

LOAN APPLICATION PROCEDURES

1. Complete the application and return it with any readily available information that you believe might be helpful in allowing Equity Trust to understand how you are proposing to put together your project and how our loan funds will be used within your project. The types of information that we are looking for are financial information about you, your organization and/or project. A work plan for how the money will be used, detailing any other sources of funds and who will be responsible for doing the work.
2. The staff committee will review any material that you have submitted to determine whether your project qualifies or whether the project falls within our range of capability. If your project is not eligible or there is not sufficient money in our loan fund at this time to cover your request, you will receive a letter explaining why your request was denied. If your project is eligible and we have sufficient funds, you will be contacted and asked to submit any additional information needed to complete your application. Material prepared for any other purpose, which contains the requested information, is acceptable as long as you highlight the section that is answering one of our questions and identify which question this addresses.
3. The Equity Trust Fund Loan Committee will review your application and will approve the loan, deny the loan, or may ask for additional information. If approved...
4. A loan agreement is issued by the Equity Trust Fund stipulating the terms and conditions of the agreement and requires a signature within a specified amount of time. If Equity Trust agrees to provide only a portion of the funds that are needed and the remaining funds need to be secured from another source, we will provide a time-limited commitment letter to allow you to mobilize the rest of the funds that are needed.
5. The Equity Trust Loan Fund charges a fee of \$200 or 1% of the value of the loan, whichever is larger, to issue a loan that has been approved.
6. Preparation of documents for closing. Equity Trust will provide a Loan Agreement and a Promissory Note. When there is collateral to secure the loan, we request that your attorney prepare the necessary security instruments for our review and approval. In some cases exceptions may be made to this policy.
7. Closing will occur as soon as all conditions in the Loan Agreement have been satisfied and the appropriate documents have been prepared.
8. If the project does not qualify (step 2) or the application is not approved by the loan committee (step 3), a denial letter containing the reasons for rejection will be sent.

EQUITY TRUST, INC.

P.O. Box 746
Amherst, MA 01004
Phone (413) 256-6161
etf@equitytrust.org

LOAN APPLICATION

1. APPLICANT

Legal Name of Borrower: _____

Contact Person: _____ Title: _____

Mailing Address: _____

Telephone Number: (____) _____ Fax: (____) _____

Email Address: _____

Tax Operating Status: _____
(e.g. Non-profit, 501(c)3, cooperative, individual, municipality, etc.)

Tax I.D. Number: _____ Date Established: _____

2. DESCRIPTION OF PROJECT (Please describe the project and how an ETF loan would contribute to it.)

3. LOAN REQUEST

Total Project Cost: _____ Amount Requested From ETF: _____

If you are funding part of your project's total cost with a source of funds other than a loan from the Equity Trust Fund, please describe how funds from an ETF loan would be used:

Requested Interest Rate: _____ Requested Length of Loan: _____

Other Sources of Funds:

Name of Source	Amount	Status (i.e.: proposed, requested, committed)
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_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Proposed Collateral: _____

Anticipated Source of Repayment: _____

References (Name, Address, Phone)

1. _____
2. _____

If you have any questions about how to fill in this application or about Equity Trust, please call or write:

**Equity Trust Fund
P.O. Box 746
Amherst, MA 01004
(413) 256-6161
etf@equitytrust.org**

Equity Trust Fund

Loan Application Supporting Information Checklist

The following lists outline the kinds of information that we will be looking for in order to make a decision about your loan request. Not all of these things will apply to you. Please send any of the following that you have and we will work with you to complete any missing pieces. Please feel free to send material that you have prepared for other purposes and highlight and label the sections that respond to items listed below.

A. Organizational Information

- Description of legal and organizational structure
- Membership information (eligibility criteria, number of current members, extent to which they are representative of the community)
- Description of staff and volunteer support
- History of the organization and key people in it, including brochures and/or press clippings
- Description of current programs
- Account of real estate holdings
- Account of other assets
- Account of current indebtedness
- Operating budget for current fiscal year.
- Projected budget for at least twelve months into the future.
 - New businesses: please include a projected budget for at least two years into the future.
 - New businesses: please break budget down by month for at least first twelve months.
 - Short-term cashflow loan requests: please break projected budget down by month.
(Please ask—we can send you a model for a projected budget broken down by month.)
- Financial statements for the previous two years
- Statement of sources of funding
- If incorporated, a copy of the Articles of Incorporation, Bylaws, IRS Determination letter, list of the Board of Directors and officers, and a corporate resolution authorizing a loan from Equity Trust and designating the appropriate person to sign all documents to complete the transaction

B. Project Information

- Description of project and the development team
- Explanation of who, and how many, will be served, and the level of their need
- Explanation of how the project relates to ongoing development efforts
- Ultimate ownership or management plan for the project
- Business or development plan, with timeline
- Project budget
- List the sources and uses of money for the development of the project and note which are in-hand, which are conditional and which are uncommitted. Please discuss particular challenges of this project and an account of any unsuccessful efforts to get financing from other sources.
- Description of the type and value of the collateral (or other security) offered.
- Description of current and future technical assistance needs and who, if anyone, is presently providing assistance