

COLORADO NONPROFIT LOAN FUND APPLICATION

Please attach this application to a one to two-page letter briefly setting forth the amount of loan request, reason needed and repayment sources. If you have any questions concerning this application, please feel free to call Rosanne Sterne, Executive Director, at (303) 300-1790 ext. 126.

(Please type responses)

Date _____

I. Name of organization _____

Address _____

City _____ Zip _____ Phone _____

Executive Director _____

Contact Person _____ Phone _____

Amount of Loan Request _____

Proposed Repayment Schedule (Full repayment due within 11 months)

Specific Source(s) of Funds for Repayment (List contact, collateral, grant, income event with amount expected and contact)

II. Organization Eligibility

Answers to the following will be used to determine organization's basic eligibility for CCFF loan.

- A. _____ Yes _____ No Organization is incorporated in Colorado.
If Yes, give date _____
- B. _____ Yes _____ No Organization holds current status under sections 501(c)(3) and 509(a) of the Internal Revenue Code.

- C. _____ Yes _____ No Organization will use loan proceeds to carry out charitable activities as defined in section 170(c)(2)(b) of the IRS Code.
- D. _____ Yes _____ No Does organization engage in promoting or providing religious programming?
- E. _____ Yes _____ No Organization is requesting loan to meet cash flow shortage that threatens to shut down or significantly curtail operations.
- F. _____ Yes _____ No Organization can confirm that it has made an effort to find other sources of funding to meet current cash flow problem (bank, donor, etc.) and these are not available.
- G. _____ Yes _____ No Has organization previously borrowed from CNLF? If Yes, indicate date(s) of previous loan(s), amount(s) and repayment date(s).

III. **Organization Background**

A. Purpose and major program activities

B. Description of each program participants/clients served; if several client groups, indicate numbers of each

C. Number served by client grouping _____

Projected this year

Actual last year

D. Geographic area served

E. Major accomplishments of organization

F. List similar service providers in your region

G. Describe any external/environmental factors which particularly affect your organization

IV. **Organization Cash Flow Concerns**

A. What is the critical nature of the cash flow problem for which organization is requesting the loan?

B. What factors led to current cash flow problem?

C. Did organization experience similar cash flow problems during the last 2 years; if so, how were they handled?

D. Have you requested a similar loan from a bank? _____ If yes, please answer the following:

Bank _____

Contact Person _____ Phone _____

Result _____

E. List any other financial institutions used by organization, services utilized, contact person, and phone number.

V. Board of Directors

A. How many members currently sit on the Board? _____

Maximum Number Allowed _____ Length of term _____

Minimum Number Allowed: _____

Maximum Number Consecutive Terms _____

B. What areas of professional expertise and community involvement are represented?

C. How often does the Board meet? _____

Average Attendance _____

D. Number of members on Executive Committee _____

E. List other functioning Board Committees, number of members, and meeting frequency

F. What major decisions has the Board made in the last six months?

G. How is the Board involved in fund raising?

H. In what form is a record of Board actions kept?

VI. **Staff Leadership**

A. How long has Executive Director been with organization?

Briefly describe his/her management/financial background

B. Who would provide backup management should the Executive be absent or leave the position? (Title(s) only)

Briefly describe his/her management/financial background

VII. **Operating Plan and Budget**

A. Is an operating plan developed annually? _____

If yes, briefly describe the process

B. Are all existing and proposed programs subject to annual evaluation? _____

If yes, briefly describe the evaluation process

C. Is an operating budget developed annually? _____

If yes, please describe the process

D. Briefly describe how your organization's operating plan relates to its operating budget

E. How is the Board involved in the budget process?

VIII. **Financial Statements**

A. In the chart below, check financial statements you prepare, how often, and if subject to Board review.

FREQUENCY OF PEREPARATION

Type	Monthly	Quarterly	Yearly	BOD Review
Balance Sheet				
Monthly Cash Budget Projections				
Income & Expense Statements				
Variance Analysis				

IX. Technical Assistance

A. _____ Yes _____ No Would this organization accept mandated financial technical assistance as a condition of the CNLF loan?

Comments _____

X. **Attachments** – Attach copies of the following with the completed application

- A. Current list of Board of Directors
- B. IRS tax-exemption letter
- C. Current and last two years' income statements and balance sheets
- D. Most recent monthly financial statements
- E. Last two annual audits or 990 forms
- F. Current and last two annual revenue and expense budgets
- G. Current fiscal year cash flow projection. You MUST complete the Cash Flow Statement form provided below
- H. Confirming documentation of repayment sources (pertinent grant or award letters, Contracts, earned income performance data, historical fund raising data, etc.)
- I. Certificate of Good Standing from State of Colorado.
- J. Copy of Articles of Incorporation
- K. Signed Borrowing Resolution (to be completed prior to loan closing)

XI. Disclosure and Authorization to Apply for Funds

I certify that the above information is true and correct to the best of my knowledge and that I have disclosed all information of which I have knowledge that would be useful to the Colorado Nonprofit Loan Fund program in evaluating this request.

I authorize you to make any inquiries necessary to verify the accuracy of the statements made herein, and to determine the organization's credit worthiness.

I understand that all of the information contained in this application including attachments, will be disclosed to any and all participating institutions to be used for their own internal purposes as they deem appropriate.

I further understand that should my organization default on a loan resulting from this application, such default is exempt from confidentiality requirements.

I understand that if a loan should be approved, the organization's name and loan amount may be used in CNLF publicity at its discretion.

Signature of President or Vice President of Board of Directors

Title

Date

Mail completed application with attachments and loan application fee to:

COLORADO NONPROFIT LOAN FUND
c/o The Denver Foundation
55 Madison Street, 8th Floor
Denver, CO 80206