

Thank you for your interest in the Canadian Co-operative Investment Fund (CCIF). The loan application is divided into two parts – a loan viability and suitability phase and, where warranted, a more detailed underwriting phase. This two-stage process is designed to identify at the earliest possible stage whether there is a potential for CCIF to make the loan or investment, and to limit costs for both applicants and CCIF.

Part 1 of application is the first step in requesting a loan or investment from CCIF. The information provided will assist us in the evaluation of your needs and help us to tailor the financing to your co-operative enterprise. Please answer all questions as completely and accurately as possible and provide all of the required documents in the checklists below.

Once we receive the completed Part 1 application and requested documents, together with the non-refundable \$250 application fee, we can begin our analysis of your co-operative's request.

The checklist we have provided is a tool to assist you in collecting information for Part 1 of your CCIF loan application. You may also include other relevant documentation that will assist us in the review of your request. Where information requested is not relevant or not available please indicate this. This application does not commit or obligate CCIF in any way to provide a loan or investment. The assessment of Part 1 information will allow CCIF to determine whether there is a likelihood of being able to lend or invest in your co-operative, and we will provide a recommendation on whether you should proceed with Part 2 of the application process.

Part 2 of your CCIF loan application will request additional information that is specific to your project. An application fee of \$750 is required in Part 2 of the application. The assessment of Part 2 information will allow CCIF to determine further eligibility and provide a term sheet. All CCIF borrowers will become members of the CCIF co-operative pending approval of the CCIF Board and receipt of a subscription for one membership share at the price of \$100.

Please reach out if you have any questions or require assistance in completing the application. We look forward to working with you.

**If you are located in BC, AB, SK or MB, contact:** Christina Baker, [cbaker@newmarketfunds.ca](mailto:cbaker@newmarketfunds.ca)

**If you are located in ON, QC, Atlantic Canada or the Territories, contact:** Julia Vlad, [jvlad@newmarketfunds.ca](mailto:jvlad@newmarketfunds.ca)

You may also reach us by telephone at 613-366-1169 or e-mail [info@ccif.coop](mailto:info@ccif.coop).

**Mailing Address:**

Canadian Co-operative Investment Fund  
#90-425 Carrall Street  
Vancouver, BC V6B 6E3

### LOAN APPLICATION – PART 1 – REQUIRED DOCUMENTS CHECKLIST

*Please provide all of the below documents together with your application*

- 1. Completed Loan Application – Part 1.**
- 2. Business Plan** for project(s). Include a complete description of the project or planned venture, including where appropriate market data (service or product demand and current supply), competition and other relevant market context information.
- 3. Audited Financial Statements for Past 3 Years.** Please provide copies of your cooperative's CPA-audited or internally prepared income statements and balance sheets for the **prior three fiscal years**. Where these are not available please provide independent financial review information.
- 4. Interim Financials.** Please provide a copy of an internal year-to-date income statement and balance sheet for the current year.
- 5. Aging of Accounts Receivable and Accounts Payable.** These should be current as the date of the interim financial statements. **(If Applicable)**
- 6. Debt Schedule.** Please complete the Debt Schedule provided in Appendix I.
- 7. History of Co-operative.** Please provide an explanation of your co-operative and its history.
- 8. List and bios of your Board of Directors and Management.** Please provide a brief bio for board members and complete CVs for all key staff and officers of the co-operative.
- 9. Copies of Contracts for Any Revenue Source.** Please provide signed copies of contracts for all revenue agreements and a brief explanation; provide copies of large procurement contracts, lease agreements and other financial undertakings.
- 10. Financial Projections.** Please provide financial projections for the next 5 years (or longer if available).
- 11. Copy of a Lending Resolution and/or Bylaws.** Please provide a signed copy.
- 12. \$250 Initial Application Fee.** Please make this non-refundable payment by mailing a cheque payable to Canadian Co-operative Investment Fund LP at #90-425 Carrall Street, Vancouver, BC V6B 6E3.

**APPLICANT INFORMATION**

Date:

Legal Name of Organization:

Primary Contact Name and Title:

Address: City: Province: Postal:

Mailing Address: City: Province: Postal:  
*If different from above*

Phone: ( ) - Cell Phone: ( ) - Email:

Website URL:

Type of Business:

Official Mandate of Business:

Type of Entity:  Co-operative Enterprise  Other (explain):

Date of Incorporation: Province of Incorporation: CRA #:

ED/CEO Name: Board President Name:

How did you hear about CCIF?

Internet search  News Article  Referral  Other (explain):

If you checked 'referral' above, please provide any available information about the name of the person or organization that referred you to CCIF:

Are you a member of a co-operative association or federation?  Yes  No

If yes, please list them:

**FINANCING**

Have you sought other means of financing your project or service? If so, please describe what approaches you have used.

