

ASSISTANCE FOR SMALL BUSINESS

Dec 2007

We are a not-for-profit corporation funded by Industry Canada.

Part of our mandate is to provide assistance for small business to allow them to increase employment in our area. We offer business counselling and loans up to \$150,000. We also have a library of resource materials. When available, we also administer the Self Employment Benefit Program.

We service the following: Townships of Carlow/Mayo, Faraday, Limerick, Tudor & Cashel, Wollaston, Madoc and South Algonquin, including Centre Hastings the Municipalities of Tweed, Marmora & Lake, Hastings Highlands and the Town of Bancroft.

Whether you are in business now or you are considering starting a business, a good business plan is essential to the success of your business. To best assist you, we at the Community Futures Development Corporation, suggest that you complete the attached business plan to the best of your ability. Please forward the completed application to the Community Futures Development Corporation. Upon receipt, an appointment will be made to discuss your plan. If you have any question(s) regarding it's completion, please give us a call at (613) 332-5564. The office is located 26 Chemaushgon Rd, Bancroft, Ontario.

COMMUNITY FUTURES DEVELOPMENT CORPORATION

SERVICES REQUESTED

Are you related to any Director or Employee of the CFDC _____

Do you require: Counselling _____ Self Employment Benefit Program _____

Financial Assistance ___ Other (please specify) _____

Where did you find out about us? _____

Applicant Understands and Agrees:

The applicant has approached banks, financial institutions and other lenders to obtain funds and was not able to obtain financing.

Dated at _____ This _____ Day of _____, 200_____

Witness

Signature

PERSONAL INFORMATION

FULL NAME _____ DOB _____ SIN (Optional) _____
First Middle Last M/D/Year

PRESENT ADDRESS: _____ CITY: _____ POSTAL CODE: _____
911# Road

TOWNSHIP: _____ Mailing Address _____
If different

OWN _____ RENT _____ How long at present address _____

TELEPHONE RES. _____ BUS. _____ CELL # _____

E-MAIL: _____

PREVIOUS ADDRESS (if less than 3 yrs. at above address) _____

MARRIED _____ SINGLE _____ SEPARATED _____ DIVORCED _____ # DEPENDENTS _____

EMPLOYER _____ POSITION _____ #YRS _____

GROSS MONTHLY SALARY \$ _____ EMPLOYER'S PHONE # _____

OTHER INCOME \$ _____ SOURCE(S) _____

Please Itemize

PERSONAL DATA ON YOUR SPOUSE

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

Spouse's Name _____ SIN (Optional) _____ DOB _____
First Middle Last M/D/Year

Spouse's Occupation/Employer _____ POSITION _____ #YRS _____

GROSS MONTHLY SALARY \$ _____ EMPLOYER'S PHONE # _____

ASSETS List and describe all assets		LIABILITIES List credit cards, open lines of credit and other liabilities (including alimony and child support)		
	VALUE		Balance Owing	Monthly Payment
Total Chequing Balance		Bank Loans (Please Itemize)	\$	\$
Total Saving Balance				
Stocks & Bonds				
Retirement Accounts (e.g.RRSP)		Credit Cards (Please Itemize)		
Other Assets (Please Itemize)				
Automobile(s) Year/Make/Model		Automobile Loans (Please Itemize)		
		Monthly Rent Payment		
		Other Obligations (Please Itemize)		
Total Assets		Total Monthly Payments		
		Total Liabilities		
		Net Worth	\$	

PERSONAL REAL ESTATE DETAILS

Address and Legal Description	Year of Purchase	Price Paid	Estimated Current Value	Mortgages Outstanding	Monthly Payment
		\$		\$	\$

SUNDRY PERSONAL OBLIGATIONS

Are you providing personal support for obligations not listed above (i.e. cosignor, endorse, guarantor, child support, alimony?)
 Yes ___ No ___ If yes please provide details

PERSONAL BANK(S) OR CREDIT UNION(S) DEALT WITH _____

THREE REFERENCES (Name of 2 nearest Relatives not living with applicant)	Name	Address	Tele#	Relationship
_____	_____	_____	() _____	_____
_____	_____	_____	() _____	_____
Other	_____	_____	() _____	_____

DISCLOSURE AND RELEASE STATEMENT

To: The CFDC of North & Central Hastings and South Algonquin (the "Corporation")

1. I, hereby certify that the information in this Statement of Personal Assets and Liabilities is a complete and true declaration. 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 a guarantor).
2. I confirm that if any statement I have made herein or in accompanying materials proves to be incorrect in any way, I shall notify the Corporation immediately.
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 Industry Canada who oversees the Community Futures Program.
6. I confirm receipt of the Corporation's *Privacy Statement* and understand and consent to the Corporation collecting, using, retaining and disclosing the information contained in this Statement of Assets and Liabilities for the limited purpose of determining my eligibility for financing as is required by law, and by Industry Canada. I understand that the Corporation will handle my personal information in strict confidence in accordance with Federal privacy law as set out in the Corporation's *Privacy Policy*. If I have any questions or concerns about the management of my information, I may refer to the *Privacy Policy*, available at www.community-futures.ca or contact the Chief Privacy Officer.

