The CBED endeavours to ensure that all personal information in active files is accurate, current and complete. When a client notifies the CBED 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

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

SAFEGUARDS

The CBED 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 the CBED 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

The CBED 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 the CBED computers and the electronic database is password protected. As well, the Internet server or router has firewall protection to protect against virus attacks and hacking into the database.

Electronic Transmission of Information

Notwithstanding the technological safeguards implemented by the CBED, all Internet transmissions are susceptible to possible loss, misrouting, interception and misuse. For this reason, as part of the application that individuals sign consenting to their personal information being collected, used, retained, and disclosed, the CBED will assume that it has the individual's consent to communicate via the Internet unless notified to the contrary.

INDIVIDUAL ACCESS

An individual who wishes to review or verify what personal information is held by the CBED, may do so by making a request, in writing to the CBED's Chief Privacy Officer. Upon verification of the individual's identity, the Chief Privacy Office will provide a written report within 60 days.

INVESTIGATING COMPLAINTS

Any concern or issue about the CBED's personal information handling practices may be made, in writing, to the Chief Privacy Officer. Upon verification of the individual's identity, the Chief Privacy Officer will act promptly to investigate the complaint and provide a written report to the individual.

If the individual is dissatisfied with the report provided by the Chief Privacy Officer, or feels that the corrective action taken by the CBED is insufficient, the individual may direct a complaint to the Federal Privacy Commissioner in writing. The address of the Federal Privacy Commissioner is provided in this Privacy Statement for your convenience.

AMENDMENTS TO OUR PRIVACY POLICY

This Privacy Statement is a summary of the CBED's Privacy Policy. For full particulars of the CBED's privacy policies and procedures, please request a copy of the Privacy Policy from the CBED or a copy may be obtained from the Internet website at: www.centreforbusiness.ca

The CBED Privacy Policy and this Privacy Statement are in effect May 27th, 2004 and is retroactive to January 1, 2004. The CBED's Privacy Policy and this Privacy Statement may be updated from time to time to reflect amendments in applicable Federal and Provincial laws. Any changes to this Privacy Policy will be posted on the CBED website and will apply to personal information collected from the date of the posting of the revised Privacy Policy.

CONTACT INFORMATION

If you have any questions regarding the CBED's Privacy Policy, Information Security, Retention and Destruction Policy, and/or this Privacy Statement, or you wish to make an access to personal information request, please contact:

Gillian Fairley
Chief Privacy Officer
Centre For Business and Economic Development
105 Hurontario Street, P.O.Box 74
Collingwood, ON L9Y 3Z4

info@centreforbusiness.ca
Phone: (705) 445-8410

OTHER HELPFUL PRIVACY LINKS

For a copy of *PIPEDA*, or for answers to other questions regarding privacy legislation, below are some helpful privacy links.

Federal Privacy Commissioner
www.privcom.gc.ca
112 Kent Street
Ottawa, ON K1A 1H3

Siskind, Cromarty, Ivey & Dowler LLP
Privacy Law Group:
www.siskindsprivacylaw.com

Provincial Privacy Commissioner
www.privcom.on.ca

The CBED Privacy Policy Web Site:
www.centreforbusiness.ca

**CENTRE FOR BUSINESS AND ECONOMIC DEVELOPMENT
BUSINESS IMPROVEMENT LOAN APPLICATION**

GENERAL INFORMATION AND GUIDELINES

Business Improvement Loan Fund

The Centre For Business and Economic Development (CBED) 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.

The following are the guidelines to be utilized in the review of applications to the **Business Improvement Loan Fund**:

- Unsecured Business Loans* may be provided under this program \$5,000 to \$20,000
* on approved credit
- Eligible businesses must be in business for at least one year
- Interest Rate of 7% per annum; maximum 5 year repayment period
- No legal fees, No fees for early payout
- \$100 application fee (only if approved)
- Owner's personal guarantee required
- Completed loan application, personal financial statement, minimum 1 year of financial statements for existing businesses, copies of recent government statements(HST/Source Deductions/WSIB/Income Tax)
- Master Business Licence or Incorporation papers
- Proof of no outstanding government remittances required
- No application deadline, applications will be accepted until funding pool is depleted
- Eligible businesses must be located in or be able to demonstrate an impact on the following area(s):
Towns of Collingwood, Wasaga Beach, Blue Mountains, Meaford, Township of Clearview and in Dufferin County, the Towns of Orangeville, Shelburne, Mono, Grand Valley, and Townships of Mulmur, Melancthon, Amaranth, East Garafraxa.

