

**Financial Picture Review Form**

Thank you for your interest in financing from the Canadian Co-operation Investment Fund.

We’ve created this form in Word format to make it easier for you to complete. If you have any questions while completing the form or if you would like it in another format, please don’t hesitate to contact Christina Baker, Director, Community Lending at [cbaker@newmarketfunds.ca](mailto:cbaker@newmarketfunds.ca)

This is a financial picture review form which will help us begin our discussions with you about your financing needs. The material collected for this discussion will be kept confidential unless you give us express permission to share it with our loan committee members as part of a future loan application. It would be helpful to have as much information as possible. There is a list at the end of this document where you can check off which of the documents you have available.

We will collect further information at a later stage, but for now a short summary answer for each of these questions would be helpful.

**Name of Your organization:**

Click here to enter text.

**Please tell us what you do (your mission and services you provide), and who you do it for (your communities):**

Click here to enter text.

**Please tell us about the impact you have had in your community.**

Click here to enter text.

**Start date (how old is your organization?):**

Click here to enter text.

**Are you a co-op, what type?**

Click here to enter text.

**Annual operating budget:**

Click here to enter text.

**How many staff do you have?**

Click here to enter text.

**How many volunteers?**

Click here to enter text.

**Where do you get your financing right now and in what amount? (please include all sources including revenue generation**

| Source | Amount | Time Frame (i.e. multi-year?) |
| --- | --- | --- |
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**Please tell us about your current loans or other financing:**

| Loan purpose | Type (i.e. line of credit, mortgage | With whom? | Original amount | Outstanding amount |
| --- | --- | --- | --- | --- |
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**Please tell us your story.**

**1. First, tell us about what you have tried over the last 3 years to find new ways to finance your organization.**

Click here to enter text.

**2.What do you need financing for now?**

| Purpose | Amount | Type of financing you are looking for |
| --- | --- | --- |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |

**3. What else is important for us to know about you or your efforts to finance your organization?**

Click here to enter text.

**4. Can you share some additional information? Please send:**

1. **Audited financials for the past 3 years or any financials for 3 years**
2. **Current financials (year to date)**
3. **Business plan for project or facility**

**5. Do you have the following as we will require these before we can process a loan application:**

**☐ A list of your Board of Directors and Management**

**☐ A copy of a lending resolution or your by-laws**

**☐ Current and next year’s budget**

**☐ Copies of contracts for any revenue source**

**☐ Cash flow statement**

**Your Name:** Click here to enter text.

**Your Position:** Click here to enter text.

**Your email:** Click here to enter text.

**Phone:** Click here to enter text.

**Your website:** Click here to enter text.

Thanks again for your interest in the Canadian Co-operation Investment Fund.

To submit this form, please email it as an attachment to Christina Baker Gorton, Director, Community Lending at [cbakergorton@newmarketfunds.ca](mailto:cbakergorton@newmarketfunds.ca).