

ACCESS Community Capital Fund (“ACCESS”) was formed to help promising entrepreneurs with viable business plans access financing not available through other sources. Individual loans are made using a character-based lending decision, where the abilities, skills and commitment of the applicant in conjunction with the strength of the business plan are key decision criteria.

Loans are a **maximum of \$5,000 for first time borrowers and \$10,000 for second time borrowers**. The interest rate charged is **prime plus 1.25% as well as a one-time administration fee of 5%**. Loan repayment periods depend on each business’ ability to generate revenue and are determined during the evaluation process. Typically, **repayment periods range from 18-36 months**.

### ELIGIBILITY – APPLICANT

To be eligible, you:

- Must be 18 years of age or older;
- Must have permanent legal status in Canada (Canadian Citizen or Landed Immigrant status) and be a resident of Ontario;
- Must own no less than 51% of the company in the case of a corporation; in the case of a partnership, all partners must be willing to co-sign for the loan;
- Must be able to submit a complete business plan including start-up or expansion costs and a cash flow forecast.

To have the greatest chance of success, it is highly recommended that you:

- Have completed, or are currently participating in a relevant business training program, assessed on an individual basis **OR**;
- Be currently operating a business and able to supply supporting documentation of business activities **OR**;
- Have past experience in a similar business or profession.

(For information on business training programs or resources, visit [www.accessccf.com/useful\\_links\\_resources](http://www.accessccf.com/useful_links_resources))

### ELIGIBILITY – BUSINESS

To be eligible, your business:

1. Must be located in the Greater Toronto Area;
2. Must be manufacturing, retailing, producing or providing a product or service;
3. Must be or will be legally registered as a sole proprietorship, partnership or corporation;
4. Must use the loan proceeds to begin or expand business operations. Loan proceeds cannot be used to pay off existing debt.

### THE APPLICATION PACKAGE

Applying for an ACCF loan has three parts:

**Part One – Personal Information** such as basic contact and background information as well as household income and employment history.

**Part Two – Business Profile** section provides us specific information about your business, the loan request (i.e. use of funds) and references for us to contact.

**Part Three – Applicant’s Declaration & Consent** requires certification of the information provided, your signature and confidential information enabling us to perform a credit check.

## COMMUNITY CHAPTERS

ACCESS has established partnerships with various community organizations across the Greater Toronto Area to better serve the unique neighborhoods of our city. Depending on your location or profile, your loan may be reviewed by a community chapter. You have the option to select below, whether you are applying through a Chapter or our Main Office.

More information on our chapters can be found on our website [www.accessccf.com/our\\_chapters](http://www.accessccf.com/our_chapters)

## SUBMITTING YOUR APPLICATION

Please submit:

**Parts One and Two** electronically to:  
[applications@accessccf.com](mailto:applications@accessccf.com)

**Part Three** by mail or delivered to:  
**ACCESS Community Capital Fund**  
**1775 Danforth Ave**  
**Toronto ON M4C 1J1**  
**Fax: 416 462 0496**

Supporting documentation can be scanned, faxed or delivered according to preference. A checklist is provided to make sure you have included all required information and documents.

## REVIEW PROCESS & EVALUATION

We will review your application to ensure that all necessary information is included and that the eligibility criteria are met. Please note that we cannot proceed with evaluating your application until all required sections are received.

You will receive a message from a member of our team within 3-5 business days from receipt of a complete application. We may need to contact you to discuss your availability or clarify information.

You will be assigned up to three Loan Officers to meet with you. It is important for you to provide your availability in Part One of the application. Interviews generally take between 1-2 hours, and are meant to allow us to get to know you personally and understand your business idea.

Evaluation is focused, in equal weighing, on the viability of the business, character of the applicant and capacity for repayment. Following your interview, the Loan Officers will determine if your application will move forward and be recommended at the next Loan Review Committee Meeting.

The Loan Review Committee (LRC) is comprised of volunteers from the community with professional as well as entrepreneurial expertise.

The LRC meets once a month to consider recommended applications. The outcome of your application will be one of the following:

- Approved
- Approved with conditions
- More information or clarification required (postponed until next month)
- Declined

You will be notified promptly of any LRC decisions, and be provided rationale for a declined application.

