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Thank you for your interest in CAIC! Please read the **Mortgages for Community-Based Projects Borrower Information Guide** before completing this application.

MORTGAGES FOR COMMUNITY-BASED PROJECTS APPLICATION FORM	
A: ORGANIZATION INFORMATION	
(Legal) Name of Organization:	
Address:	
Telephone:	Fax:
e-mail:	Web site:
CCRA Registration/BN:	Year Incorporated or organized:
Type of organization: <i>(i.e. non-profit, profit, cooperative, or CED organization)</i>	Geographic area of incorporation (i.e., if municipal, give the city; if provincial, give province:
*Please attach a description of your organization's objectives & activities.	**Please attach notarial copy of Articles of Incorporation.
Year operations commenced:	Have operations of your organization been continuous since the date they commenced? Yes <input type="checkbox"/> No <input type="checkbox"/> If not please explain:
PRIMARY CONTACT	SECONDARY CONTACT
<input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Mrs. <input type="checkbox"/> Mr. <input type="checkbox"/> _____	<input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Mrs. <input type="checkbox"/> Mr. <input type="checkbox"/> _____
Last Name:	Last Name:
First Name & Middle Initial:	First Name & Middle Initial:
Position:	Position:

B: ACTIVITIES & ASPIRATIONS
<i>CAIC bases its investment decisions on the financial soundness of the application and the social benefits that will result. In this section, we are trying to learn how your organization contributes to the development of disadvantaged persons or communities, and/or about other benefits to the community arising out of your operations.</i>
Project Title:
Project Summary: <i>In answering the questions in this section, please ensure that you explain how your organization is going to realize this project and manage its operations on an ongoing basis (i.e. what resources are required and how is the organization going to attain them). Please attach your business plan along with any recent newsletters, or other reporting that will explain your project.</i>
a) What is the project?
b) What is the social benefit of the project?
c) Please provide a detailed description of: i) how the project is going to be financed; and ii) how it is going to operate on an ongoing basis.

Is your organization closely affiliated with another organization? Yes No

Name of Affiliated Organizations	Executive director's name	Phone Number

MANAGEMENT
Please tell us about key employees (directly involved) and *attach curriculum vitae highlighting relevant experience* with regards to the project.

Name	Title or role	# months/years working for organization

BOARD OF DIRECTORS
Please tell us about your board of directors.

Name	Office/Board committees (please specify)	# months/years on board

(If you have detailed bios for your board please attach.)

C: INVESTMENT PROPOSAL

Amount of loan requested:

Terms of repayment. Please propose:

- Term _____
- Amortization _____
- Interest rate _____

Collateral available: (*A professional Appraisal of the property and a Phase One Environmental Assessment will be required.*)

If the property being purchased does not provide sufficient collateral (See Guide), please indicate the name(s) of potential guarantors for the mortgage.

1. _____
2. _____
3. _____

CREDIT INFORMATION

We may require credit information at a later stage in approval process. (i.e. bank accounts etc.)

Identify your present sources of credit:

List other sources of credit/investment that you have approached for this loan proposal, and briefly describe their response. CAIC's mandate is to provide capital for those groups unable to access it through conventional sources.

D: FINANCIAL ORGANIZATIONAL CAPACITY

In order for CAIC to assess your request for financing we need to understand your organization's financial and operating capacities.

- Financial Planning-** the applicant must show that the project and organization have long-term financial and managerial stability.

- Financial Data –** the applicant must provide the following:
 - your most recent financial statements (within two months)
 - balance sheet
 - budget & cash flow projections for the current and upcoming year, assuming you receive the assistance you require.
 - financial statements (audited or reviewed) for the last two years.

- Organizational Resources-** does the organization have the internal resources (both financial and personnel) to see the project through.

- Financial Operating Systems-** that ensure effective control over the organization's financial activities such as:
 - A budget and budgeting system
 - A set of accounts which are kept on a timely basis
 - A reporting system which includes a regular review of results and comparisons to budget
 - An annual review of results preferably by an independent auditor

- Financial Soundness-** the organization must have a strong operating track record and secure economic prospects. Examples of this would be:
 - Low levels of existing debt
 - Multiple long-term sources of operating funding
 - High level of financial support from the community
 - Surpluses and reserves sufficient to deal with unforeseen difficulties

Please provide the following financial information (via attachment):

- **Your most recent internal operating statement & balance sheet.**
- **Budget & cash flow projections for the current and upcoming year demonstrating how the CAIC loan would be repaid.**
- **Financial Statements (audited or reviewed) for the last two years.**

Please tell us about your organization's financial management practices (i.e. financial planning, organizational resources, financial operating systems, and financial soundness)? **Please attach any relevant documents.**

Please indicate the name, phone number and email address of the lawyer who will be representing you if your application is successful.

REFERENCES

List the names, addresses, phone numbers and email addresses of three references that know of your organization's work. You may also provide relevant testimonials. (Indicate whether business or personal and how they know about your organization.)

1. _____

2. _____

3. _____

How did you hear about CAIC?

Anything else you think we should know?

PLEASE SIGN HERE

By signing this application you confirm that the information provided is complete and accurate to the best of your knowledge. You also authorize the Canadian Alternative Investment Cooperative (CAIC) to use your organization's name and the name of the project you are involved with in order to promote CAIC to other potential borrowers.

Chair of your board of directors (or other authorized signatory)

Name (please print) Signature Date (mm/dd/yyyy)

Executive director

Name (please print) Signature Date (mm/dd/yyyy)

Attention: Failure to include requested information may result in the rejection of your application. Please note that CAIC cannot return application materials.