- 1)
- 2)
- 3)

## PROJECT INFORMATION

Physical Address of Project: \_\_\_\_\_ City: \_\_\_\_\_  
 Province: \_\_\_\_\_ Postal: \_\_\_\_\_

Proposed financing is for:  Existing Co-operative Enterprise  New Business Venture  
 Other, explain: \_\_\_\_\_

Does the project involve construction (new or remodel)?  No  Yes  
*If you answered yes above, you will be required to provide specifications and contractors' estimates, as well as copies of any contracts, in Part 2 of the application.*

Does the project involve the purchase of new equipment?  No  Yes

## SOURCES & USES

What is the purpose of the financing requested?: \_\_\_\_\_

What is the amount of financing being requested?: \$ \_\_\_\_\_ CAD

When is the financing needed?: \_\_\_\_\_  
 Day Month Year

When do you expect to repay the financing?: \_\_\_\_\_  
 Day Month Year

What is the source of repayment?: \_\_\_\_\_

Are there other sources of financing being used for this project?:  
 No:  Yes:  Describe: \_\_\_\_\_

**Sources of funding (CAD):**

\$ _____	Co-op Equity Contribution
\$ _____	CCIF loan or investment
\$ _____	Other, explain: _____
\$ _____	Other, explain: _____
\$ _____	Other, explain: _____
\$ _____	<b>TOTAL</b>

**Uses of funding (CAD):**

\$ _____	Bridge Financing <small>(to receipt of awarded grant/pledge capital campaign contributions)</small>
\$ _____	Equipment or Fixed Assets <small>(itemized list will be requested later)</small>
\$ _____	Land or Building Acquisition
\$ _____	Land or Tenant Improvements
\$ _____	New Construction
\$ _____	Other, explain: _____
\$ _____	<b>TOTAL</b>

**NOTE: The above Sources Total must match the Uses Total.**

**LITIGATION**

Is there any pending or threatened litigation, administrative proceedings or investigation involving the organization, its key staff or directors acting in their official capacity? If yes, please provide details.

No     Yes (explain):

**CERTIFICATION**

- A. If the financing request is approved, CCIF may use photographs of facilities, projects and/or programming in its Annual Report, slide presentation, website or other publications.
- B. As a condition of considering the application, CCIF and its agents are granted the right to inspect **co-operative** facilities.
- C. The applicant agrees to monitor, measure and report back to CCIF at regular intervals all impact metrics indicated herein, and any other impact reporting that may be requested by CCIF at a later date.
- D. The application and attachments hereto are submitted for the purpose of inducing CCIF to provide financing or to participate in a loan by a bank or other lending institution to the undersigned Applicant (or business representative). The applicant certifies that the proceeds of any loan granted under this application shall be used solely for business purposes in the manner indicated.
- E. CCIF prioritizes minimizing its carbon footprint and is dedicated to resource use reduction measure that are cost effective for both our customers and our co-operative. In an effort to reduce paper usage and postal costs, CCIF utilizes technology for electronic communication wherever possible. By signing below, you agree to receive standard communications in this manner. CCIF will be emailing all standard communication to those clients who have e-mail unless you provide a valid reason for not receiving communications in this fashion.

**I authorize CCIF to make inquiries as necessary to verify the accuracy of the statements made in this application and to determine my creditworthiness. I certify the above and the statements contained in the attachments and supporting documents are true and accurate as of the stated date(s). These statements are made for the purpose of obtaining financing through CCIF. I understand that FALSE statements may result in forfeiture of benefits and possible prosecution. I certify that I am an approved signatory for the co-operative.**

Name of Authorized Official (please print)	Authorized Signature
Title of Authorized Official: _____	Date: _____

## PRIVACY POLICY

This Privacy Policy explains our policies regarding information you provide and we collect and how we may use or disclose that information. We value your privacy and provide this Privacy Policy to help you make informed decisions about your use of CCIF services, including the submission and processing of this application. By submitting this application, you consent to and authorize CCIF to use your personal and company information as described in this Privacy Policy. If you do not agree to our use of your information consistent with this Privacy Policy, you should not submit the application.

CCIF does collect and use your information, including personally identifiable information, for business purposes, for communicating with you and evaluating your loan application and, if approved, the processing and servicing of your loan. The security of your personally identifiable information is important to us, and so we take commercially reasonable steps to maintain the security of that information. In general, we will not share your personally identifiable information or company information with third parties without your prior permission. Within CCIF, we will limit access to borrower and client records to CCIF's own employees who manage the credits or accounts, those performing regulatory/oversight functions, and subcontractors who have signed confidentiality agreements. CCIF also uses a firewall and network security methods and policies to protect against unauthorized access to electronic files. Our practice is to maintain working papers and other sensitive documents in secure files or to shred such materials.

Please be aware that we may be required by applicable law, subpoena, court order or other legal process (including rendering assistance to government enforcement agencies) to disclose or retain for some period the personally identifiable information and/or company information that you submit to us. It is our policy to comply with any such requirements or good-faith belief that such requirement exists, and you agree we shall have no liability for any such disclosure or retention.

Furthermore, please remember that no method of transmission over the Internet or method of electronic storage is perfect or 100 percent secure. Therefore, we cannot and do not guarantee or warrant the absolute security of the information you provide to us.

CCIF reserves the right to change, add, or delete any portions of this Privacy Policy from time to time without liability or prior notice to you.

## Loan Application – Part 1

### APPENDIX I – DEBT SCHEDULE

Schedule of debt for: \_\_\_\_\_ As of (date): \_\_\_\_\_

Lender/Creditor	Loan Type <i>(Loan, Line, Other)</i>	Original Note Date <i>(DD/MM/YY)</i>	Maturity Date <i>(DD/MM/YY)</i>	Original Loan Amount <i>(CAD)</i>	Current Balance <i>(CAD)</i>	Payment per Month <i>(CAD)</i>	Interest Rate <i>(%)</i>	Other	Interested in Refinancing this debt? <i>(yes/no)</i>