

Application for Not-for-Profit Loan

Thank you for your interest in applying for a not-for-profit loan from Seedco Financial Services, Inc. (Seedco Financial). In order for us to give full consideration to your loan request, please submit the following:

GENERAL

1. Completed and signed Seedco Financial Application for Not-for-Profit Loan.
2. \$250 loan application fee (check made out to "Seedco Financial Services, Inc.").

ORGANIZATIONAL INFORMATION

3. Certificate of Incorporation, 501(c)(3) Determination Letter and By Laws.
4. Narrative description of organizational background, history and primary programs/projects.
5. Organizational chart outlining any subsidiary, parent or affiliate relationships.
6. List of management team with job descriptions and resumes of key members.
7. List of Board of Directors (including professional affiliations and committee assignments).
8. List of current contracts, grants and sponsorships.
9. Name and contact information for at least two references at major funding sources.
10. Name and contact information for at least two references at banks/other lenders.

FINANCIAL INFORMATION

11. Audited consolidated financial statements for prior three years with copies of the management letters associated with each audit.
12. Interim income statement and balance sheet reflecting the most recent quarter end.
13. Board-approved (or draft) budget for current fiscal year. If your organization is in the final quarter of its fiscal year, provide the board-approved (or draft) budget for the upcoming fiscal year.
14. Copies of organization's bank account statements for prior three months.

OTHER INFORMATION

15. Copy of current lease.
16. Loan agreements or promissory notes for all existing debt.
17. Insurance Certificates (Worker's Compensation and Employer's Liability, Disability, and Commercial General Liability)

If your loan request is related to a facility project (e.g., acquisition, construction), please provide the following:

18. Project prospectus, if available. If not, narrative description of the project.
19. Contact information, background summary and business references for all members of the development team and description of roles in the project.
20. Detailed statement of sources and uses of project financing.
21. Copies of agreements or commitments from all project funding sources.
22. Detailed project pro-forma financials for proposed term of loan.
23. Copy of purchase agreement, option agreement or lease (as applicable).
24. Copy of Phase I environmental assessment report (if available).
25. Copy of most recent property appraisal (if available).

It is customary for Seedco Financial staff to request additional information during the loan review process.

Commonly-requested materials include but are not limited to: copies of government contracts and grants to be funded; audited financial statements for affiliate entities; monthly financial statements; accounts receivable and accounts payable aging reports; financial projections; recent organization credit card and loan/line of credit statements; personal financial statements from prospective guarantors.

Please send materials to: *Loan Fund Manager*
Seedco Financial Services, Inc.
915 Broadway, 18th Floor
New York, NY 10010

Materials may also be sent by email to newyork@seedco.org. The Application will be reviewed once the application fee has been processed.

If you have any questions or need assistance with completing the forms or compiling the materials, please contact us at (877) 296-8878. We look forward to working with you.

Section 1: Organization Information

Organization Legal Name: _____ D/B/A Name (if applicable): _____
Organization Street Address: _____
City: _____ State: _____ Zip: _____ Neighborhood: _____
Organization Website: _____
Executive Director Name: _____ # of Years as Executive Director: _____
Executive Director Phone #: _____ Fax: _____ Email: _____
Contact Person Name (if other than Executive Director): _____ Title: _____
Contact Person Phone #: _____ Fax: _____ Email: _____
Date Organization Founded: _____ Legal Entity: 501(c)(3) Other _____ Tax ID/EIN #: _____
Number of staff employed by the Organization: Full-Time: _____ Part-Time: _____ Independent Contractors: _____
How did you hear about Seedco Financial (i.e., newspaper, friend)? _____
If you were referred by another organization, which organization? _____
What was the Organizations's annual operating budget for the prior year? \$ _____
What was the Organizations's change in net assets (net income/loss) for the prior year? \$ _____
Does the Organization currently have any loans or lines of credit from a bank? Yes No
If yes, has the Organization approached the bank(s) for this financing request? Yes No Outcome: _____

