# Business Loan Application Package

COMMUNITY FUTURES
SOUTH GEORGIAN BAY

22 Market Street
Collingwood, Ontario L9Y 3M6
TEL: 1.705.445.8410
Email: info@cfsouthgeorgianbay.ca
Website: www.cfsouthgeorgianbay.ca

**Funded by:**
Federal Economic Development Agency for Southern Ontario

**Financé par :**
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Canada

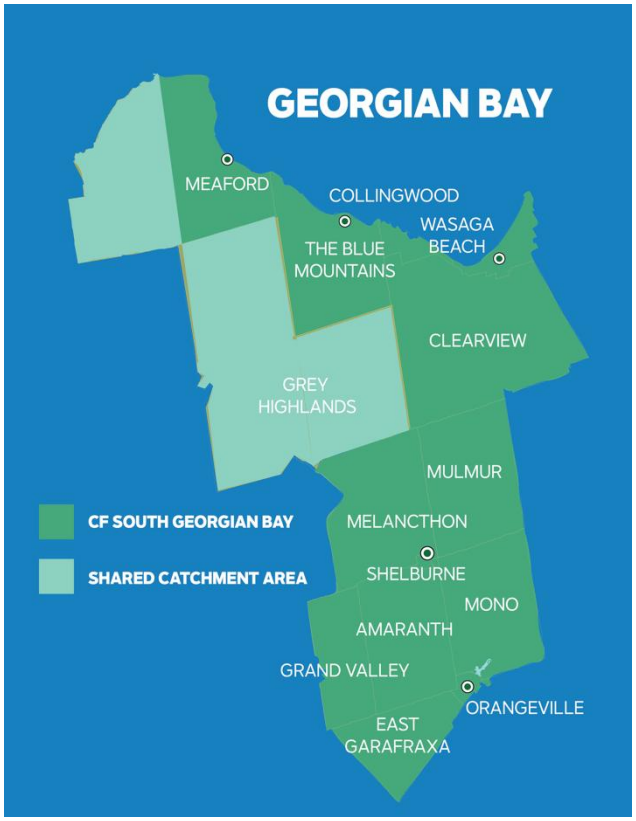
## About Community Futures South Georgian Bay

Community Futures South Georgian Bay (CF SGB) is a not-for-profit Community Futures Development Corporation (CFDC) sponsored by Federal Economic Development Agency for Southern Ontario. We're governed by a volunteer Board of Directors and are one of 61 CFDCs in Ontario.

Our mandate is to develop and diversify the local economy. We are a one-stop business resource for new and expanding businesses and offer:

- business loans up to $300,000
- business coaching/mentoring program
- business counselling
- support for community economic development

## Our Service Area




## Mission

Empower small business start-up and growth through expert advice, education, and financing.

## Vision

To develop and foster thriving, diverse, and durable businesses and communities across South Georgian Bay and Dufferin County.

# Available Loans in Our Loan Program

## Business Investment Loan

Financing up to $300,000 to support entrepreneurs at any stage of business, from new ventures preparing to launch to established operations planning their next phase of growth. Whether you are starting something new or expanding your current activities, this secured loan, typically backed by asset-based security, provides the capital needed to move your business forward.

## Business Improvement Loan

Fast, flexible financing up to $40,000 to assist organizations who have been in business for at least one year to take the next step toward reaching their goals. Whether it is equipment, increased cash flow, or a new space, let us know what you need to take the next step with your business and we will help make it happen.

## Start-up Loan

Fast, flexible financing to help new entrepreneurs take those first crucial steps. Access up to $15,000 in funding to cover early-stage needs such as equipment, inventory, or getting your first location or service off the ground. Designed for businesses in operation for less than one year, this loan is unsecured with approved credit, making it simpler and faster to move forward.

## NextGen Loan

Our NextGen Loan is designed exclusively for business owners under 40, giving you the financial support and guidance you need to launch, innovate, or scale with confidence. Access up to $100,000 in funding for both new and existing businesses. Every NextGen Loan includes financial literacy training, ensuring you have the tools, knowledge, and confidence to manage your success and make strong financial decisions as you grow.

## Seasonal Loan

Perfect for businesses with busy and slow cycles, our Seasonal Loan option gives you the flexibility to manage cash flow throughout the year. Apply through any of our existing loan programs and choose a repayment structure that works with your seasonality.
Make accelerated payments during peak months, when revenue is strong, and enjoy interest-only payments for up to four months during slower periods.

