ACCESS Community Capital Fund (“ACCESS”) is a registered charity that helps people in the Greater Toronto Area and Hamilton facing financial barriers obtain affordable loans up to $5,000 for small business and professional development.

Loans are up to a maximum of $5,000. Approved loans will be subject to a 5% admin fee and an interest rate of Prime plus 1.25%. Bank Prime is the standard rate charged by banks, which is subject to change. Eligible clients can apply for additional financing up to $10,000, if they’ve paid off the first loan in good standing.

**Applicant Eligibility**

Applicant must:

* Be 18 years or older
* Be a Canadian citizen, Permanent Resident or Convention Refugee with a legal right to work in Canada
* Be a resident of the Greater Toronto Area or Hamilton
* Demonstrate that they are low-income
* Demonstrate they cannot obtain a loan from banks and other sources
* Not be in a consumer proposal or bankruptcy; or must have been discharged for at least 6 months
* Be up-to-date with, and not owing taxes to, Canada Revenue Agency (CRA) or child support to the Family Responsibility Office (FRO) or provide proof of ongoing payments for at least 3 consecutive months
* Demonstrate the loan will be used for a business purposes as outlined in this application and business plan.
* Business loans cannot be used to pay off debt.

**Required Documents**

To apply, you must submit:

* A completed and signed application
* Credit report and score from [Equifax](https://www.consumer.equifax.ca/personal/) or [TransUnion](http://TRAnsunion.ca)
* [Notice of Assessment](https://www.canada.ca/en/revenue-agency/services/about-canada-revenue-agency-cra/understanding-notices-letters/notice-assessment.html) from Canada Revenue Agency (CRA)
* Business Plan and Cash Flow Projections
* Business registration, if registered
* Valid and not expired Photo ID (e.g. Driver’s Licence, Passport or Immigration Documents)
* Proof of residence, .e.g. utility bill, bank statement etc.
* Resume

**Loan Terms & Conditions**

Approved loans will be subject to the following conditions:

* One-time 5% admin fee added to the approved amount
* Interest rate is bank prime plus 1.25%
* Approved loans will be disbursed by a bank (Alterna Savings or CIBC)
* Monthly loan repayments through the bank starting 30 days from the date of disbursal
* The bank will perform a credit check for approved applicants before a loan is disbursed
* The bank will report loan payment history to credit bureau as per policy requirements
* Clients will be required to complete and submit a report of their business for the duration of the loan

**Loans will not be considered to fund the following:**

* Businesses having anything to do with or promoting any form of smoking (including both tobacco and cannabis), adult entertainment, or weaponry
* Franchises
* Vehicles, unless the business specifically requires it
* Businesses which are illegal or cause harm

**Review and Evaluation Process**

Loan decisions are made using a **character-based lending model** where the character, skills and motivation of the applicant, combined with the viability of their business plan, are key criteria.

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

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

**Completing and Submitting Your Application**

To fill in this form, press the **ESC key** on your keyboard.

* Please ensure all relevant sections are filled out in detail. Any missing information will delay the processing of your application.
* If you need assistance completing the application, please contact us as soon as possible.
* Eligible applicants will be required to submit additional documents and assigned a coach to help complete the application process.
* ACCESS may refer an applicant to relevant agencies for support before the application process can continue.

Please submit the completed application form and supporting documents by email to: [**applications@accessccf.com**](mailto:applications@accessccf.com)**.**

**PART ONE: PERSONAL CONTACT INFORMATION**

Complete this section in full and as accurately as possible.

**Full Legal Name:** Click here to enter text.

**Home Address:** Click here to enter text.

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

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

**Postal Code:** Click here to enter text.

**How long at this address?** Click here to enter text.

**Own/Rent (specify):** Own  Rent

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

**Personal Email Address (not business):** Click here to enter text.

**Alternative Contact:** Click here to enter text. **Relationship:** Click here to enter text. **Phone:** Click here to enter text.