WHAT HAPPENS ONCE A LOAN IS APPROVED

1. Loan Agreement and documentation is prepared and provided to you for review and signature.
2. Following receipt of executed loan agreement and documentation, the loan will be advanced.
3. You will be required to submit an annual financial statement to the Loans Officer for review.
4. Pre-authorized debits are required for loan payments and will be processed on the 18th day of each month. Any payments that are returned due to insufficient funds, account closed, account frozen, etc., are subject to a \$50.00 charge.

NOTE: As the Corporation is financially supported by the Government of Canada, through the Federal Development Agency of Southern Ontario (FedDev), representatives of FedDev are permitted access to all client files for monitoring and evaluation purposes and you may be contacted by representatives of FedDev as part of the evaluation process.

**CENTRE FOR BUSINESS AND ECONOMIC DEVELOPMENT
BUSINESS IMPROVEMENT LOAN APPLICATION**

BACKGROUND INFORMATION

COMPANY INFORMATION					
Company Name					
Address <i>(if you have selected a location)</i>					
City		Prov		Postal Code	
Telephone		Fax		Email	
Web Site				Date Established	
Structure	Sole Proprietorship <input type="checkbox"/>		Partnership <input type="checkbox"/>		Corporation <input type="checkbox"/>
Location	Owned ____	Date Purchased			
	Leased ____	Expiry Date			
Rate per sq. foot				Total sq. foot area	
Federal Business Number or HST #:				Provincial Sales Tax Number:	

OWNER INFORMATION # 1					
Name					% Owned <i>(if partnership)</i>
Address					
City		Prov		Postal Code	
Telephone		Fax		Email	

OWNER INFORMATION # 2					
Name					% Owned <i>(if partnership)</i>
Address					
City		Prov		Postal Code	
Telephone		Fax		Email	

PAST SOLVENCY		
Have you ever owned a business in the past?	Yes No	If yes explain the current status of the business:
Have you owned a business that has ever been in receivership or declared bankruptcy?	Yes No	If yes explain:

**CENTRE FOR BUSINESS AND ECONOMIC DEVELOPMENT
BUSINESS IMPROVEMENT LOAN APPLICATION**

BUSINESS BANKING INFORMATION			
<i>Business Bank</i>			
<i>Address</i>			
<i>Telephone</i>		<i>Contact</i>	

BUSINESS & PERSONAL REFERENCES (specify)	
<i>Name & Address</i>	<i>Contact Name</i>
	<i>Phone</i>
<i>Name & Address</i>	<i>Contact Name</i>
	<i>Phone</i>

Have all required Government Remittances (PST/GST/HST/Employer Source Deductions) been paid in accordance with your remittance schedule (check yes or no)?

Yes No If there are remittances owing to the Government, please complete the table below.

OWING TO	AMOUNT	DETAILS

CENTRE FOR BUSINESS AND ECONOMIC DEVELOPMENT

LOAN REQUEST SUMMARY

ESTIMATED PROJECT COSTS List the projected costs including all costs incurred to date (please provide details)		EXPECTED FINANCING List current and anticipated sources of funding required to cover project costs.		
ITEM	COST	APPLICANT'S CONTRIBUTION	LOAN REQUEST From Centre For Business and Economic Development	OTHER SOURCES Please Specify:
TOTAL				
TOTAL COST SHOULD EQUAL TOTAL OF ALL EXPECTED FINANCING		TOTAL OF ALL EXPECTED FINANCING:		

LOAN REQUEST	Anticipated Repayment (5 years max)

PLEASE LIST ALL THE FINANCIAL INSTITUTIONS WHERE YOU CURRENTLY HAVE A BANK ACCOUNT		
<i>Bank Name</i>	<i>Address</i>	<i>Account Number</i>

INCOMPLETE APPLICATION CANNOT BE PROCESSED

**CENTRE FOR BUSINESS AND ECONOMIC DEVELOPMENT
BUSINESS IMPROVEMENT LOAN APPLICATION**

To: Centre For Business and Economic Development (the "Corporation")

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 an Approval Letter, for agreement and acceptance by the Applicant;

(c) 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;

(d) 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 the Government of Canada.

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 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.

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, through the Federal Economic Development Agency for Southern Ontario (FedDev), representatives of FedDev are permitted access to the files of the Corporation for monitoring and evaluation purposes and that the Applicant may be contacted by representatives of FedDev and that, such information as is acquired by the FedDev 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, business name and photo of the Applicant.

DATED, at _____, this _____ day of _____, 20__.

(Name of Witness)

(Name of Applicant)

(Signature of Witness)

(Signature of Applicant)

If your business is other than a sole proprietorship, all partners or shareholders, and their spouses are required to submit a separate Personal Financial Statement. Additional copies are available at the office.