Section 2: Mission, Programs and Governance (Please attach additional detail if necessary)

Sector: Human Services Arts/Culture Other _____
If Human Services, main program area(s): Workforce Development Youth Development Childcare Senior Care
 Developmental Disabilities Homeless Services Housing
 Other: _____
If Arts/Culture, main program area(s): Performing Arts (music, dance, theater) Visual Arts Promoters of the Arts
 Museum Civic Organization/School Studios Rehearsal Spaces
 Other: _____

Mission Statement:

Please briefly describe the Organization's governance structure (e.g., Board of Directors, relevant subcommittees, advisory board, etc.):

Total number of clients served by the Organization in the last fiscal year (attach additional detail if necessary): _____

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Section 3: Loan Request *(Estimated amounts are acceptable. Please attach additional detail if necessary)*

Total Amount Requested: \$ _____ Requested Loan Term (6-60 months): _____ months

USES OF LOAN PROCEEDS	AMOUNT REQUESTED
<input type="checkbox"/> Purchase/develop real estate	\$ _____
<input type="checkbox"/> Perform leasehold improvements/renovation	\$ _____
<input type="checkbox"/> Working capital	\$ _____
<input type="checkbox"/> Debt refinance	\$ _____
<input type="checkbox"/> Other: _____	\$ _____

If the loan is to purchase/develop real estate:

Does the Organization have a purchase agreement? Yes No

Does the Organization have a property appraisal? Yes No

If the loan is to refinance debt, who is the lender? _____ *(Please provide details in Section 4)*

Please elaborate on why the organization needs a loan:

How do you intend to generate funds necessary to repay the loan?: Specific grant Specific contract Capital campaign

Sale of an asset Cash from operations

Other: _____

Is there a guarantor available for the loan (e.g. Board Member(s), other corporate entity): Yes No Unsure

Has your Board of Directors authorized this Application?: Yes No

Section 4: Banking Information & Debt Schedule

DEPOSITORY ACCOUNTS (attach additional sheets for further detail if necessary.)		
Bank Name	Account Number	Average Balance
_____	_____	\$ _____
_____	_____	\$ _____

EXISTING DEBT									
Please supply the following information for all term loans, lines of credit, mortgages, credit cards, equipment leases, etc. Attach additional sheets with further detail if necessary.									
Name of Creditor	Loan #	Type (e.g. loan, line of credit, credit card)	Date Opened	Original Amount	Present Balance	Interest Rate	Maturity Date	Monthly Payment	
				\$		%			
				\$		%			
				\$		%			
				\$		%			

Do any of the loans listed above have prohibitions or limitations on additional debt? Yes No Unsure

Section 5: Financial/Legal History *(Please attach an explanation for any question answered "Yes")*

Has the Organization or any of its affiliates or related entities ever filed for bankruptcy? Yes No

If yes, Type & Date Filed: _____

Is the Organization or any of its affiliates or related entities involved in any pending lawsuits? Yes No

Has the Organization or any of its affiliates or related entities ever defaulted on any loans? Yes No

Section 6: Authorization and Certification

I authorize Seedco Financial Services, Inc. (Seedco Financial) and/or its agents to make any investigation of credit or related information either directly or through any agency, lender, governmental entity or other third-party which has credit or related information. I agree that this application and any attachments shall remain Seedco Financial's property whether or not the loan is granted. I hereby certify that all information contained in this document and any attachments is true and correct to the best of my knowledge. Should it come to my attention that any information is inaccurate I will immediately notify Seedco Financial and provide the correct information. In addition, it is understood that neither Seedco Financial nor its agents will directly benefit from this relationship. Seedco Financial does not warrant or guarantee in any manner that its assistance will result in organizational success. I specifically waive and release any claims now or in the future regarding the assistance provided by Seedco Financial and/or its agents.

Executive Director Signature

Date