

ACCESS Community Capital Fund (“ACCESS”) was formed to help promising entrepreneurs with viable business plans access financing not available to them through traditional sources. Loan decisions are made using a **character-based lending approach** where the character, skills and commitment of the applicant in combined with the strength of the business plan are key criteria.

Loans are up to a maximum of **\$5,000** for first time borrowers and \$10,000 for second time borrowers who pay off the first loan in good standing. The interest rate is **4.20% (Prime plus 1.25%)** and a one-time **Administration Fee of 5%**. Repayment terms range from **12-36 months** and are determined by the Loan Review Committee based on the individual’s capacity and the business’ ability to generate revenue.

APPLICANT ELIGIBILITY:

To be eligible, you:

- Must be 18 years of age or older;
- Must be a **Canadian Citizen, Permanent Resident or a person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act**;
- Must live in the Greater Toronto & Hamilton Area (GTHA);
- Must have registered or in the process of registering the business. In the case of a partnership, all partners must be willing to co-sign for the loan;
- Must submit a resume, business plan, cash flow, notice of assessment from Canada Revenue Agency (CRA), credit report with score;
- Must not be owing taxes to the Canada Revenue Agency (CRA);
- May have no credit history, poor credit, no collateral or be unable to get financing from a financial institution.

It is highly recommended that you:

- Have completed, or are currently participating in, a relevant business training **OR**;
- Be currently operating a business **OR**;
- Have past experience in a similar business or profession.

BUSINESS ELIGIBILITY:

To be eligible, your business:

- Must be located in the Greater Toronto & Hamilton Area;
- Must be providing a product or service;
- Must be or will be legally registered as a sole proprietorship, partnership or corporation;
- Must use the loan for business expenses. ***Loans cannot be used to pay off existing debt.***

THE APPLICATION FORM:

Part One – Personal Information such as contact information as well as household income/expenses and employment history.

Part Two – Business Profile specific information about your business, the loan request (i.e. use of funds) and references for us to contact.

Part Three – Applicant’s Declaration & Consent requires certification of the information provided, your signature and confidential information enabling us to perform a credit check.

*** Please note that the bank is required to perform a credit check on approved loans before disbursement.**

SUBMITTING YOUR APPLICATION:

Please submit the completed and signed application form and supporting documents to:

applications@accessccf.com or by mail to:

ACCESS Community Capital Fund
401 Richmond St. W, Studio 252
Toronto, ON M5V 3A8

A checklist is provided at the end of this form to make sure you have included all required information and documents.

REVIEW & EVALUATION PROCESS:

You will be contacted by ACCESS staff within 2-3 business days to:

1. Confirm receipt of your application and to request or clarify information.
2. Inform you if your application will be/has been forwarded to the Loan Review Committee (LRC) and give you a timeline for your 1-2 hour long **in-person interview** with at least two Loan Officers.

Evaluation is focused, in equal weighing, on the viability of the business, character of the applicant and capacity for repayment.

Following your interview, the Loan Review Committee will make a decision to **approve** or **decline** your application and provide you with the rationale for a declined application.

The entire application process *may* take between **4-6 weeks**. Incomplete applications will not be forwarded to the LRC and hence will take longer to be reviewed.

The **Loan Review Committee (LRC)** is comprised of trained professional volunteers from the community with various professional, business and entrepreneurial backgrounds.

FOR APPROVED LOANS:

Once the LRC has approved your loan, ACCESS will arrange an appointment to sign the required loan agreements and disburse the funds through one of our financial partners (Alterna Savings or CIBC).

You will be required to open a business account with our financial partner where your loan will be disbursed. It is the same account you will use to make your loan payments.

ACCESS CCF offers **FREE** supports such as mentorship, workshops and networking events to clients who have received loans.

If you have been recommended a mentor, ACCESS will connect you to one or refer you to other available supports.

PART ONE: PERSONAL INFORMATION

Complete this section in full and as accurately as possible.

