



**Community Futures Cowichan**

135 Third St  
Duncan, BC V9L 1R9  
☎ 250-746-1004  
☎ 250-746-8819  
info@cfcowichan.ca

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**Go Digital – Go Online  
MICRO LOAN BUSINESS APPLICATION**

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A unique loan program to help businesses invest in online marketing and digital tools to keep your business competitive. This specialized loan is to be used for building a new website or enhancing an existing one, expertise to optimize your online marketing, paying for a new online marketing strategy and activities, adding e-commerce capability to your website, and costs associated with ongoing maintenance.

**LOAN DETAILS:**

RATE: Prime + 2%

AMOUNT: Up to \$2500

PAYMENTS: No payments for first 3 months

TERM: Term Loan up to 18 months Amortization

SECURITY: Promissory Note

A Micro Loan is a normal business loan that must be repaid

**IMPORTANT NOTE:** All Micro Loan applicants must complete a standard business loan application form. All applications can be sent to [hdouglas@cfcowichan.ca](mailto:hdouglas@cfcowichan.ca) or [info@cfcowichan.ca](mailto:info@cfcowichan.ca)



**Tell us About *Your Business***

1) In a few sentences, please summarize your business

***Brief description of your current general marketing activities***

***Description of your new website and/or online marketing plan***



**Finances**

1) Describe the projected new sales increases (sales generated from going online)

2) Describe new expenses (one-time and ongoing) from taking your business online  
*Ex. Website maintenance, e-commerce store, marketing consulting, etc*

3) If your business does not succeed, how will you repay the loan?

Borrower's Name: \_\_\_\_\_

Telephone: \_\_\_\_\_



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## BUSINESS LOAN APPLICATION

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Address: 135 Third Street, Duncan B.C V9L1R9

Phone: (250) 746-1004

Fax: (250) 746-8819

## BUSINESS LOAN APPLICATION

### BUSINESS INFORMATION

Will this business be a start up?      Yes      No, existing business

This business has been operating since \_\_\_\_\_ (if applicable)

This business is a home-based business      Yes      No

This business has/will have a fiscal year end in the month of: \_\_\_\_\_

**This business will be a (check one):**

- Proprietorship
- Incorporation
- Non-Profit
- Partnership
- Co-op

**This business will be operating in the primary sector of (check one):**

- Agriculture
- Aquaculture
- Forestry
- Manufacturing
- Retail
- Service
- Tourism

Has the business applied for funds elsewhere?      Yes      No

If yes, where? \_\_\_\_\_

Reason(s) for rejection (if applicable): \_\_\_\_\_

**List the name(s) and percentage of shares of all principal owner(s) of the business:**

\_\_\_\_\_ (%) \_\_\_\_\_ (Ph#) \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

\_\_\_\_\_ (%) \_\_\_\_\_ (Ph#) \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

\_\_\_\_\_ (%) \_\_\_\_\_ (Ph#) \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

\_\_\_\_\_ (%) \_\_\_\_\_ (Ph#) \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

Business Number (if obtained): \_\_\_\_\_

Incorporation Number (if applicable): \_\_\_\_\_

Legal name of business is/will be: \_\_\_\_\_

Physical address of business: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Business Telephone: \_\_\_\_\_ Business Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

If different from above:

Mailing address of business: \_\_\_\_\_

The business currently has \_\_\_\_\_ full-time employees \_\_\_\_\_ part-time employees

The loan dollars requested will create \_\_\_\_\_ full-time employees \_\_\_\_\_ part-time employees

## LOAN INFORMATION

The business requires \$ \_\_\_\_\_ for its proposed project.

\$ \_\_\_\_\_ will come from the principal owners

\$ \_\_\_\_\_ will come from other sources (specify) \_\_\_\_\_

\$ \_\_\_\_\_ is requested from Community Futures Cowichan

The purpose of this loan is for:      Start-up      Expansion      Maintenance

The breakdown of the total project cost is (specify all which apply):

\$ \_\_\_\_\_ Equipment      \$ \_\_\_\_\_ Leasehold Improvements

\$ \_\_\_\_\_ Inventory      \$ \_\_\_\_\_ Debt Consolidation

\$ \_\_\_\_\_ Working Capital

Has the borrower/spouse/common law ever had an asset repossessed?      Yes      No

Has the borrower/spouse/common law ever declared bankruptcy?      Yes      No **Is**

the borrower/spouse/common law party to any claim or lawsuit?      Yes      No

Does the borrower/spouse/common law owe any taxes prior to the current year?      Yes      No

Does the borrower carry life insurance?      Yes      No      If yes, amount: \$ \_\_\_\_\_

## PERSONAL INFORMATION

You were referred to Community Futures Cowichan by: (check one):

Other lending institution

Word of mouth

Self-Employment Program

Advertising

Other (specify) \_\_\_\_\_

Your current marital status is (check one):

Single

Common Law

Married

Separated

Divorced

Are you currently on (check one):

Employment Insurance

Maternity Leave

Disability Subsidy

Are you between the ages 18 – 34?