Yes or No

- I am currently the subject of litigation before a court, tribunal, government board or agency, or there is a threat of such litigation. There are unexecuted judgment(s) registered against me, such as: _____
- I have made an assignment or have been petitioned into bankruptcy; there are writs registered against my name. If yes, provide details: _____
- I certify that I am a Canadian Citizen or Landed Immigrant.

DATED AT _____ THIS _____ DAY OF _____, 200_____

Witness

Signature

1. **COMPANY/BUSINESS NAME** _____ Telephone _____

Principal place of business at:

(Street address) _____ (Town/city) _____ (Province) _____ (Postal Code) _____

(Telephone Number) _____ (Cell Number) _____ (Fax Number) _____ (Email address) _____

2. **CARRYING ON THE BUSINESS OF:** _____

3. **HEREBY APPLIES TO** Community Futures Development Corporation of North & Central Hastings and South Algonquin (the "Corporation") for financing of \$ _____ under the following project to be financed:

ESTIMATED PROJECT COSTS:

Land	\$ _____
Building/Leaseholds	\$ _____
Equipment	\$ _____
Working Capital	\$ _____
_____	\$ _____
TOTAL	\$ _____

EXPECTED FINANCING:

CFDC Loan	\$ _____
Investment by Owners	\$ _____
Other Financing	\$ _____
Grants	\$ _____
_____	\$ _____
TOTAL	\$ _____

Purpose of Funds _____

4. **AND MAKES THE FOLLOWING STATEMENTS:**

(a) That the Applicant's business was established (*Date*): _____, _____

(b) As Corporation Partnership Proprietorship Other: _____

(c) That the Officers and shareholders of the Applicant's business are:

Full Name	Address	Position/Office	% Interest	Years With Firm
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

(d) That a partnership agreement was executed and is attached: _____

Date executed* or No

**Note: each partner is required to complete a Statement of Personal Assets and Liabilities with this application.*

That this project will provide the following number of NEW JOBS ___ JOBS MAINTAINED _____

(f) That conventional financing was unavailable for this business proposal: yes no

(g) 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.

(h) That the Applicant carries a business bank account(s) at:

(Name of bank)	(Address)
(Name of bank)	(Address)

and will instruct the bank(s) to give the Corporation full information concerning the Applicant's affairs.

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

FINANCIAL INFORMATION - BUSINESS as at _____.
(if an existing business, please attach recent financial statements)

Business Assets	Customer Value	
Cash _____	\$ _____.	
Accounts Receivable (attach list) _____	\$ _____.	
Inventory _____	\$ _____.	
Equipment (list below) _____	\$ _____.	
Total Assets	\$ _____.	
Business Liabilities	Amount O/S	Payment
Loans _____	\$ _____.	\$ _____.
Accounts Payable (attach list) _____	\$ _____.	\$ _____.
Income tax _____	\$ _____.	\$ _____.
GST/PST/Source Deductions/WSIB _____	\$ _____.	\$ _____.
Total Liabilities	\$ _____.	\$ _____.
Net Worth	\$ _____.	\$ _____.

EQUIPMENT (Existing including vehicles)

Item	Year	Make/Model	Value
_____			\$ _____.
_____			\$ _____.
_____			\$ _____.
_____			\$ _____.
_____			\$ _____.

(l) 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 individual or corporation should be reported)

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 Corporation or its solicitors. **CFDC charges an application fee of 1/2 of 1% on amount advanced. \$25.00 is collected at the time the application is submitted and is non-refundable. The balance of the application fee is only collected on approved loans;**

(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 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;

(d) 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 Industry Canada.

6. 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 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.

7. 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 Industry Canada are permitted access to the files of the Corporation for monitoring and evaluation purposes and that the Applicant may be contacted by representatives of Industry Canada and that, such information as is acquired by the Ministry 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.

DATED, at _____, this _____ day of _____, 200_____

(Name of Witness – if Applicant not a Corporation)

(Name of Applicant)

(Signature)

(Signature)
I have authority to bind the Corporation

PRIVACY STATEMENT

INTRODUCTION

Community Futures is a federally supported not-for-profit community organization with a volunteer Board of Directors and professional staff whose purpose is to support community economic development and small business growth through business loans or loan guarantees. This brochure summarizes Community Futures' privacy policies and procedures that have been developed to comply with Canada's *Personal Information Protection and Electronic Documents Act* ("PIPEDA"). PIPEDA sets out rules for the collection, use and disclosure of a client's or customer's personal information, as well as safeguarding that information in the course of commercial activity as defined in the legislation.