Submit your completed and signed Application Form with supporting documents to:
applications@accessccf.com
 or mail to:
 ACCESS Community Capital Fund
 401 Richmond St. West, Studio 252
 Toronto, ON M5V 3A8

Full Legal Name (As it appears on your government ID)			
Home Address (Street)		City	
Province	Ontario	Postal Code	
How long at this Address?		Own/Rent	
Home Phone #		Cell Phone #	
E-mail Address (Personal)			
Date (DD/MM/YYYY)			

Number of dependents in your household: <input type="text"/> Are you an Ontario resident? Y N Are you a Canadian citizen? Y N Are you a Permanent Resident? Y N *If "Yes", how long have you been in Canada? <input type="text"/> Your gender? (optional) M F	How did you learn about ACCESS Community Capital Fund? Please specify where applicable. <input type="checkbox"/> Newspaper: <input type="checkbox"/> Social Media: <input type="checkbox"/> Internet Search: <input type="checkbox"/> Ad or Flyer: <input type="checkbox"/> Community Organization: <input type="checkbox"/> Friend: <input type="checkbox"/> Other:
---	--

Please provide list your recent work experience or self-employment, if applicable or attach your resume:

Company Name	Position	Start/End Date	Full/Part Time
1.			
2.			

Monthly Household Income

For yourself and your spouse (or common-law partner), before taxes:

	Yourself	Your partner	Total
Self-employment	\$ _____	\$ _____	\$ _____
Wages:			
Full-time	\$ _____	\$ _____	\$ _____
Part-time	\$ _____	\$ _____	\$ _____
Seasonal	\$ _____	\$ _____	\$ _____
Employment Insurance (EI)	\$ _____	\$ _____	\$ _____
Ontario Works Benefits	\$ _____	\$ _____	\$ _____
Disability Benefits	\$ _____	\$ _____	\$ _____
CPP or other pensions	\$ _____	\$ _____	\$ _____
Spousal Support	\$ _____	\$ _____	\$ _____
Other: _____	\$ _____	\$ _____	\$ _____
Total Monthly Income (A)	\$ _____	\$ _____	\$ _____

Monthly Household Expenses

Rent/Mortgage	\$ _____
Utilities	\$ _____
Telephone	\$ _____
Food	\$ _____
Transportation	\$ _____
Childcare	\$ _____
Entertainment	\$ _____
Medical	\$ _____
Loan Payments	\$ _____
Spousal Support	\$ _____
Other: _____	\$ _____
Total Monthly Expenses (B)	\$ _____

Summary of Monthly Balance:

A (Total Monthly Income) \$ _____ Minus: **B** (Total Monthly Expenses) \$ _____ = \$ _____

Your Assets:

	Yourself	Your partner	Total
Cash (Not in bank)	\$ _____	\$ _____	\$ _____
Chequing Account Balance	\$ _____	\$ _____	\$ _____
Savings or investments	\$ _____	\$ _____	\$ _____
Residence	\$ _____	\$ _____	\$ _____
Other real property	\$ _____	\$ _____	\$ _____
Tools	\$ _____	\$ _____	\$ _____
Vehicle	\$ _____	\$ _____	\$ _____
Other: _____	\$ _____	\$ _____	\$ _____
Total Assets (C):	\$ _____	\$ _____	\$ _____

Your Liabilities:

Other Loans	\$ _____	\$ _____	\$ _____
Taxes Owing	\$ _____	\$ _____	\$ _____
Mortgage outstanding	\$ _____	\$ _____	\$ _____
Financing of other property	\$ _____	\$ _____	\$ _____
Financing of tools	\$ _____	\$ _____	\$ _____
Financing of vehicle	\$ _____	\$ _____	\$ _____
Other: _____	\$ _____	\$ _____	\$ _____
Total Liabilities (D)	\$ _____	\$ _____	\$ _____

Your Financial Net Worth:

C (Total Assets) \$ _____ Minus: **D** (Total Liabilities) \$ _____ = \$ _____

Tell us why you chose ACCESS for financing. How will an ACCESS loan make a difference for you and your business? Include any previous attempts to get financing from banks or other sources.

Tell us about your credit history. Do you owe taxes or have any items in collection? Have you made efforts or have an action plan to address any debts you have currently? Please submit a **credit report and score**. To obtain a credit report and score, visit Equifax: www.equifax.ca or TransUnion: www.transunion.ca.

Your availability for interviews

Please list the days and times that you are available for a 1-2 hour interview. Interviews may take place at your business location or at an alternate, mutually agreed upon semi-private location, **except your home**.

