

COLLATERAL

Forward Community Investments requires loan collateral; please list assets you will use to secure this loan.

Collateral	Value	How was value of collateral determined <i>(Example: purchase price, current value, appraisal, etc.)</i>
	\$	
	\$	
	\$	

Is this collateral used to secure any other loan? Yes No

If yes, please identify previous lien holder and describe purpose _____

If collateral is a committed foundation grant or government contract, list contact person and submit a copy of the award letter or contract:

Foundation/Grant source _____
 Contact person _____ Direct phone _____

FINANCIAL INFORMATION

Fiscal year ending date (mm/dd) _____

Monthly financial statements are prepared: Internally By outside service or firm Combination of both

Frequency of financial reports: Monthly Quarterly

List any outstanding obligations (loans), including tax liabilities, judgments, liens or defaults:

Creditor	Balance	Status
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	

Staff responsible for financial reporting and management:

Staff _____ Direct phone _____ Email _____
 Bookkeeper _____ Direct phone _____ Email _____
 Board Treasurer _____ Direct phone _____ Email _____

PROJECT INFORMATION

Provide a brief description of the project _____

Please provide an estimate of the number of individuals served and/or the number of housing units created or improved by this project:

Individuals served _____ and/or housing units created or improved _____

If this is a housing project, estimate the number of units that will be occupied by the following target populations. For non-housing projects, estimate the number of individuals assisted by this project:

- Above Middle Income (over 100% of CMI): _____ # units or individuals assisted
- Middle Income (80% to 100% of CMI): _____
- Moderate Income (60% to 80% of CMI): _____
- Low Income (25% to 60% of CMI): _____
- Very Low Income (below 25% of CMI): _____
- People with Disabilities: _____
- Elderly: _____

If this is a housing project, describe type of housing that will be provided (owner-occupied, rental, SRO, etc.):

ORGANIZATIONAL INFORMATION

Date incorporated _____ Full-time employees _____ Part-time employees _____

Geographic area served _____

Briefly describe target population _____

Number of clients served in last fiscal year _____

Primary staff contact _____ Direct phone _____ Email _____

Primary Board contact _____ Direct phone _____ Email _____

SUPPORTING INFORMATION

Please enclose the following: Label each section of the attachments with the appropriate letter. *If your organization received a loan from Forward Community Investments in the last 12 months, please call us at 608/257-3863 prior to submitting this application to determine what information is currently on file.*

- A. **Organizational Description** – Brief history, mission and purpose of organization; most recent annual report (if available); brochures or marketing information regarding your organization; resumes for key management/staff; list of Board of Directors and officers including names, occupations, affiliations and addresses.
- B. **Organizational Subsidiaries and Affiliates (if applicable)** – List all subsidiaries and affiliates of borrower including description of relationship.
- C. **Organizational Documents** - Include a copy of your Articles of Incorporation, by-laws and IRS Determination Letter.
- D. **Development Team** - Identify the key individuals involved in developing this project including staff, board and technical assistance providers. When outside assistance is used, please include addresses and phone numbers of those providing services.
- E. **Partnerships (if applicable)** – List all partners (public and private, nonprofit and for-profit) involved in the project including their role and financial commitment.
- F. **Project** – If available, provide additional information about the proposed project including a business plan, project schedule highlighting important milestones and estimated date of completion.
- G. **Organizational Financial Information**
- Income tax statements (Form 990) for the most recent year ending
 - Audited financials for the last three years (if not available, Form 990s for last three years)
 - Last three months financial statements including balance sheet and profit and loss statement
 - List of the organization's three primary confirmed [funding] sources of income including description, contact person, amount and period covered
 - List of outstanding loans including name of creditor, reason for loan, original balance, current balance, monthly payment, interest, origination date, maturity date, collateral used for loan, status (current or past due)
 - Outstanding tax liabilities, judgments, etc.
 - Operating pro forma (budget) including loan and project for a minimum of three years
- H. **Facilities Information** – If funds are being requested for building purchase, rehabilitation and/or construction, please include the following additional information:
- Copy of signed offer to purchase (if applicable)
 - Copy of appraisal (if available)
 - Three year pro forma operating statement for the building purchase
 - Property inspection report (if available)
 - Phase 1/Phase 2 environmental report (if available)

SUPPORTING INFORMATION *continued*

- I. _____ **Collateral Information** – If collateral includes a mortgage on a single property (or multiple properties), please include the following additional information:
- Copy of most recent appraisal/s (if available)
 - Phase 1/Phase 2 environmental report (if available)
 - List of creditors having a financial interest in the collateral, include contact information and current loan balance

J. _____ **Primary Financial Institution**

Bank/Credit Union _____

Name of officer _____

Address _____

Telephone _____ Fax _____

K. _____ **Accountant**

Accounting Firm _____

Name of accountant _____

Address _____

Telephone _____ Fax _____

L. _____ **Attorney**

Law Firm _____

Name of attorney _____

Address _____

Telephone _____ Fax _____

M. _____ **Business Insurance Carrier**

Insurance company _____

Name of agent _____

Address _____

Telephone _____ Fax _____

Note: It's not uncommon for Forward Community Investments' loan officer to request additional information specific to the loan requested.

Forward Community Investments

Certification of Loan Application

This Certification must be completed and returned with the supporting attachments.

By my signature below, I certify that the information contained herein and submitted in support of this loan request is complete and accurate.

By signing this application, permission is granted to Forward Community Investments to talk with the applicant's creditors, lenders and potential lenders regarding any information relevant in considering this loan.

I further understand that if this loan request is approved and disbursed, this organization will be listed as a recipient of loan funds from Forward Community Investments and hereby agree to allow Forward Community Investments to use our name, and name only, as part of its community marketing efforts.

Signature

Print Name and Title

Date

Addendum

Please Complete

In collaboration, Forward Community Investments and Madison Gas and Electric (MGE) have teamed up to promote energy efficiency with your project Forward Community Investments and potentially save you money. If the project for which you are seeking a low-interest loan is within MGE's service territory, Forward Community Investments and MGE would like to provide you with energy information and give your project the opportunity to be connected with to the utility's energy efficiency services program. This service will provide you the opportunity to improve the efficiency of your project as well as reduce its energy costs.

_____ **YES**, you have our permission to share with MGE our interest in learning more about their energy efficiency services and how it could help reduce our project's energy costs. Please have MGE contact us.

_____ **NO**, we are not interested in learning more about this service.

_____ **SORRY**, our project is not within MGE's service territory.