From start to finish, the entire application process may take between 2-4 weeks. Delays to the process are generally the result of incomplete information, unavailability for interviews, or postponement.

## FOR APPROVED LOANS

Once the Loan Review Committee has approved your loan, we will arrange a mutually convenient time to meet and sign the required loan documentation with ACCESS.

Following completion of loan documentation, you will be provided instructions on setting up a meeting with our financial partner to arrange for receiving the funds and setting up a monthly payment program.

The Loan Officer originally assigned to interview you will become your main contact person going forward. You may contact them at any point with questions, concerns or interest in accessing other resources such as mentorship or additional loans.

## PART ONE: PERSONAL INFORMATION

Please check the box beside the ACCESS chapter you would like to apply through.

Visit [www.accessccf.com/our\\_chapters](http://www.accessccf.com/our_chapters) for more information on chapter definitions and criteria. Simply check "ACCESS Central" if you are unsure which chapter to select.

|   |   |   |
|---|---|---|
| <input type="checkbox"/> ACCESS Central (Main Office)   | <input type="checkbox"/> ACCESS Black Creek               | <input type="checkbox"/> ACCESS Thorncliffe Park                |
| Open to all applicants.   | For residents or businesses in the Black Creek community. | For residents or businesses in Thorncliffe and Flemington Park. |
| <p><b>Submit Parts One &amp; Two to:</b><br/>applications@accessccf.com</p> <p><b>Submit Part Three to:</b><br/>ACCESS Community Capital Fund<br/>1775 Danforth Avenue<br/>Toronto ON M4C 1J1</p> |   |   |

|                                       |  |              |  |
|---------------------------------------|--|--------------|--|
| First and Last Name                   |  |              |  |
| Home Address (Street)                 |  | City         |  |
| Province                              |  | Postal Code  |  |
| How Long at this Address?             |  | Own/Rent     |  |
| Home Phone #                          |  | Cell Phone # |  |
| Email Address                         |  |              |  |
| Date Application Submitted (dd/mm/yy) |  |              |  |

|  |                      |  |
|--|----------------------|--|
| # of dependents in your household?                 | <input type="text"/> | <p><b>How did you learn about ACCESS Community Capital Fund? Please specify where applicable.</b></p> <p><input type="checkbox"/> Newspaper:</p> <p><input type="checkbox"/> Radio:</p> <p><input type="checkbox"/> Internet Search:</p> <p><input type="checkbox"/> Ad or Flyer:</p> <p><input type="checkbox"/> Community Organization:</p> <p><input type="checkbox"/> Friend:</p> <p><input type="checkbox"/> Other:</p> |
| Are you an Ontario resident?                       | Y N                  |  |
| Are you a Canadian citizen?                        | Y N                  |  |
| Are you a landed immigrant?                        | Y N                  |  |
| <i>If "Yes", how long have you been in Canada?</i> | <input type="text"/> |  |
| Your gender? (optional)                            | M F                  |  |

Please provide list your recent work experience (or self-employment) if applicable:

| Company Name | Position | Start/End Date | Full/Part Time? |
|--------------|----------|----------------|-----------------|
|              |          |                |                 |
|              |          |                |                 |
|              |          |                |                 |

### Monthly Household Income

For yourself and your spouse (or common-law partner), before taxes:

|                                 | Yourself  | Your partner | Total     |
|---------------------------------|-----------|--------------|-----------|
| Self-employment                 | \$        | \$           | \$        |
| Wages:                          | \$        | \$           | \$        |
| Full-time                       | \$        | \$           | \$        |
| Part-time                       | \$        | \$           | \$        |
| Seasonal                        | \$        | \$           | \$        |
| Employment Insurance (EI)       | \$        | \$           | \$        |
| Ontario Works Benefits          | \$        | \$           | \$        |
| Disability Benefits             | \$        | \$           | \$        |
| CPP or other pensions           | \$        | \$           | \$        |
| Spousal Support                 | \$        | \$           | \$        |
| Other: _____                    | \$        | \$           | \$        |
| <b>Total Monthly Income (A)</b> | <b>\$</b> | <b>\$</b>    | <b>\$</b> |