PART TWO: BUSINESS PROFILE

Business Name (As it appears on your registration license or certificate)			
Business Address (Street)			
Province		City	
Business Phone #		Postal Code	
Business Email Address		Business Fax	
Date Business Started or will Start (DD/MM/YYYY)		Website	

Form of ownership (Attach copy of registration):

Sole Proprietorship
 Partnership
 Corporation

In case of a partnership or corporation, please list names of partners or shareholders and their % ownership:

Name: _____	Tel: _____	% _____	Ownership: _____
Name: _____	Tel: _____	% _____	Ownership: _____
Name: _____	Tel: _____	% _____	Ownership: _____

Classification of Main Business Activity

<input type="checkbox"/> Retail	<input type="checkbox"/> Construction	<input type="checkbox"/> Wholesale/Distribution	<input type="checkbox"/> Manufacturing
<input type="checkbox"/> Food	<input type="checkbox"/> Service	<input type="checkbox"/> Other (Please specify): _____	

Please briefly describe your primary business activity (i.e. 50 words or less):

Does the business require any special permits, licenses or insurance to operate? If unsure, check Bizpal: http://www.bizpal.ca/en/ .	<input type="checkbox"/> Yes	If yes, which ones? _____
	<input type="checkbox"/> No	_____
What are your projected sales for the next 12 months?		\$ _____
If applicable, what were your sales for the last 12 months?		\$ _____

Loan Information

For a \$5,000 loan over 3 years at 4.20% interest, the monthly repayment is about \$155. A 5% admin fee on the total loan amount will be charged at the time of disbursement and can be added to or deducted from the total approved amount. You can use Alterna's loan calculator to determine and estimate of your monthly payments: <https://goo.gl/HXsTvK>
 *If approved, the final repayment schedule will be determined by the Loan Review Committee.

What is the amount of the loan you are requesting? \$ _____ Term (cannot exceed 36 months): _____ months

What will you use the loan for? List the **top three** expenditures and their value.

Goods/Services	Amount
	\$
	\$
	\$

Sources of Financing

What other sources of funding has the business received to date? (e.g. yourself, family or other loans, etc.)

Source	Amount
	\$
	\$
	\$

Business Risk and Loan Repayment Plan

What top **three (3)** risk factors could negatively impact your business sales or revenue in the next 12 months? How do you plan to deal with these potential risks?

In the event of cash shortfalls or unexpected expenses, how will you continue to make loan payments if your business struggles to generate revenue?
****If approved, you will be required to start repaying the loan 30 days from the date of disbursement.***

Tell us about your business experience, education, skills or knowledge that makes you qualified to run this business which may not have been reflected in your resume or business plan. If you have partners, also list their roles in the company and qualifications.

References:

Please list three business or professional references we may contact *(No family and friends)*.

Name	Relationship	Telephone
1.		
2.		
3.		

PART THREE: APPLICANT CONSENT & DECLARATION

Applicant's Consent

Legal Name (s): _____

Date of Birth: _____

By signing below, you are authorizing ACCESS, as part of your loan application, to collect, use, and disclose your personal information that you provide to us or that we may otherwise collect in connection with this loan application for the identified purposes listed below. To achieve the identified purposes listed below, personal information may be collected from and disclosed to third parties such as government or industry agencies, insurers, credit bureaus and reporting agencies, financial products dealers, financial institutions, and references you have provided in support of this loan application. Social Insurance Number, birth date or other identifiers, if collected, may be used to verify your identity, including matching credit reports. If you are providing to us personal information about another individual, such as a family member or reference, or in the case of a commercial client, information about an employee, agent, or representative, then you confirm that you have obtained authorization from them to consent to the above on their behalf.

We collect, use and disclose your personal information to:

- Verify your identity and evaluate your loan application;
- Obtain a credit information report or related financial history, verify your current and ongoing creditworthiness and other information you have provided in connection with this loan application and providing credit information to potential creditors, credit bureaus and credit reporting agencies;
- Detect and prevent fraud;
- Compile statistics, conduct market research and report to regulatory and industry agencies;
- Meet legal, regulatory, security and processing requirements;
- Determine prices, fees and premiums;
- Analyze the suitability of our products or services for you;
- Investigate and settle claims;
- With your consent, determine your eligibility for products and/or services that may be of an interest to you from various business partners with whom we have formed an association, and offering these products and services to you;
- With your consent, refer you to financial planning services;
- With your consent, contact you to conduct market research;
- Provide you with ongoing services;
- Establish and maintain communications, and to respond to your inquiries; and
- For other purposes, with your consent or as permitted or required by law.