## Which Loan Are You Applying For:

- ☐ **Business Investment Loan**
- ☐ **Business Improvement Loan**
- ☐ **Start-Up Loan**
- ☐ **NextGen Loan**
- ☐ **Seasonal Loan**

## Application Checklist for All Loans

| | |
|---|---|
| | $250.00 Loan Application Fee to be paid when the application is submitted. Non-Refundable. |
| | Minimum 2 years of profit and loss and cash flow projections broken down monthly. Templates are available on our website: www.cfsouthgeorgianbay.ca. |
| | Statement of Personal Assets and Liabilities of each principal. Ensure all sections are completed and signed. |
| | Latest Personal Income Tax Return Notice of Assessment (i.e., In 2026 we require the 2025 Notice of Assessment). |
| | If you are an existing business: 2 years of historical financial statements (Balance Sheet and Income Statement) Income Tax returns and Notice of Assessment. |
| | If you are an existing business: Current Year Balance Sheet, Income Statement, and corresponding Accounts Payable and Accounts Receivable listings. |
| | If you are an existing business, the latest Notice of Assessment for GST/HST, Source Deductions and WSIB. |
| | If the business is incorporated, a copy of the Articles of Incorporation and details of the share structure and officers of the corporation. |
| | If the business is not incorporated, a copy of the Master Business License. |
| | If the business is a partnership, a copy of the partnership agreement. |

| | |
|---|---|
| | A complete list of all the business assets (equipment, furniture, fixtures, inventory, computers, vehicles, land, buildings, etc.) at fair market value. |
| | If you are purchasing an existing business: 2 years of historical financial statements (Balance Sheet and Income Statement) Income Tax Notice of Assessment. |
| | A copy of birth certificate and driver's license for each business principal (front/back). |

The following additional documents may be required depending on the stage of the business and amount of funding requested:

- Business Plan – For a guideline see our website: www.cfsouthgeorgianbay.ca.
- Recent Municipal property tax statement(s) from Municipality for properties owned
- Current mortgage statements for properties included in Personal Financial Statement.
- Resumes of all business principals

***Applicants will be given a secure file link to upload loan application and accompanying documents.***

## Business Loan Application

**Amount requested (maximum $300,000):**

**Purpose of loan:**

**How many staff do you currently employ (including yourself?)**

Full Time: Part Time:

**How many staff do you expect to add in the next 6-12 months as a result of this loan application?**

Full Time: Part Time:

# Loan Request Summary

| **Estimated Project Costs** List the projected costs including all costs incurred to date (please provide details) | | **Expected Financing** List current and anticipated sources of funding required to cover project costs | | |
|---|---|---|---|---|
| **Item** | **Cost** | **Applicant's Contribution** | **Loan Request (CFSGB)** | **Other Sources Please Specify** |
| Real Estate | | | | |
| Leasehold Improvement | | | | |
| Equipment | | | | |
| Vehicles | | | | |
| Inventory | | | | |
| Operating (Working Capital) | | | | |
| Other (Please Specify) | | | | |
| **Total** | | | | |
| **Total of all expected financing:** | | | | |

***Total cost should equal total of all expected financing***

# Business Information

| | | |
|---|---|---|
| Legal Name of Business: | | |
| Name of Principal(s): | | |
| Mailing Address of Business: | | |
| Phone (Office) #:<br><br>Phone (Mobile) #: | Do you own or rent your residence? | How long have you resided at your current residence? |
| Email: | | |
| Website: | | |
| Physical Location of Building (If different than mailing address): | | |
| Age of Business: | CRA Business Number: | |

| **Did the Principal seek standard financing:** |
|---|
| Describe the results: |

**Have all Government remittances been paid in accordance with your remittance schedule?**

☐ Yes
☐ No

**Details of Outstanding Remittances:**

| Owing To | Amount | Details |
|---|---|---|
| | | |
| | | |
| | | |

# Personal Financial Statement

| | | |
|---|---|---|
| Name: | Date of Birth: | SIN# (optional): |
| Address: | | |
| Phone #: | Do you own or rent your residence? | How long have you resided at your current residence? |
| Previous Address: | | |
| Occupation:<br><br>Currently Employed by:<br><br>How Long:<br><br>Employer's Phone #: | | Previous Employer: |
| Marital Status: | | # of Dependents: |

## Personal Data on Spouse

Under the laws of Canada or the provinces your spouse may have legal interest/obligation arising from your business dealings and may also have an interest in your personal assets.

| | |
|---|---|
| Spouse's Name: | Date of Birth: |
| Occupation: | Spouse currently employed by: |
| How long with employer: | Employer's Phone #: |