WHAT IS "PERSONAL INFORMATION"

Under PIPEDA, "Personal Information" means any information that is identifiable to an individual, including name, address, telephone number, Social Insurance Number, and date of birth. It also includes, but is not limited to, other information relating to identity, such as, nationality, gender, marital status, financial information and credit history.

PURPOSES FOR PERSONAL INFORMATION

Community Futures collects only that personal information required to assess a prospective applicant's eligibility for financial assistance, as well as to report to Industry Canada, the Federal department that administers the Ontario Community Futures' Program.

CONSENT

At the time of completing a loan application, the express, written consent of the individual applicant will be sought for the collection, use, retention and disclosure of their personal information for the purposes set out in Community Futures' privacy policy. An applicant may choose not to provide some or all of the personal information requested, but if Community Futures is unable to collect sufficient information to validate a financing request, the application for financing may be turned down.

ACCURACY

Community Futures endeavours to ensure that all personal information in active files are accurate, current and complete. When a client notifies Community Futures that his or her personal information requires correction or updating, the necessary changes will be made. Information contained in closed files is not updated.

LIMITING USE, RETENTION & DISCLOSURE

Community Futures uses and retains personal information for only those purposes to which the individual has consented.

Personal information will be disclosed to only those Community Futures employees, volunteer members of committees and/or Board of Directors that need to know the information for the purposes set out in the Community Futures Privacy Policy.

SAFEGUARDS

Community Futures utilizes a number of physical, organizational and technological measures to safeguard personal information from unauthorized access or inadvertent disclosure in accordance with its *Information Security, Retention and Destruction Policy*, including but not limited to:

Physical

Active files are stored in locked filing cabinets located in work areas restricted to Community Futures employees and authorized volunteers. Closed files are stored in locked cabinets for a period of seven years, after which, the information is shredded prior to disposal.

Organizational

Community Futures employees, volunteers, and third party service providers sign confidentiality agreements binding them to safeguarding the confidentiality of personal information to which they have access.

Technological

Personal information contained on Community Futures computers and the electronic data base are password protected. As well, the Internet server or router has firewall protection to protect against virus attacks and hacking into the data base.

Electronic Transmission of Information

Notwithstanding the technological safeguards implemented by Community Futures, all Internet transmissions are susceptible to possible loss, misrouting, interception and misuse. For this reason, as part of the application that individual's sign consenting to their personal information being collected, used, retained, and disclosed, Community Futures will assume that it has the individual's consent to communicate via the Internet unless notified to the contrary.

INDIVIDUAL ACCESS

An individual who wishes to review or verify what personal information is held by Community Futures may do so by making a request, in writing to the Community Futures' Chief Privacy Officer. Upon verification of the individual's identity, the Chief Privacy Office will provide a written report within 60 days.

INVESTIGATING COMPLAINTS

Any concern or issue about Community Futures' personal information handling practises may be made, in writing, to the Chief Privacy Officer. Upon verification of the individual's identity, the Chief Privacy Officer will act promptly to investigate the complaint and provide a written report to the individual.

If the individual is dissatisfied with the report provided by the Chief Privacy Officer, or feels that the corrective action taken by Community Futures is insufficient, the individual may direct a complaint to the Federal Privacy Commissioner in writing. The address of the Federal Privacy Commissioner is provided in this Privacy Statement for your convenience.

AMENDMENTS TO OUR PRIVACY POLICY

This Privacy Statement is a summary of Community Futures' Privacy Policy. For full particulars of Community Futures' privacy policies and procedures, please request a copy of the Privacy Policy from Community Futures or a copy may be obtained from the Internet website at: www.community-futures.ca

The Community Futures Privacy Policy and this Privacy Statement are in effect [date approved by Board of Directors] and is retroactive to January 1, 2004. Community Futures' Privacy Policy and this Privacy Statement may be updated from time to time to reflect amendments in applicable Federal and Provincial laws. Any changes to this Privacy Policy will be posted on Community Futures website and will apply to personal information collected from the date of the posting of the revised Privacy Policy.

CONTACT INFORMATION

If you have any questions regarding Community Futures' Privacy Policy, Information Security, Retention and Destruction Policy, and/or this Privacy Statement, or you wish to make an access to personal information request, please contact:

Chief Privacy Officer CPO@community-futures.ca
Community Futures Phone: (613) 332-5564
26 Chemaushgon Rd. 1-800-465-4119
Box 517 Facsimile: (613) 332-5628
Bancroft, ON
K0L 1C0

OTHER HELPFUL PRIVACY LINKS

For a copy of *PIPEDA*, or for answers to other questions regarding privacy legislation, below are some helpful privacy links.

Federal Privacy Commissioner

www.privcom.gc.ca

112 Kent Street

Ottawa, ON K1A 1H3

Provincial Privacy Commissioner

www.privcom.on.ca

Community Futures Privacy Policy Web Site: www.community-futures.ca

Siskind, Cromarty, Ivey & Dowler LLP

Privacy Law Group:

www.siskindsprivacylaw.com