### Monthly Household Expenses

|                                   |           |
|-----------------------------------|-----------|
| Rent/Mortgage                     | \$        |
| Utilities                         | \$        |
| Telephone                         | \$        |
| Food                              | \$        |
| Transportation                    | \$        |
| Childcare                         | \$        |
| Entertainment                     | \$        |
| Medical                           | \$        |
| Loan Payments                     | \$        |
| Spousal Support                   | \$        |
| Other: _____                      | \$        |
| <b>Total Monthly Expenses (B)</b> | <b>\$</b> |

### Summary of Monthly Balance:

**A** (Total Monthly Income) \$ \_\_\_\_\_ Minus: **B** (Total Monthly Expenses) \$ \_\_\_\_\_ = \$ \_\_\_\_\_

### Your Assets

|                          | Yourself  | Your partner | Total     |
|--------------------------|-----------|--------------|-----------|
| Cash                     | \$        | \$           | \$        |
| Savings or investments   | \$        | \$           | \$        |
| Residence                | \$        | \$           | \$        |
| Other real property      | \$        | \$           | \$        |
| Tools                    | \$        | \$           | \$        |
| Vehicle                  | \$        | \$           | \$        |
| Other: _____             | \$        | \$           | \$        |
| <b>Total Assets (C):</b> | <b>\$</b> | <b>\$</b>    | <b>\$</b> |

### Your Liabilities

|                              |           |           |           |
|------------------------------|-----------|-----------|-----------|
| Loans                        | \$        | \$        | \$        |
| Taxes owing                  | \$        | \$        | \$        |
| Mortgage outstanding         | \$        | \$        | \$        |
| Financing of other property  | \$        | \$        | \$        |
| Financing of tools           | \$        | \$        | \$        |
| Financing of vehicle         | \$        | \$        | \$        |
| Other: _____                 | \$        | \$        | \$        |
| <b>Total Liabilities (D)</b> | <b>\$</b> | <b>\$</b> | <b>\$</b> |

### For loans outstanding, please provide the following breakdown:

| Type             | Balance       | Monthly<br>Pmt | Date of<br>Last Pmt |
|------------------|---------------|----------------|---------------------|
| <i>i.e. Visa</i> | <i>\$ XXX</i> | <i>\$ XX</i>   | <i>Nov 2010</i>     |
|                  |               |                |                     |
|                  |               |                |                     |
|                  |               |                |                     |
|                  |               |                |                     |
|                  |               |                |                     |
|                  |               |                |                     |
|                  |               |                |                     |

### Your Financial Net Worth:

**C** (Total Assets) \$ \_\_\_\_\_ Minus: **D** (Total Liabilities) \$ \_\_\_\_\_ = \$ \_\_\_\_\_

## Other personal considerations

Please describe why you chose to apply to ACCESS for financing your small business. Include any previous attempts at getting financing through traditional banks.

*Type response here.*

We are required to perform a credit check on your personal debt history as part of the evaluation process. Please take this opportunity to describe any reasons for overdue payments, poor credit, collections or bankruptcies in your past that we should be aware of and how you have either addressed these issues or learned from your experiences.

*\*We encourage you to check your credit prior to submitting an application and including this with your report. You can find instructions on how to perform your own credit check free of charge on our website [www.accessccf.com/tools\\_templates](http://www.accessccf.com/tools_templates)*

*Type response here.*

## Your availability for interviews

Please list dates and times that you would be available to meet with our Loan Officers for a 1-2 hour interview. Interviews may take place at your location of business or at an alternate, mutually agreed upon location.