Yes

No

Are you a (check one):

Canadian Citizen

Immigrant/permanent resident

## BORROWER'S INFORMATION

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

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Birth date: MM \_\_\_\_ DD \_\_\_\_ YY \_\_\_\_ SIN #: \_\_\_\_\_ Driver's License #: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Cellular: \_\_\_\_\_

Email: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Do you rent or own your home? Rent Own How long at this address? \_\_\_\_\_ years \_\_\_\_\_ months

If you own your home, please list names on title:

Last Name

First Name

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**BORROWER'S EMPLOYMENT HISTORY**

Current or most recent Employer's Name: \_\_\_\_\_

Employer's Telephone: \_\_\_\_\_ Salary: \_\_\_\_\_

How long were you employed/have been employed here: \_\_\_\_\_

**SPOUSE/COMMON LAW INFORMATION**

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

First Name: \_\_\_\_\_ Middle Name \_\_\_\_\_

Birth date: MM \_\_\_\_\_ DD \_\_\_\_\_ YY \_\_\_\_\_ SIN #: \_\_\_\_\_ Driver's License #: \_\_\_\_\_

**SPOUSE/COMMON LAW EMPLOYMENT HISTORY**

Current or most recent Employer's Name: \_\_\_\_\_

Employer's Telephone: \_\_\_\_\_ Salary: \_\_\_\_\_

How long were you employed/have been employed here: \_\_\_\_\_

**BORROWER'S REFERENCES** (do not include family members)

Name

Relation

Daytime Telephone

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## PERSONAL FINANCIAL INFORMATION (HOUSEHOLD)

ASSETS					
<b>CASH HOLDINGS</b>	<b>Bank</b>	<b>Branch</b>			<b>Amount (\$)</b>
<b>OWNED REAL ESTATE</b>	<b>Physical Address</b>	<b>Year Purchased</b>	<b>Mortgage Holder</b>	<b>Purchase Price</b>	<b>Present Value</b>
<b>AUTOMOBILE(S)</b>	<b>Year/Make/Model</b>	<b>Owner(s) on Title</b>		<b>Purchase Price</b>	<b>Present Value</b>
<b>OTHER ASSETS (RV, BOAT, ETC.)</b>	<b>Year/Make/Model</b>	<b>Owner(s) on Title</b>		<b>Purchase Price</b>	<b>Present Value</b>
<b>TOTAL VALUE OF ASSETS</b>					\$

LIABILITIES						
<b>BANK LOAN(S)</b>	<b>Bank</b>	<b>Branch</b>	<b>Monthly Payment</b>	<b>Collateral Held By Bank</b>	<b>Interest Rate</b>	<b>Balance Owing</b>
<b>BALANCE ON MORTGAGES</b>	<b>Bank</b>	<b>Branch</b>	<b>Monthly Payment</b>	<b>Mortgage Renewal Date</b>	<b>Interest Rate</b>	<b>Balance Owing</b>
<b>OTHER LIABILITIES (CREDIT/STORE CARDS, ETC)</b>	<b>Bank</b>	<b>Branch</b>	<b>Monthly Payment</b>	<b>Collateral Held By Bank</b>	<b>Interest Rate</b>	<b>Balance Owing</b>
<b>TOTAL VALUE OF LIABILITIES</b>						\$
<b>NET WORTH (ASSETS LESS LIABILITIES)</b>						\$

## STATEMENT OF INCOME & EXPENDITURES

Your monthly household income (income after taxes) from employment	\$
Other income sources to the household:    Rental Income	\$
Child Support	\$
Spousal Maintenance	\$
Other (specify) _____	\$
<b>Total monthly income to the household</b>	<b>\$</b>
Monthly mortgage or rent payment (incl. Insurance and property tax)	\$
Monthly grocery expense	\$
Monthly utilities expense (telephone, heat, cable, etc.)	\$
Monthly transportation (gas, insurance, ferry, etc.)	\$
Monthly insurance (life, disability, critical illness, etc.)	\$
Monthly education and child care expense	\$
Monthly expense to entertainment/hobbies	\$
Monthly debt payments (bank loans, credit cards, child support, spousal maintenance, etc.)	\$
<b>Total monthly expense paid by the household</b>	<b>\$</b>
<b>Estimated savings per month (total income less total expense)</b>	<b>\$</b>

## DISCLOSURE AND RELEASE STATEMENT

\*Important, read thoroughly before signing

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|--|-----|----|
| 1. Are you related to any Director or Employee of Community Futures Cowichan?  | Yes | No |
| 2. Are you or any closely related individual or company involved in ANY legal action or litigation either personally or through your business? | Yes | No |

The statements made herein are for the express purpose of obtaining financing from Community Futures Cowichan and are to the best of my/our knowledge and belief true and correct. The application understands that additional information, if required in support of this application, must be supplied to Community Futures Cowichan before adequate consideration can be given to this applicant.

The applicant consents to Community Futures Cowichan making any inquiries of such persons, firms or corporations as it deems necessary in order to reach a decision on this application.

The applicant agrees to reimburse Community Futures Cowichan any legal costs incurred in the registration of documents for loan security. Should the applicant withdraw his request for funds after legal documents have been registered and cost incurred, the applicant shall be responsible for these costs.

### Application must be signed and fully completed before it can be processed.

The foregoing information is submitted for the purpose of establishing or maintaining credit with Community Futures Cowichan and is a true, full and correct statement of my financial condition on the date shown. I hereby authorize Community Futures Cowichan 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 that Community Futures Cowichan 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.

\_\_\_\_\_  
Borrower's Signature

\_\_\_\_\_  
Borrower's Name (Print)

\_\_\_\_\_  
Date