

# Genesis Community Loan Fund

## APPLICATION FORM

Please consult with Genesis Fund staff about your project before you begin this form. To expedite the lending process, be sure that all relevant attachments identified in Part IV are included with this application.

### Part I. Organization or Business

1. Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person, Title: \_\_\_\_\_

Phone: \_\_\_\_\_ e-mail: \_\_\_\_\_

Fax: \_\_\_\_\_ Website: \_\_\_\_\_

2. How would you best describe your organization or business? \_\_\_\_\_

3. How long has your organization or business been in existence? \_\_\_\_\_

4. Briefly describe the organization or business, including origins, major activities, market, who is involved, affiliations, etc. Feel free to attach existing information (brochures, web links, etc.).

5. What is the mission of the organization? (describe or attach a statement)

6. What is your relationship to the project for which you are seeking financing?  
(check all that apply)

\_\_\_\_\_ Residents

\_\_\_\_\_ Owner

\_\_\_\_\_ Syndicator

\_\_\_\_\_ Community group

\_\_\_\_\_ Consultant

\_\_\_\_\_ Other – explain:

\_\_\_\_\_ Developer

\_\_\_\_\_ Planner

### Part II. Project Information

1. At what stage is the planning for this project?

\_\_\_\_\_ Exploring possibilities

\_\_\_\_\_ Completing the financing package

\_\_\_\_\_ Refining specific proposals

\_\_\_\_\_ Other – explain:

2. Location (address) of project? Street: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

3. Describe the proposed project. Please include information on the need for the proposed housing/community facility, type of housing/community facility being developed, services to be offered in conjunction with project, information on intended beneficiaries and project timeline. For housing projects, please be sure to include number of units, income targets and zoning status. Feel free to attach information.

4. For housing project, please indicate how the project will remain affordable to lower-income people on a long-term basis?

### Part III. Financing

1. Amount of loan requested from Genesis Community Loan Fund: \$ \_\_\_\_\_

2. The Genesis loan would be used for:

_____ Site control/acquisition	_____ Working capital	_____ Leasehold improvement
_____ Rehabilitation/repair	_____ Equipment purchase	_____ Predevelopment
_____ New construction	_____ Equity/share financing	_____ Other – explain:

3. What type of loan?

_____ Bridge	_____ Guaranty	_____ Refinancing
_____ Construction	_____ Line of credit	_____ Permanent
_____ Other – explain:		

4. What terms do you propose for the loan?

Length of loan: \_\_\_\_\_

Interest only or amortizing: \_\_\_\_\_

5. How do you plan to repay the loan?

_____ Rents	_____ Sale of units/merchandise	_____ Other – explain:
_____ Fundraising	_____ Refinancing – explain:	

6. What will you offer as collateral for the loan?

_____ Real estate	_____ Assignment of contract	_____ Unable to offer
_____ Guarantees	_____ To be determined	

7. When do you anticipate you will need the loan? \_\_\_\_\_

8. Do you have any additional comments?

### Part IV. Attachments

#### Organizational Documents

- 2 years of audited financial statements
- Current Year-to-Date Internal Financial Statements
- Current List of Board Members, including affiliations
- Biographies/Resumes for key staff members

#### Project Information

- Executed Purchase & Sale Contract (if applicable)
- Site information
- Project proformas (including Development Budget, Sources & Uses, and Operating)
- Existing funding commitments