*Type response here.*

## PART TWO: BUSINESS PROFILE

|  |  |              |  |
|--|--|--------------|--|
| Business Name                                  |  |              |  |
| Business Address (Street)                      |  |              |  |
| Province                                       |  | City         |  |
| Business Phone #                               |  | Postal Code  |  |
| Business Email Address                         |  | Business Fax |  |
| Date Business Started or will Start (dd/mm/yy) |  | Website      |  |

Form of ownership:  Sole Proprietorship  
 Partnership  
 Corporation

If business is a partnership or corporation, please list names of partners or shareholders and their % ownership:

|             |            |                    |
|-------------|------------|--------------------|
| Name: _____ | Tel: _____ | % Ownership: _____ |
| Name: _____ | Tel: _____ | % Ownership: _____ |
| Name: _____ | Tel: _____ | % Ownership: _____ |

Has the business been registered or incorporated (please be prepared to present registration documents)?  Yes  No

### Classification of Main Business Activity

Retail  Construction  Wholesale/Distribution  Manufacturing  
 Food  Service  Other (Please specify): \_\_\_\_\_

Please briefly describe your primary business activity (i.e. 50 words or less):

Does the business require any special permits, licenses or insurance to operate?  Yes  No If yes, which ones?

What are your projected sales for the next 12 months? \$ \_\_\_\_\_

If applicable, what were your sales for the last 12 months? \$ \_\_\_\_\_

### Loan Information

Visit [www.accessccf.com/tools\\_templates](http://www.accessccf.com/tools_templates) to use our Loan Calculator and see what your monthly payments would be.

What is the amount of loan you are requesting? \$ \_\_\_\_\_ Term (# of months): \_\_\_\_\_

What will the loan be used for? Please provide a breakdown of the top three expenditures and their value. Please be prepared to provide quotes or purchase orders from suppliers for items over \$1,000.

| Good or Service | Amount   |
|-----------------|----------|
| _____           | \$ _____ |
| _____           | \$ _____ |
| _____           | \$ _____ |

## Sources of Financing

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

| Source | Amount |
|--------|--------|
|        | \$     |
|        | \$     |
|        | \$     |

## Other business considerations

Please describe what your back-up plans are for cash shortfalls or unexpected expenses? Include an explanation for how you will continue to make loan payments if your business fails to generate expected revenues:

*Type response here.*

What risk factors do you feel may affect your business during the next 12 months? I.e. what are things that could negatively impact your sales or revenue projections?

*Type response here.*

Please describe what specific experience, education, skills or knowledge that you possess which will contribute to this business. Include any business related training you may have received. Feel free to submit a resume if desired.

*Type response here.*

## References:

Please list three references we may contact:

| Name | Relationship | Telephone |
|------|--------------|-----------|
| 1.   |              |           |
| 2.   |              |           |
| 3.   |              |           |

# PART THREE: APPLICANT CONSENT & DECLARATION

## Applicant's Consent

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**Legal Name:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Social Insurance Number:** \_\_\_\_\_

By signing below you are authorizing ACCESS Community Capital Fund, as part of your loan application, to collect, use, and disclose your personal information that you provide to us or that we may otherwise collect in connection with this loan application for the identified purposes listed below. To achieve the identified purposes listed below, personal information may be collected from and disclosed to third parties such as government or industry agencies, insurers, credit bureaus and reporting agencies, financial products dealers, financial institutions, and references you have provided in support of this loan application. Social Insurance Number, birth date or other identifiers, if collected, may be used to verify your identity, including matching credit reports. If you are providing to us personal information about another individual, such as a family member or reference, or in the case of a commercial client, information about an employee, agent, or representative, then you confirm that you have obtained authorization from them to consent to the above on their behalf.

We collect, use and disclose your personal information to:

- Verify your identity and evaluate your loan application;
- Obtain a credit information report or related financial history, verify your current and ongoing creditworthiness and other information you have provided in connection with this loan application and providing credit information to potential creditors, credit bureaus and credit reporting agencies;
- Detect and prevent fraud;
- Compile statistics, conduct market research and report to regulatory and industry agencies;
- Meet legal, regulatory, security and processing requirements;
- Determine prices, fees and premiums;
- Analyze the suitability of our products or services for you;
- Investigate and settle claims;
- With your consent, determine your eligibility for products and/or services that may be of an interest to you from various business partners with whom we have formed an association, and offering these products and services to you;
- With your consent, refer you to financial planning services;
- With your consent, contact you to conduct market research;
- Provide you with ongoing services;
- Establish and maintain communications, and to respond to your inquiries; and
- For other purposes, with your consent or as permitted or required by law.