**Are you a resident of GTA or Hamilton?** **Yes**  **No**

**What is your status in Canada? Citizen**  **Permanent Resident**  **Convention Refugee/Protected Person**

**How long have you been in Canada?** Click here to enter text.

**Number of people in the household (spouse and/or dependents):** Click here to enter text.

**Gender (optional):** **Male**  **Female  Prefer not to say**

**How did you learn about ACCESS?** Click here to enter text.

**EMPLOYMENT AND WORK EXPERIENCE**

Please list your two most recent work experiences or self-employment and attach your resume

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

**Start date:** Click here to enter a date. **End date:** Click here to enter a date.

**Full-time**  **Part-Time**

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

**Start date:** Click here to enter a date. **End date:** Click here to enter a date.

**Full-time**  **Part-Time**

**PART TWO: HOUSEHOLD INCOME AND EXPENSES**

**Monthly Household Income**

*(For yourself, spouse or common law partner)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Source of income** | **Yourself** | **Your partner** | **Total** |
| **Self-employment** | **$**Click here to enter text. | **$**Click here to enter text. | **$**Click here to enter text. |
| **Employment (if more than one job, list total income for all)** | **$**Click here to enter text. | **$**Click here to enter text. | **$**Click here to enter text. |
| **Employment insurance** | **$**Click here to enter text. | **$**Click here to enter text. | **$**Click here to enter text. |
| **Ontario Works benefits** | **$**Click here to enter text. | **$**Click here to enter text. | **$**Click here to enter text. |
| **Disability benefits** | **$**Click here to enter text. | **$**Click here to enter text. | **$**Click here to enter text. |
| **Child support** | **$**Click here to enter text. | **$**Click here to enter text. | **$**Click here to enter text. |
| **Spousal support** | **$**Click here to enter text. | **$**Click here to enter text. | **$**Click here to enter text. |
| **Pension/CPP/Guaranteed income supplement** | **$**Click here to enter text. | **$**Click here to enter text. | **$**Click here to enter text. |
| **Other income (specify):** Click here to enter text. | **$**Click here to enter text. | **$**Click here to enter text. | **$**Click here to enter text. |

**Monthly Household Expenses**

*(For yourself, spouse or common law partner)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of expense** | **Yourself** | **Your partner** | **Total** |
| **Rent/Mortgage** | **$**Click here to enter text. | **$**Click here to enter text. | **$**Click here to enter text. |
| **Utilities (hydro, water, gas)** | **$**Click here to enter text. | **$**Click here to enter text. | **$**Click here to enter text. |
| **Telephone/mobile** | **$**Click here to enter text. | **$**Click here to enter text. | **$**Click here to enter text. |
| **Food** | **$**Click here to enter text. | **$**Click here to enter text. | **$**Click here to enter text. |
| **Clothing/personal items** | **$**Click here to enter text. | **$**Click here to enter text. | **$**Click here to enter text. |
| **Transportation (Transit/car expenses)** | **$**Click here to enter text. | **$**Click here to enter text. | **$**Click here to enter text. |
| **Childcare** | **$**Click here to enter text. | **$**Click here to enter text. | **$**Click here to enter text. |
| **Medical** | **$**Click here to enter text. | **$**Click here to enter text. | **$**Click here to enter text. |
| **Child/spousal support (specify)** Click here to enter text. | **$**Click here to enter text. | **$**Click here to enter text. | **$**Click here to enter text. |
| **Other income (specify):** Click here to enter text. | **$**Click here to enter text. | **$**Click here to enter text. | **$**Click here to enter text. |
| **Total monthly expenses (B):** | **$**Click here to enter text. | **$**Click here to enter text. | **$**Click here to enter text. |

**Summary of Monthly Balance**

|  |  |  |  |
| --- | --- | --- | --- |
| **Monthly balance** | **Yourself** | **Your Partner** | **Total** |
| **A (Total Monthly Income):** | $Click here to enter text. | $Click here to enter text. | $Click here to enter text. |
| **Minus B (Total Monthly Expenses):** | $Click here to enter text. | $Click here to enter text. | $Click here to enter text. |
|  |  |  | $Click here to enter text. |

