

CCF Investment Application

Cooperative Capital Fund of New England
5533 Peden Point Road, Wilmington, NC 28409
910/395-6008 e-mail: info@coopcapital.coop

INVESTMENT APPLICATION

Applicant: _____

phone _____
Email: _____

Application fee of \$100 is:
 enclosed

Actual Street address (not a P.O. Box) _____
Located in the county of _____

Representative for this application:

are: _____ Correspondence address, if different:
enclosed _____

phone _____

Minutes of authorizing meetings

 forthcoming

tax ID # _____

Amount of investment requested: _____
Repayment terms requested _____

Use of investment proceeds: _____

Need for and benefits of proposed expenditures: _____

Number of jobs created _____ retained _____ as a result of this investment.
Number of housing units created _____ renovated _____ as a result of this investment.

Collateral (please see #6 over) _____

This application and all attachments are believed to be correct and complete in all material respects.

Authorized signature Date

INVESTMENT APPLICATION ATTACHMENTS

Please provide, as attachments to this application, the following and any other that you consider relevant and important information:

ORGANIZATION INFORMATION

1. Eligibility. Attach copies of your governing documents (such as **Articles of Incorporation and By-laws**). Include any other documents or explanations needed to establish the cooperative or non-profit character of your organization.

Feel free to use a business plan or other document including the following information. Please keep your answers brief.

2. History and Goals. **Provide a brief history** of the organization and development of organization including relationships to other cooperatives. Describe any specific goals and current financial or operational planning efforts of your organization.
3. Operations. Describe the major business or community service activities of your organization. For business operations, include descriptions of purchasing, production and distribution functions or service delivery systems. **Describe your market area**, marketing strategy and major competitors. Explain any major strengths or weaknesses of the co-op in regard to any of the above.
4. Member participation. Describe your membership and their participation in and patronage of the co-op. Describe your member capitalization program including its history and future prospects.
5. Personnel. **List all persons serving on your board of directors** and managers. Indicate important business or organizational skills that they possess as well as any necessary skills presently unavailable to your organization.
6. Collateral. If any, **describe in detail the property offered as collateral for this investment including detailed cost and estimated retail value**. Large value items should be listed separately and small value items should be grouped together. Include information as to **any existing lien or mortgage**. Show that the property is insured.

FINANCIAL INFORMATION

Financial Statements. Attach copies of your **financial statements for the last two full years** (preferably by fiscal quarter) and any subsequent interim statements. As to all liabilities in your most recent balance sheet, list all creditors and terms of payment.

Capital budget. For new organizations or major expansions, submit a capital budget showing the **sources and uses of funds**. List any purchases expected and indicate to what extent funds sought in this investment application are available from other sources.

Financial projections. Submit projections of income and expenses (including interest) and separate or combined **cash flow projections** by fiscal periods (preferably monthly) for the ensuing year. We request monthly projections for at least one year, and then 3 more years of annualized projections. Explain your assumptions regarding major items in these projections.

CCF INVESTMENT APPLICATION CHECK LIST FOR BORROWERS

Organization _____

Date _____

INVESTMENT APPLICATION COVER SHEET

- Contact person(s)
- Addresses
- Phone(s)
- Fax(es)
- E-mail addresses
- Amount of investment
- Terms of investment requested
- Date \$ needed
- Collateral offered (and how value is assessed)
- Application fee (or documents demonstrating low-income status)

ORGANIZATIONAL AND GOVERNANCE INFO

- Articles of incorporation
- By-laws
- Letter from IRS if nonprofit
- Current board list with addresses, phone, officers
- Minutes of meeting authorizing investment application

OPERATIONS

- Description of business
- Description of project for which funding is requested
- Staff names and titles
- Business/strategic/marketing plan(s) if available

Who writes/signs the checks

FINANCIALS

- two most recent audits
- current year to date (monthly or quarterly income statements and balance sheets)
- one year to four years projected budget or monthly/quarterly cash flows
- other loans (from whom, how much still to pay, and how they're collateralized)

CCF Intake Form

Cooperative Capital Fund of New England
--- Investment Inquiry Form---

Prepared By: _____

Date Form Completed: _____

Name of Organization: _____

Location: _____

Referred by/how connected: _____

Mission /purpose of organization: _____

Anticipated Amount of Investment: _____

Anticipated Collateral: (description) _____
(value) _____

Use of Investment Proceeds: _____

Stage of Development: (check one)

Start-up _____ expansion _____ diversification _____ turn-around _____ conversion to coop _____

Structure:

Cooperative _____ Worker-owned _____ non-profit _____ other _____

Check all that apply:

Organization is involved in: _____ Housing _____ Food

_____ Agriculture

_____ Social Services _____ Advocacy

_____ Other (explain)

How long in business: _____

Fiscal Year –End: _____

As of last fiscal year-end, what was the.....

Profit/Loss \$ _____ Total Assets \$ _____ Net Assets \$ _____

Current Operating Budget: _____

How long has the current management been in place?

Board Size:

Strongest in your opinion in: (check no more than three)

_____ cash management

_____ profits

_____ equity

_____ mission

_____ collateral

_____ management experience/stability