



Date Received: _____

Keep Well – Emergency Business Sustainability Fund Application

The Keep Well – Emergency Business Sustainability Fund is administered by Wellington-Waterloo Community Futures (WWCF) and Saugeen Economic Development Corporation (SEDC). WWCF and SEDC are community based non-profit economic development organizations committed to assisting and encouraging job creation and community economic development throughout the County of Wellington.

WWCF provides support to Puslinch, Erin, Guelph-Eramosa, Centre Wellington and Mapleton townships. SEDC provides support to Wellington North and Minto Townships. More information about the Keep Well – Emergency Business Sustainability Fund can be found at www.wwcf.ca or www.sbdc.ca.

The Application Process

Applicant submits a completed:

- Keep Well – Emergency Business Sustainability Fund Application
- Most current financial statements (in house is fine)
- Documentation is reviewed by WWCF or SEDC staff for completeness
- Applications are reviewed by WWCF/SEDC Board for approvals
- When applications are approved by WWCF/SEDC Board, loan documents are prepared and sent to loan applicant for signature
- Funds are *normally* made available within three days after the signed Letter of Offer is returned to the WWCF/SEDC staff.

Costs

- Applicants are responsible for any legal costs to complete the loan. These funds can be paid from the proceeds of the funds to be borrowed.

Loan Information

- Maximum loan size is \$25,000 for working capital
- Generally, loans will be approved based on 2 months working capital requirements
- 3% annual interest
- No principal or interest payments for the first six months of the loan, flexible repayment terms and no prepayment penalties
- Personal Guarantee as security

A: Business Information

Name of Company/Business						
Names of Principals	1		Phone #			
	2		Phone #			
	3		Phone #			
Business Address						
Business Phone			Business Fax			
Business email						
Structure of Business						
	Sole Proprietor		Partnership		Incorporation	
Type of Business						
	Service		Agriculture		Manufacturing	Wholesale
	Retail		Tourism		Other	

B: Loan Information

Monthly Overhead Cost	\$				
Amount Requested	\$				
Jobs Maintained:	F/T	___	P/T	___	

C: Personal Statement of Affairs

This section must be completed and submitted for EACH principal of the business.

Surname				First Name			Initial	
Date of Birth				SIN#				
Marital Status								
Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Single <input type="checkbox"/> Common-law <input type="checkbox"/>								
Home Phone#				Business Phone#				
Address								
Rent?	<input type="checkbox"/>	Own?	<input type="checkbox"/>	How long at current address?				
Spouse's Name								
Spouse's Date of Birth				Spouse's SIN#				
Spouse's Employer				Spouse's Length of Employment				

D: Business Asset Listing

List below all assets presently owned by the company or personal assets that will be used by the company. Please indicate their value. Also, indicate whether they are used as security against any other loans or if there is money owing against them. Attach a separate list if needed.

Asset (indicate makes, models, serial numbers etc)	Market Value	Owe / Security

E: Loan Security Offered

List below the collateral you propose to offer towards the loan. If applicable, indicate the fair market value of the assets.

Asset (indicate makes, models, serial numbers etc)	Market Values	OFFICE USE ONLY*****

Disclosure and Release Statement *Important- read thoroughly before signing!*

1. Are you related to any Director or Employee of the Wellington-Waterloo CFDC or SEDC? YES NO
2. Are you a member of County Council or the Council of member municipalities or an employee of the County of Wellington or related to such person? YES NO
3. Are you or any closely related individual, or the company involved in any legal action? YES NO
4. Are you liable as a co-signor or guarantor? YES NO
5. Are you now or have you ever been bankrupt? YES NO
6. If financial assistance is approved, would you allow the Wellington-Waterloo CFDC or SEDC to make a public announcement regarding your project/business? YES NO
7. To assist with the PIPEDA requirements, may we share your information with other financial institutions, the credit bureau, or government department in order to assist in getting you the best product/service to suit your needs? YES NO

TO: Wellington-Waterloo Community Futures (WWCF) and Saugeen Economic Development Corporation (SEDC)

I certify that the information contained herein is true and complete. I declare that neither my spouse nor any other person has any claim in or to the assets shown above except as set out therein. I am not being sued and there are no executions against me, neither do I owe anything to any other Bank except as reported above. If any statement made above is incorrect in any particular, I hereby agree that all my present and future indebtedness to WWCF or SEDC and all Notes, Bills of Exchange, and other instruments now or hereafter representing the same or any part thereof shall forthwith become due and payable.

I authorize the officers of the WWCF and SEDC to make all necessary credit and reference investigations and to furnish other consumer credit guarantors and credit bureaus with particulars of the credit application and subsequent credit experience, if applicable, and to retain this application for the WWCF and/or SEDC records.

I understand that any false or misleading information given in this application and accompanying materials may result in the rejection of this application and/or immediate demand for repayment of the loan in full, together with any interest accrued thereon.

This information is given for the purpose of obtaining advances and/or extension of time of my present indebtedness from WWCF and/or SEDC. I understand that the Corporations 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 the WWCF and/or SEDC.

Date	Print Applicant's Name	Applicant's Signature	Print Witness name	Witness' Signature