**Assets and Liabilities**

|  |  |  |  |
| --- | --- | --- | --- |
| **Your Assets**  **(what you own)** | **Yourself** | **Your Partner** | **Total** |
| **Chequing Account:** | $Click here to enter text. | $Click here to enter text. | $Click here to enter text. |
| **Savings or Investments(e.g. TFSA, RRSP, RESP):** | $Click here to enter text. | $Click here to enter text. | $Click here to enter text. |
| **Real Estate** | $Click here to enter text. | $Click here to enter text. | $Click here to enter text. |
| **Investment Property(ies)** | $Click here to enter text. | $Click here to enter text. | $Click here to enter text. |
| **Vehicle** | $Click here to enter text. | $Click here to enter text. | $Click here to enter text. |
| **Tools and equipment:** | $Click here to enter text. | $Click here to enter text. | $Click here to enter text. |
| **Other:** | $Click here to enter text. | $Click here to enter text. | $Click here to enter text. |
| **Total Assets (C):** | $Click here to enter text. | $Click here to enter text. | $Click here to enter text. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Your Liabilities**  **(what you owe)** | **Yourself** | **Your Partner** | **Total** |
| **Loans (specify):** | $Click here to enter text. | $Click here to enter text. | $Click here to enter text. |
| **Credit Cards (total balances):** | $Click here to enter text. | $Click here to enter text. | $Click here to enter text. |
| **Line of Credit** | $ Click here to enter text. | $ Click here to enter text. | $ Click here to enter text. |
| **Taxes owing:** | $Click here to enter text. | $Click here to enter text. | $Click here to enter text. |
| **Child support** | $Click here to enter text. | $Click here to enter text. | $Click here to enter text. |
| **Mortgage outstanding:** | $Click here to enter text. | $Click here to enter text. | $Click here to enter text. |
| **Financing of vehicle:** | $Click here to enter text. | $Click here to enter text. | $Click here to enter text. |
| **Court ordered payments** | $Click here to enter text. | $Click here to enter text. | $Click here to enter text. |
| **Other:** | $Click here to enter text. | $Click here to enter text. | $Click here to enter text. |
| **Total Liabilities (D):** | $Click here to enter text. | $Click here to enter text. | $Click here to enter text. |

**Your Financial Net Worth**

|  |  |  |  |
| --- | --- | --- | --- |
| **Net worth** | **Yourself** | **Your Partner** | **Total** |
| **C (Total Assets):** | $ | $Click here to enter text. | $Click here to enter text. |
| **Minus D (Total Liabilities):** | $Click here to enter text. | $Click here to enter text. | $Click here to enter text. |
|  |  |  | $Click here to enter text. |

|  |
| --- |
| **Tell us of any attempts you’ve made to get a loan from banks or other sources. Include names of the banks or other sources you’ve approached and the result. Why have you chosen ACCESS for funding?** |
| Click here to enter text. |

|  |
| --- |
| **What is the main source of income you will use to repay the loan? How many people in your household are supported by this income? Tell us about other monthly expenses not listed in the monthly expenses above.** |
| Click here to enter text. |

|  |
| --- |
| **Tell us about your credit history, any debts you have and are currently paying off or not paying off at this time. Do you have arrangements to pay of your debt? (Please refer to specific debts on your credit report).**  *Please submit a credit report and score from Equifax:* [*www.equifax.ca*](http://www.equifax.ca) *or TransUnion:* [*www.transunion.ca*](http://www.transunion.ca)*.* |
| Click here to enter text. |

**PART THREE: BUSINESS INFORMATION**

**Business Name** (As it appears on your license, if applicable):Click here to enter text.

**Business Address:**Click here to enter text.

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

**Postal Code:**Click here to enter text.

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

**Business Email Address:**Click here to enter text.

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

**Date business started or will start:**Click here to enter a date.

**Form of Ownership (attach copy of registration):** Sole Proprietorship Partnership Incorporated Not registered

**In the case of a partnership or corporation, please list names of partners or shareholders and their percentage (%) ownership:**

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

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

**Ownership % (e.g. 50):** Click here to enter text.

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

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

**Ownership %:** Click here to enter text.

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

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

**Ownership %:** Click here to enter text.

**Classification of Business Activity:**

Retail Food Construction Service Wholesale/Distribution  Manufacturing Other (please specify): Click here to enter text.

**Does the business require any special permits, licenses or insurance to operate?**

(If unsure, check Bizpal:[**http://www.bizpal.ca/en/.**](http://www.bizpal.ca/en/))

Yes **If yes, which ones?**­­­­ Click here to enter text.