# Personal Financial Statement

| **Assets**<br>List and describe all assets | | **Liabilities**<br>List credit cards, lines of credit and other liabilities including alimony and child support | | |
|---|---|---|---|---|
| **Description** | **Value** | **Description** | **Balance Owing** | **Monthly Payment** |
| **Balance In Bank Accounts** | | **Bank Loans** | | |
| | | | | |
| | | | | |
| **Vehicles: Make/Model/Year** | | **Line of Credit/Credit Cards** | | |
| | | | | |
| | | | | |
| | | | | |
| **Real Estate Owned (Also Complete Schedule A)** | | **Mortgages (See Schedule A)** | | |
| | | | | |
| | | | | |
| **Bonds/Rrsps/Gics/Mutual Funds** | | **Property Tax Arrears** | | |
| | | | | |
| | | | | |
| **Other Assets (Boats, Snowmobiles, Etc.)** | | **Rent Payment** | | |
| | | | | |
| | | **Other Debt Obligations** | | |
| | | | | |
| **Total Assets** | | **Total Liabilities/ Monthly Payments** | | |
| **Net Worth (Total Assets - Total Liabilities)** | | | | |

# Personal Financial Statement (Cont'd)

| Income Sources | |
|---|---|
| Your Gross Monthly Salary | |
| Spouse's Gross Monthly Salary | |
| Monthly Rental Income<br>(From Schedule A) | |
| Other Income<br>(Please Specify) | |
| **TOTAL (of Income Sources)** | |

# Real Estate - Schedule A

**Residential/Commercial Property -** If other property is owned, contact the office to provide details.

| Physical Address | | Registered Owner |
|---|---|---|
| | | Month/Year Acquired |
| Legal Description | | |
| Present Market Value | Percent Owned | Purchase Price |
| Taxes Annual | Taxes included in mortgage payment.<br>(Yes or no) | Rental Income (if applicable) |
| Balance of 1st Mortgage | Monthly Payment | |
| Name & Address of Mortgage Holders | | |

| Balance of 2nd Mortgage | Monthly Payment |
|---|---|
| Name & Address of Mortgage Holders | |

## Other Personal Information

| | Yes | No |
|---|---|---|
| I would like to be added to the Community Futures South Georgian Bay E-Newsletter list to receive information about business support services, community resources and events. (You will have the option to unsubscribe at any time) | ☐ | ☐ |
| I certify that I am a Canadian Citizen or Permanent Resident. | ☐ | ☐ |
| Are you a co-signer/endorser/guarantor of someone else's debt? | ☐ | ☐ |
| Have you made an assignment or been petitioned into bankruptcy? Are there writs registered against your name? | ☐ | ☐ |
| Have you ever had an asset repossessed? | ☐ | ☐ |
| Are you party to a claim or lawsuit? | ☐ | ☐ |
| Do you owe any income taxes prior to the current year?<br>If yes, please provide a dollar amount: | ☐ | ☐ |
| Are you currently the subject of a litigation before a court, tribunal, government board or agency, or is there a threat of such litigation? | ☐ | ☐ |
| Are there unexecuted judgment(s) registered against you? | ☐ | ☐ |
| If yes to any question above, please provide details: | | |

# Disclosure and Release Statement

To Community Futures South Georgian Bay (Corporation)

1. I, hereby certify that the information contained in this application is complete and true. The property values shown above are the fair market values of the properties and the amount of debts is the total potential indebtedness (inclusive of any other loans, credit cards, or other debts for which I have signed as guarantor). If any statement I have made herein or in accompanying materials proves to be incorrect in any way, I shall notify the Corporation immediately.

2. The Corporation uses and retains personal information for only those purposes to which the individual has consented. Personal information will be disclosed to only those Corporation employees, volunteer members of committees and/or Board of Directors that need to know the information for the purposes set out in the Corporation's Privacy Policy. I understand that the Corporation will handle my personal information in strict confidence in accordance with Federal privacy law. If I have any questions or concerns about the management of my information, I may refer to the Privacy Policy, available at www.cfsouthgeorgianbay.ca or contact the Chief Privacy Officer.

3. I authorize the Corporation to obtain personal credit information about me from any source. By executing this statement, I acknowledge as notice in writing, the Corporation's intent to obtain this information and I authorize each source to provide this information to the Corporation.

4. I understand and agree that in order to perform a credit investigation, I need not provide my Social Insurance Number ("SIN") if I can provide alternative identification that is acceptable to the credit reporting agencies. If I do provide my SIN, I consent to the Corporation using this information for the limited purpose of performing a credit investigation.

5. I authorize the Corporation to retain this Statement of Personal Assets and Liabilities and any financial records, credit and reference reports for the Corporation's records and reporting to the Federal Economic Development Agency for Southern Ontario (FedDev), who oversees the Community Futures Program.

6. The Applicant further understands and consents to the Corporation publicizing the Applicant's business venture if the Applicant is successful in obtaining financing from the Corporation, which may or may not include personal information such as the name of the Applicant.

