



BUSINESS REVITALIZATION MICRO LOAN PROGRAM

OBJECTIVE

TO PROVIDE FINANCIAL RESOURCES THAT WILL ENABLE STORE-FRONT BUSINESSES TO UPGRADE OR ENHANCE THE STRUCTURE OR COSMETIC APPEARANCE OF THEIR BUSINESS.

**LOANS UP TO \$10,000
INTEREST RATE SET AT ATB PRIME + 2%
UP TO 5-YEAR TERM**

Community Futures East Parkland
5020-50 Ave, Mirror, Alberta
Phone: 403-788-2212 Fax: 403-788-2199
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Email: eastparkland@albertacf.com
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Growing communities one idea at a time.

LOAN PROPOSAL SUMMARY

BUSINESS NAME

TOTAL AMOUNT REQUESTED

Amount Invested by Applicant

Proposed Project Start and Completion Date

Describe your Business and Give a Brief History

Number of Jobs Created

and/or Maintained

ALLOCATION OF FUNDS

Attach quotation, if applicable:

	Item 1	\$
	Item 2	\$
	Item 3	\$
	Item 4	\$
	Item 5	\$
	Item 6	\$
	Item 7	\$
	Item 8	\$
	Item 9	\$
	Item 10	\$

TOTAL (The total must equal the total amount requested)

\$

LOAN APPLICATION

PERSONAL	Name		Date of Birth		
	Address			<input type="radio"/> Own <input type="radio"/> Rent <input type="radio"/> Other	
	Town				
	Postal Code				
	Home Phone Number		Cell Phone		
	Email				
	Social Security Number				
BUSINESS	Legal Business Name				
	Other Names used by Business				
	Physically and Mailing Business Address			<input type="radio"/> Own <input type="radio"/> Lease <input type="radio"/> Other	
	Town				
	Postal Code				
	Business Phone Number		Business Email		
	Revenue Canada Number		Percent Owned		
	Type of Business <input type="radio"/> Sole Proprietorship <input type="radio"/> Partnership <input type="radio"/> Incorporated		Date Established Current Owner Since		
	Describe your business and give a brief history				
	OWNERS	Full Name		Age	Position
What other lenders have been approached for Financing					
Bank		Credit requested			
I certify that I have approached and been declined financing from the above listed financial institution and the information is true and accurate. _____ Initial					

STANDARD LOAN REQUIREMENTS

These requirements are to be used as a guideline only, as the requirements for each loan vary considerably.

1. The Client shall be responsible for all legal fees – CFEP’s and clients. This includes all fees, disbursements and GST incurred by legal counsel acting for CFEP, whether the applicant obtains the loan, cancels the loan, or is refused the loan. The Client may be required to have an independent lawyer review document.
2. CFEP requires a PROMISSORY NOTE, PERSONAL GUARANTEE and PAYMENT AUTHORIZATION from each Client.
3. Joint signature and several liability for all interested parties.
4. Monthly loan payments will be made by direct deposit from the Client’s bank.
5. All other requirements as specified by legal counsel.
6. A non-refundable loan application fee of one hundred (\$100.00) dollars for loans between \$2,500 and \$10,000

GUIDELINES

1. At no time is Community Futures East Parkland (CFEP) committed to advancement of all or any portion of the funds requested by the applicant.
2. CFEP General Manager will review loan applications. All loans are initially approved or refused by the CFEP General Manager.
3. Once an application has been reviewed by the general manager, Staff shall notify the applicant in writing via mail, fax, or email.
4. CFEP may cancel all or any portion of any commitment to advance funds at any time with or without cause and without notice.
5. Funds will not be advanced until CFEP deems appropriate in the circumstances.
6. CFEP may in their sole discretion consider the loan approval cancelled if funds are not drawn down within 60 days after the approval is given by the General Manager

RECONSIDERATION of an APPLICATION

1. Should the application be successful, the written notice shall advise that approval is conditional to Legal Counsel review and acceptance.
2. Should the applicant not be successful, an applicant wishing the reconsideration on an application shall submit a written request to the Board.
3. At either a Regular or Special meeting, the full Board shall invite the applicant to make their appeal in person. The length of time allocated to the appeal shall be at the discretion of the Chair.

INFORMATION COLLECTION NOTICE

When you first become a client of Community Futures East Parkland, or when you apply to become a client, we will collect the information as requested on page 1 of this application and use it to:

- Confirm your identity
- Check your credit history
- Open an account with us
- Provide ongoing services
- Enforce on our security if necessary

We may disclose your personal information:

- To a person who we are satisfied is requesting the information on your behalf
- To CFEP’s funding partner

- To CFEP’s Legal Counsel
- To a credit reporting agency
- When permitted or required by law
- To a public authority if, in our reasonable judgment, there appears to be an imminent danger which could be avoided by disclosing the information

The gathering and disclosure of all information shall be governed by the provisions of the *Freedom of Information and Protection of Privacy Act*.

