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 for small business and professional development.

You can apply up to a maximum of **$15,000.** Approved loans will be subject to an interest rate of **Prime plus 1.90%** and up to 4 years to repay**.** Prime is the standard rate charged by banks, which is subject to change.

**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 get a loan from banks and other sources
* Demonstrate that the training or certification is not covered by government supported programs such as OSAP
* Demonstrate that the training or certification will lead to improved or direct employment upon completion
* Demonstrate the loan will be used for professional development-related expenses as outlined in this application and supporting documents. Professional development loans cannot be used to pay off debt.
* 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

**Required Documents**

To apply, you must submit:

* A completed and signed FCR loan application form
* Credit report and score from [Equifax](https://www.consumer.equifax.ca/personal/) or [TransUnion](https://transunion.ca/)
* [Notice of Assessment from Canada Revenue Agency](https://www.canada.ca/en/revenue-agency/services/about-canada-revenue-agency-cra/understanding-notices-letters/notice-assessment.html) (CRA)
* Copies of your post-secondary credentials (degree, diploma and/or certificates)
* Proof of acceptance for the training, courses or certification program to be taken
* Two (2) valid and not expired Photo IDs (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:

* Low interest rate: [Alterna’s Prime Rate](https://www.alterna.ca/Rates/) plus 1.90%
* Approved clients are required to open a bank account with [Alterna Savings and Credit Union](https://www.alterna.ca/AboutUs/)
* The loan is disbursed by Alterna Savings and repayment starts 30 days after the disbursal
* The bank is required to a perform a credit check for approved applicants before a loan is disbursed
* The bank will report loan repayment activity to Equifax and/or TransUnion
* The loan may help improve or establish credit history and score for approved clients
* Clients will be required to complete and submit a progress report of their training for the duration of the loan

A Foreign Credential Recognition Loan may not be eligible for individuals who have received full financial assistance through other government funded programs, e.g. [OSAP](https://www.ontario.ca/page/osap-ontario-student-assistance-program) or [Second Career](https://www.ontario.ca/page/second-career). Please confirm with ACCESS if you have received any other financial assistance.

**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 learning 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. Give you a timeline for your loan interview with two members of our Loan Review Committee (LRC)
3. Inform you when you can expect to know the loan decision and disbursal process with Alterna Savings

**Completing and Submitting Your Application**

To fill 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:** Click here to enter text.

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

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

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

**Are you an Ontario resident?** **Yes**  **No**

**Are you over 18 years old?** **Yes**  **No**

**Your status in Canada:** **Citizen**  **Permanent Resident**  **Convention Refugee/Protected Person**

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

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

**Gender (optional):** **Male**  **Female**

**Post-secondary qualifications (degree, diploma, certificate) from outside Canada?** **Yes**  **No**

**What profession do you hold the above credentials?** Click here to enter text.

**Did you get your credentials assessed, e.g. by WES or a regulatory board?** **Yes**  **No**

**Have you worked in your professional field or related career outside Canada?** **Yes**  **No**

**Have you worked in your professional field or related career in Canada?** **Yes**  **No**

**Have you received career advice or counselling in Canada?** **Yes**  **No**  **If yes, what is the name of organization?** Click here to enter text.

**Have you applied for a similar loan with another organization or bank? Yes**  **No**  If Yes, provide name: Click here to enter text.

**Were you approved for a loan? Yes**  **No**  **In process**

**Please list your two (2) most recent work experience or self-employment and attach your resume.**

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

**Start Date:** Click here to enter text. **End Date:** Click here to enter text.

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

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

**Start Date:** Click here to enter text. **End Date:** Click here to enter text.

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

**References**

Please list three (3) professional references we may contact to verify information provided (not family or friends). We prefer Canadian contacts, but we will consider contacts outside Canada, if they can be easily reached by email.

1. **Name:** Click here to enter text. **Relationship:** Click here to enter text. **Email:** Click here to enter text. **Telephone:** Click here to enter text.
2. **Name:** Click here to enter text. **Relationship:** Click here to enter text. **Email:** Click here to enter text. **Telephone:** Click here to enter text.
3. **Name:** Click here to enter text. **Relationship:** Click here to enter text. **Email:** Click here to enter text. **Telephone:** Click here to enter text.

**PART TWO: HOUSEHOLD INCOME AND EXPENSES**

Complete the sections applicable to you in full and as accurately as possible.