Please note that a service fee may be exchanged between financial service providers for the service work needed to provide your name and information to such third parties.

Continued on next page.

Please note that your consent is necessary for us to process your loan application. You may withdraw your consent at any time upon reasonable written notice, subject to legal or contractual restrictions. Please note that the withdrawal of consent will affect our ability to provide you with the products and services that you would like to receive.

_____ (Please Initial) Yes, I consent to being contacted for the purposes of market research related to the loan program;
_____ (Please Initial) Yes, I consent to the use of my personal information for the purposes of determining my suitability for, and contacting me by regarding, financial planning services that may be of interest to me;
_____ (Please Initial) Yes, I consent to the use of my personal information for the purposes of determining my suitability for, and contacting me regarding, products and/or services of third parties that may be of interest to me.

Name
(Please Print): _____ **Signature:** _____

Date: _____

Applicant's Declaration

I, _____ (applicant's name) am applying for this loan in good faith, and have answered the questions truthfully and to the best of my ability.

I commit to repaying the full amount of the loan and related interest charges regardless of the success or performance of my business. I recognize that ACCESS and its banking partner will take every reasonable measure to recover from me the full value of outstanding loan payments in the event of default. I also recognize that, in order to render a good decision, the ACCESS and members of the LRC will undertake to verify the Information provided by me in this application.

On approval of the loan, I agree to pay an administration fee equal to 5% of the notional value of the loan to ACCESS for its guarantee of the loan.

I agree to permit ACCESS' banking partner to obtain information about my credit rating and share the results with the Loan Review Committee of Access Community Capital Fund. Each of ACCESS' banking partner and ACCESS is hereby authorized to use such information in its respective determination of whether to extend me credit. I understand that all members of the Loan Review Committee and each of ACCESS' banking partners have pledged to treat this information with the strictest confidence and will ensure that no person outside the ACCESS Community Capital Fund Loan Review Committee has access to it.

Notwithstanding any other provision hereof or any other document or agreement between myself and ACCESS Community Capital Fund, I acknowledge that neither ACCESS nor any of its volunteers, contractors or staff will have any liability in tort, contract or otherwise for any loss, damage or claim, judgement, cost or expense of any kind (collectively "**Damages**") that I assert or sustain as a result of any advice or services arising out of, or in connection with, this loan application or the granting of such a loan under the ACCESS microcredit program.

I agree to indemnify ACCESS and any of its volunteers, contractors or staff against, and to hold each harmless from, any and all proceedings, damages, and liabilities, directly or indirectly, incurred by or taken against any of them arising out of or in connection with this loan application or the granting of such a loan under the ACCESS microcredit program.

Name
(Applicant): _____ **Business**
Partner(s): _____

Signature: _____ **Signature(s):** _____

Date: _____ **Date:** _____

Please check that the following are completed and enclosed before you submit your Loan Application.

1. Completed ACCESS Loan Application Form:

- Part One – Personal Information
- Part Two – Business Profile
- Part Three – Applicant Consent & Declaration Signed

2. Business Plan

You can download a business plan template here: <http://www.accessccf.com/tools-templates>.

3. Twelve (12) Month Cash Flow Forecast

A template is available at <http://www.accessccf.com/tools-templates>. Include the loan in your cash flow projections.

4. Credit Report & Score

You can obtain your credit report and score through [Equifax](#) or [TransUnion](#). If approved, our financial partner is required to check your credit rating.

5. Supporting Documents (*Required):

- Resume*
- Master Business License or Articles of Incorporation*
- Notice of Assessment from CRA for previous year*
- Copy of rent or lease agreement for property used by the business, if applicable
- Purchase orders from buyers or other evidence to support past or future sales receivable
- Copy of any applicable business permits or insurance documents*
- Other: _____

Once we receive all the required documents, we will contact you to verify information and inform you of the next steps.