Please note that a service fee may be exchanged between financial service providers for the service work needed to provide your name and information to such third parties.

Continued on next page.

Please note that your consent is necessary for us to process your loan application. You may withdraw your consent at any time upon reasonable written notice, subject to legal or contractual restrictions. Please note that the withdrawal of consent will affect our ability to provide you with the products and services that you would like to receive.

\_\_\_\_\_ (Please Initial) Yes, I consent to being contacted for the purposes of market research related to the loan program;  
\_\_\_\_\_ (Please Initial) Yes, I consent to the use of my personal information for the purposes of determining my suitability for, and contacting me by regarding, financial planning services that may be of interest to me;  
\_\_\_\_\_ (Please Initial) Yes, I consent to the use of my personal information for the purposes of determining my suitability for, and contacting me regarding, products and/or services of third parties that may be of interest to me.

**Name**  
**(Please Print):** \_\_\_\_\_ **Signature:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

### Applicant's Declaration

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I, \_\_\_\_\_ (applicant's name) am applying for this loan in good faith, and have answered the questions truthfully and to the best of my ability.

I commit to repaying the full amount of the loan and related interest charges regardless of the success or performance of my business. I recognize that ACCESS' banking partner and ACCESS Community Capital Fund will take every reasonable measure to recover from me the full value of outstanding loan payments in the event of default. I also recognize that, in order to render a good decision, the ACCESS Community Capital Fund and members of the Loan Review Committee will undertake to verify the Information provided by me in this application.

On approval of the loan, I agree to pay an administration fee equal to 5% of the notional value of the loan to ACCESS Community Capital Fund for their guarantee of the loan.

I agree to permit ACCESS' banking partner to obtain information about my credit rating and share the results with the Loan Review Committee of Access Community Capital Fund. I understand that all members of the Loan Review Committee have pledged to treat this information with the strictest confidence and will ensure that no person outside the ACCESS Community Capital Fund Loan Review Committee has access to it.

Notwithstanding any other provision hereof or any other document or agreement between myself and ACCESS Community Capital Fund, I acknowledge that neither ACCESS Community Capital Fund nor any of its volunteers, contractors or staff will have any liability in tort, contract or otherwise for any loss, damage or claim, judgement, cost or expense of any kind (collectively "**Damages**") that I assert or sustain as a result of any advice or services arising out of, or in connection with, this loan application or the granting of such a loan under the ACCESS microcredit program.

I agree to indemnify ACCESS Community Capital Fund and any of its volunteers, contractors or staff against, and to hold each harmless from, any and all proceedings, Damages, and liabilities, directly or indirectly, incurred by or taken against any of them arising out of or in connection with this loan application or the granting of such a loan under the ACCESS microcredit program.

**Name** \_\_\_\_\_ **Name**  
**(Applicant):** \_\_\_\_\_ **(Witness):** \_\_\_\_\_  
**Signature:** \_\_\_\_\_ **Signature:** \_\_\_\_\_  
**Date:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please check that the following are completed and enclosed before you submit your Loan Application.

**1. Completed ACCESS Loan Application Forms, which include:**

- Part One – Personal Information
- Part Two – Business Profile
- Part Three – Applicant Consent & Declaration

**2. Business Plan**

If you do not have a business plan – you can download a template from the “Applicants” section of [www.accessccf.com](http://www.accessccf.com) and answer the questions requested in the necessary sections.

**3. Twelve (12) Month Cash Flow Forecast**

You can provide your own or use our template, which is available in the “Applicants” section of [www.accessccf.com](http://www.accessccf.com).

**4. Supporting Documents**

- CRA Notice of Assessment for prior year
- Credit Report (Optional\*\*)

***If applicable:***

- Copy of rent or lease agreement for property used by the business
- Purchase orders from buyers or other evidence to support past or future sales receivable

\*\*You have the option of submitting a credit report with your application to assist us in your evaluation. In the event that your application is recommended for approval, we are still required to submit a credit check through our bank. However, including one in your application provides us insight into your credit history, which may prove valuable during the interview process. Requesting your own credit report does not affect your credit rating.