**Monthly Household Income**

*(For yourself and your 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. |
| **Savings** | $Click here to enter text. **$**Click here to enter text. | **$**Click here to enter text. | **$**Click here to enter text. |
| **Employment Insurance (EI)** | **$**Click here to enter text. | **$**Click here to enter text. | **$**Click here to enter text. |
| **Ontario Works benefits (OW)** | **$**Click here to enter text. | **$**Click here to enter text. | **$**Click here to enter text. |
| **Disability benefits (ODSP)** | **$**Click here to enter text. | **$**Click here to enter text. | **$**Click here to enter text. |
| **Child Tax Benefit** | **$**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. |

**Monthly Household Expenses**

*(For yourself and your 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. |
| **Loan payments** | **$**Click here to enter text. | **$**Click here to enter text. | **$**Click here to enter text. |
| **Line of Credit** | $Click here to enter text. | $Click here to enter text. | $Click here to enter text. |
| **Credit card balance(s)**  **Specify number of cards:** | **$**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. | **$**Click here to enter text. |
| **Total monthly expenses (B):** | **$**Click here to enter text. | **$**Click here to enter text. | **$**Click here to enter text. |

**Summary of Monthly Income and Expenses**

|  |  |  |  |
| --- | --- | --- | --- |
| **Income** | **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**

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

**PART THREE: PROFESSIONAL DEVELOPMENT PLAN**

Please complete this section in detail and provide relevant supporting documents and relevant website links.

**Provide a brief description of the certification or training you will be taking**: Click here to enter text.

**Courses/Training Information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course/Training Details** | **Start Date** | **End Date** | **Date fees to be paid** | **Cost** |
| 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. | $ 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. | Click here to enter text. | $ Click here to enter text. |

**Exams**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Exam Details (Name/Description)** | **Exam date** | **Date results expected** | **Date fees to be paid** | **Cost** |
| 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. | $ 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. | Click here to enter text. | $ Click here to enter text. |

**Books and Course Materials** (For the courses, training or exams listed above)

|  |  |  |
| --- | --- | --- |
| **Name of books or course materials needed** | **Course** | **Cost** |
| 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. |

**Credential Assessments, e.g. WES or other regulatory board** (including Language Assessments)

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of Assessment** | **Assessing Agency** | **Date fees to be paid** | **Cost** |
| 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. |

**Professional Association and Membership Fees** (if applicable for your profession)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Professional Association or Membership** | **Date Membership Starts** | **Date membership ends** | **Date fees to be paid** | **Cost** |
| 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. | $ 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. |

**Travel Expenses** (only for travel to complete courses or exams)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Purpose of travel (e.g. exam or course)** | **Date exam or course to be taken** | **Date of exam or course completed** | **Date fees to be paid** | **Cost** |
| 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. | $ Click here to enter text. |

**Living Expenses** (based on your monthly expenses, only during the exam or training)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of Expense** | **First month required** | **Last month required** | **Details** | **Cost** |
| 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. | $ Click here to enter text. |

**What payment method is accepted to pay for the costs? Credit Card**  **Cheque**   **Cash**  **Other**

**PART FOUR: LOAN INFORMATION**

The maximum amount is **$15,000** at theinterest rate of **Bank Prime plus 1.90%** and up to **4 years** to repay**.** Bank Prime is subject to change. The loan is disbursed by our financial partner, [Alterna Savings and Credit Union](https://www.alterna.ca/AboutUs/).

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

|  |  |
| --- | --- |
| **Total amount needed**  **(**Add the total costs listed in **Part Three)** | **$**Click here to enter text. |
| **Expected time to repay loan**  *(cannot exceed 48 months/4 years)*  **Full details of the terms and repayment plan will be provided at the time of disbursal for approved applicants** | ( Click here to enter text.) e.g. 24, 36 or 48 months |

|  |
| --- |
| **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? Do you have enough income to meet your current expenses and new loan payments?** |
| 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. |

|  |
| --- |
| **How will completing the training or certification help improve your current or future employment situation? Include information on wages or salary earnings as a result of completing the course.** |
| 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. |

|  |
| --- |
| **If you are not successful in completing your licensing exams, courses or training, what is your alternative plan?** |
| Click here to enter text. |

**Availability for a Loan Interview**

An interview with our Loan Officers is mandatory. Please list the days and times you are available for a loan interview**.** Interviews will take place virtually or at an agreed upon location between the applicant and interviewers.

|  |
| --- |
| **Weekday Evening (after 5pm) and Weekend Hours Availability** |
| **Monday:** Click here to enter text. |
| **Tuesday:** Click here to enter text. |
| **Wednesday:** Click here to enter text. |
| **Thursday:** Click here to enter text. |
| **Friday:** Click here to enter text. |
| **Saturday:** Click here to enter text. |
| **Sunday:** Click here to enter text. |

**Loan Interview Options** (Select both if applicable)

* **Virtual** (via online video conference) **Yes**  **No**
* **In person** (at an agreed upon location) **Yes**  **No**

**PART FIVE: APPLICANT DECLARATION AND CONSENT**

**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 Foreign Credential Recognition (FCR) 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/PD/FCR Loan 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 CHECKLIST**

Please check off the following list of documents you’ve submitted.

* Completed and signed FCR Loan Application Form 
  + Credit report and score from [Equifax](https://www.consumer.equifax.ca/personal/) or [Transunion](https://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)

(If you have filed your personal taxes)

* + Photo IDs (2) ( driver’s licence, immigration documents or passport)
  + Proof of address (utility bill, bank statement etc.)
  + Resume
  + Proof of enrollment or information for courses, exams or training
  + Credentials obtained outside Canada (degree, diploma, certificates)
  + If applicable, copies of other loans you’ve taken for courses