**DATED, at**: **this** ( ) **day of** ( ), 20( )

**Name of Applicant:**

**Signature** (I have the authority to bind the business/corporation):

## VOLUNTARY SELF-IDENTIFICATION

The collection of self-identification data Is part of Community Futures commitment to diversity, equity, and Inclusion. This data provides information on the diversity of the population applying for and receiving our products and services. Such data helps us identify potential barriers to access and unconscious biases that need to be addressed. **Completing the self-identification section is entirely optional and will have no consequences on your loan application.** Do you belong to one of the following groups? (Check all that apply)

- ☐ Women
- ☐ Youth
- ☐ Visible Minority
- ☐ Indigenous
- ☐ Persons with a Disability
- ☐ LGTBQ2+
- ☐ Francophone

## 1. THE APPLICANT UNDERSTANDS AND AGREES:

(a) That the Applicant will be responsible for payment of all charges relative to preparation, execution and registration of such documents as may be required by the Community Futures South Georgian Bay (hereinafter referred to as the Corporation) or its solicitors, in the event this application is approved, such fees will be deducted from any monies advanced to the undersigned.

(b) That the terms and conditions of any financing which may be authorized will be set forth in a Letter of Offer, for agreement and acceptance by the Applicant.

c) That the Applicant will notify the Corporation immediately of any application pending and under consideration by another lender, or if negotiations are entered

into, or an offer of financing is received, during the period of the Corporation's consideration of this application and will instruct the bank(s) to give the Corporation full information concerning the Applicant's affairs.

(d) That the statements made herein are for the express purpose of obtaining financing from the Corporation and are to the best of the Applicant's knowledge and belief true and correct. The Applicant understands that additional information in support of this application must be supplied to the Corporation, if requested, before adequate consideration can be given to this application. The Applicant realizes that any present or future indebtedness of the Applicant, or the Applicant's business, to the Corporation may become due and payable if any information provided by the Applicant to the Corporation proves to be inaccurate or incomplete.

(e) That in applying for this financing and, in the event that the Corporation approves such application, the Applicant's personal and confidential business information will be requested from the Applicant and/or collected from third parties that have information about the Applicant's business and personal financial status for the purposes of determining the Applicant's eligibility for financing and reporting to the Government of Canada.

(f) That there has been no material adverse change in the financial position or operations of the Applicant since the end of the last fiscal year of the Applicant for which a balance sheet and a profit and loss statement have been furnished.

(g) That there is no litigation in course or threatened, nor any proceedings before any court, tribunal, governmental board of agency now in course or threatened, and that there is no unexecuted judgment rendered against the Applicant, except:

*(Litigation/proceedings involving the applicant and/or any close related individuals or corporation should be reported)*

## 2. DISCLOSURE, RELEASE AND WAIVER OF LIABILITY

(a) The Applicant acknowledges that he or she approached the Corporation to obtain information about business and has, or is preparing a business plan.

b) The Applicant acknowledges that he or she is solely responsible for the success or failure of his/her business, and that any information which is provided to the Applicant by the representatives of the Corporation is for the Applicant's understanding only. It is the Applicant's responsibility to verify the accuracy of such information or to seek additional information concerning any aspects of the Applicant's proposed business.

(c) The Applicant further agrees to hold the Corporation harmless and hereby releases and discharges the Corporation from any actions, damages, claims or demands which may arise, directly or indirectly, as a result of any act or omission by the Corporation in providing information to the Applicant, and to indemnify the Corporation from any such actions, damages, claims or demands which might be suffered by the Applicant's business or any guarantor in connection with any such information.

## 3. COLLECTION, USE, AND DISCLOSURE OF PERSONAL AND BUSINESS INFORMATION

(a) The Applicant acknowledges that, as the operation of the Corporation is financially supported by the Government of Canada, representatives of the Government of Canada are permitted access to the files of the Corporation for monitoring, auditing and evaluation purposes and that the Applicant may be contacted by representatives of the Government of Canada and that, such information as is acquired by the Government of Canada will be treated as confidential.

(b) The Applicant acknowledges receipt of the Corporation's Privacy Statement and hereby consents to his or her personal and business information being collected, used, retained, and disclosed by the Corporation for the limited purposes as set out above. The Applicant further understands that under Federal privacy law, he or she has access to the information held by the Corporation and knows to refer to the Corporation's Privacy Policy or contact the Chief Privacy Officer if a question or concern arises about the handling of the Applicant's personal information.

(c) The Applicant further understands and consents to the Corporation publicizing the Applicant's business venture if the Applicant is successful in obtaining financing from the Corporation, which may or may not include personal information such as the name of the Applicant.

(d) Community Futures values your privacy. A full copy of our privacy statement can be viewed on our website at, https://cfsouthgeorgianbay.ca/privacy-policy/

**DATED, at**: **this** ( ) **day of** ( ), 20( )

**Name of Applicant:**

**Signature:**

(I have the authority to bind the business/corporation)