I hereby authorize Banks, Credit Agencies, and all Credit Bureaus to disclose all information concerning our affairs to Community Futures East Parkland, and CFEP is likewise authorized to divulge information concerning our financial affairs in response to normal credit inquiries from trade and other creditors. CFEP is authorized to release any or all information concerning this loan to any party or parties they deem fit, which may include a general news release to the public or otherwise.

All the information provided to Community Futures East Parkland in this Loan Application is true and current. I agree to and acknowledge all the above terms. I have also read the above Information Collection Notice and give my consent for Community Futures East Parkland to collect and disclose my personal information in the matter stated above.

_____	_____	_____
Printed Name	Signature	Date
_____	_____	_____
Printed Name	Signature	Date

CLIENT PRIVACY POLICY

Community Futures East Parkland is committed to protecting your privacy and the confidentiality of your personal information. Our commitment to respecting and protecting the privacy and confidentiality of your personal information is addressed in this Client Privacy Policy. Community Futures East Parkland Client Privacy Policy and any applicable government privacy legislation are applied to protect the collection, use and disclosure of your personal information.

We collect personal information about you in order to provide you with the programs and services you request. The personal information we collect about you depends on the nature of your relationship with us. Examples of the types of personal information we may collect include your name and contact information (such as your address and phone number) date of birth, social insurance number, information about your dependents, life insurance, credit and financial history, employment history, references and previous programs or services you have obtained from us or our affiliates.

We need certain personal information in order to conduct business and provide services to you:

- To process your request for a program or service offered by us
- To determine the suitability (eligibility) of programs and services for you
- To process your application for a loan
- To investigate your credit and financial history
- To monitor, service, process, maintain and collect on your loan.

We endeavor to maintain adequate physical and procedural security with respect to our offices, employees, and information storage facilities so as to prevent unauthorized access, use or disclosure of your personal information.

Our employees are responsible for maintaining the confidentiality of personal information to which they have access. As a condition of employment, our employees are required to sign an Oath of Confidentiality binding them to this responsibility, which governs their actions, even after we no longer employ them. Our Board of Directors also sign an Oath of Confidentiality.

We only keep your personal information for as long as we need it in order to meet the purpose for which it was collected. The length of time varies, depending on the nature of your relationship with us, the type of program or service and any regulatory or legal requirements we may be required to meet. We have policies in place that govern the destruction of the personal information we hold.

We take our responsibility to respect and protect your personal information seriously.

Printed Name	Signature	Date
Printed Name	Signature	Date

At times Community Futures East Parkland will promote businesses in its marketing and educational efforts. If you do not consent to CFEP referring to your business in these efforts, please check the box below.

I do not permit CFEP to use my client information in marketing efforts and promotion material for CFEP.

BUSINESS PLANNING CANVAS		
WHAT + HOW + WHO	WHAT do you do?	
	HOW do you do it?	
	WHO do you serve?	
WHY	DEFINE Customer Problem	
	DEFINE Solution Provided	
SWOT ANALYSIS	INTERNAL FACTORS	
	STRENGTH (+)	WEAKNESS (-)
	EXTERNAL FACTORS	
	OPPORTUNITY (+)	THREAT (-)
COMPETITION	STRENGTHS & WEAKNESS	
	COMPETITIVE ADVANTAGE Your edge over the competition	
\$\$\$	INCOME SOURCE	
	EXPENSES	
RESOURCES	WHAT	
	WHO	
TO-DO	SUCCESS MILESTONE 1	
	SUCCESS MILESTONE 2	

STATEMENT OF PERSONAL NETWORK						
PERSONAL	Name				Date of Birth	
	Current Employer				Position	
	Length of time Employed			Salary \$		
	Source of Other Income			Other Income \$		
	Life Insurance (face value)			Beneficiary		
REAL ESTATE	Legal Address	Year Purchased	Price Paid	Mortgage Outstanding	Estimated Current Value	
ASSETS		Value	LIABILITIES		Monthly Payments	Total Owing
	Real Estate 1			Bank Loans		
	Real Estate 2			Mortgages		
	Real Estate 3			Financing		
	Cash on Hand			Taxes Owed		
	Deposits			Accounts Payable		
	Life insurance					
	Auto Equipment					
	Totals	\$		Totals	\$	\$
NETWORTH \$						

I certify that the information on this statement covering my income, assets and liabilities is a true statement of my affairs as at this date, and acknowledge that CFEP is granting advances, relies on the accuracy of this information provided.

Printed Name **Signature** **Date**

*Attach two years of financial statements from business and/or personal tax returns with Notice of Assessment