No

**What are your projected sales for the next 12 months? $**Click here to enter text.

**If applicable, what were your sales for the last 12 months? $**Click here to enter text.

|  |
| --- |
| **Please briefly describe your specific business activity:** |
| Click here to enter text. |

|  |
| --- |
| **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.** |
| Click here to enter text. |

**PART FOUR: LOAN INFORMATION**

Tell us the amount you are requesting and how you will use these funds. In completing your cash flow statement, ensure you’ve accounted for the loan in your expenses. For example, a $5,000 loan, plus a 5% admin fee, over a 3 year period at Bank Prime plus 1.25% would make your monthly loan payments about $160.00.

*You can use Alterna’s loan calculator to determine an estimate of your monthly payments:* [***https://goo.gl/HXsTvK***](https://goo.gl/HXsTvK)*.*

**What is the amount of the loan you are requesting**? $Click here to enter text.

**What is the repayment term you are requesting (cannot exceed 36 months)\*?** Click here to enter text.

*\*If approved, the final repayment schedule will be determined by the Loan Review Committee.*

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

|  |  |
| --- | --- |
| **Type of expense** | **Amount** |
| $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. |

**Sources of Financing**

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

|  |  |
| --- | --- |
| **Source** | **Amount** |
| $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. |

|  |
| --- |
| **How did you use the money listed above?** |
| Click here to enter text. |

**References**

**Please list two (2) business or professional references we can contact (no family and friends):**

*Note: References must be people who know you well enough to speak about your character and skills etc.*

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

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

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

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

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

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

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

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

**Availability for a Loan Interview**

An interview with our loan officers is mandatory. Please list all the days and times you are available. Interviews will take place at an agreed upon location between you and interviewers.

|  |  |
| --- | --- |
| **Week Day Hours Available (After 5pm)** | **Weekend Hours Available** |
| Monday: Click here to enter text. | Saturday:Click here to enter text. |
| Tuesday:Click here to enter text. | Sunday:Click here to enter text. |
| Wednesday:Click here to enter text. |  |
| Thursday:Click here to enter text. |  |
| Friday:Click here to enter text. |  |

**PART FIVE: APPLICANT CONSENT & DECLARATION**

**Full Legal Name**: Click here to enter text.

I, Click here to enter text. (**applicant’s name)** declare that I am applying for the ACCESS loan in good faith and have provided the required information truthfully to the best of my ability.

I agree to provide ACCESS, as part of their eligibility assessment, with my personal information and relevant documents that may be required.

I recognize that, as part of their due diligence, and in order to render a good decision, the ACCESS team will undertake to verify the information provided by me in this application.

I confirm that, in providing personal information of an individual, such as a family member or reference, I’ve obtained their authorization and consent.

I authorize ACCESS to share my personal information with relevant and approved persons (e.g. ACCESS Loan Review Committee Members, ACCESS staff, and Alterna Savings) for the loan assessment and disbursal purposes.

I understand that ACCESS and members of the Loan Review Committee (LRC) have pledged to treat this information with the strictest confidence and will ensure that no person outside the ACCESS staff and volunteers has access to it.

I understand that ACCESS collects, uses and discloses my personal information for: detecting and preventing fraud; compiling statistics, conducting market research and report to regulatory and funding agencies; investigating and settling claims; referring me to financial planning services and other purposes as permitted or required by law, e.g. the checking of a credit report by Alterna Savings.

I understand that the [ACCESS privacy policy](http://accessccf.com/Privacy_Policy) governs the collection, use and disclosure of my personal information.

I consent to being contacted for the purposes of market research related to the ACCESS loan program.

I acknowledge that ACCESS, its staff and volunteers will bear no liability, contract or otherwise for any loss, damage or claim, judgement, cost or expense of any kind that I assert or sustain as a result of any advice or services received in connection with this loan application or granting of a loan under the ACCESS Small Business Loans Program.

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

|  |  |
| --- | --- |
| Applicant’s Name: Click here to enter text. | Witness Name: Click here to enter text. |
| Signature: Click here to enter text. | **Signature:** Click here to enter text. |
| Date: Click here to enter text. | **Date:** Click here to enter text. |

**Application and Supporting Documents Check List**

Please check off the documents from the list below you’ve submitted along with the completed application form.

* Credit report and score from Equifax or Transunion □
* Notice of Assessment from Canada Revenue Agency (CRA) □
* Business Plan and Cash Flow □
* Business Registration, if registered □
* Resume □
* 2 copies of government-issued IDs (not expired) □
* Proof of address (utility bill, bank statement etc.) □
* Other documents relevant to your business □