



**AFFILIATED ORGANIZATION APPLICATION FOR CAPITAL LOAN**

Organization Name \_\_\_\_\_

Address \_\_\_\_\_

Contact Person \_\_\_\_\_ Title \_\_\_\_\_

Contact Phone \_\_\_\_\_ Contact Email \_\_\_\_\_

Names and Titles of Executive Officers \_\_\_\_\_

Is the organization incorporated? \_\_\_\_\_ IRS # \_\_\_\_\_ Number of Fulltime Staff \_\_\_\_\_

How much do you hope to borrow? \_\_\_\_\_ Desired Term of Loan \_\_\_\_\_

**FINANCIAL INFORMATION**

1. Furnish detailed financial reports for year to date and the past two years. Include:
  - a.) Budgets, including a pro forma budget that estimates new expenses after loan is made
  - b.) Income/expense reports
  - c.) End of year balance sheets
  - d.) Assets and liabilities
2. Submit a business plan with two to five year projection of cash flows.
3. List all outstanding debts, including capital, operational, and any others:

CREDITOR	TYPE OF LOAN	ORIGINAL BALANCE	CURRENT BALANCE	MONTHLY PAYMENT

4. Current appraisal on any properties that will be used as security (include copy)

\_\_\_\_\_

5. Is the above currently subject to any liens or encumbrances? \_\_\_\_\_ If yes, please list below:

LIENHOLDER	TYPE OF COLLATERAL	CURRENT ESTIMATED VALUE	SECURITY INTEREST AMOUNT	LIEN POSITION

**PROPOSED PLANS**

6. Describe the type and scope of the project and/or purpose of the loan request: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Submit construction plans, construction contracts, architectural drawings and any other information that describes and prices out the project.

8. Are bids being sought for the project? \_\_\_\_\_ Explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

9. Costs and Projections:

a.) Estimated total cost: \_\_\_\_\_

b.) Funds provided by applicant: \_\_\_\_\_ Percentage: \_\_\_\_\_%

c.) Estimated loan requested (a – b): \_\_\_\_\_

d.) Date of proposed purchase or start of construction: \_\_\_\_\_

e.) If a construction/renovation project, estimate dates and amounts or percentages of funds needed at each stage of the contract. If available, attach a proposed Draw Schedule from the contractor.)

10. Beyond the down payment, what cash or pledges are available for this project?

SOURCE	AMOUNT	DATE EXPECTED

11. Anticipated monthly payment \_\_\_\_\_ Anticipated length of loan \_\_\_\_\_

12. Any further comments or background information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**We hereby certify that the information contained in this application and its attachments is true and correct to the best of our knowledge.**

Authorized Signatures:

\_\_\_\_\_

\_\_\_\_\_

Print Name

Print Name

Title

Title

Date

Date

**Please return the completed application and supporting documents to:**

Brethren in Christ Foundation, Inc.  
431 Grantham Road  
Mechanicsburg, PA 17055  
[jburns@bicfoundation.org](mailto:jburns@bicfoundation.org)  
Phone: (717) 796-4788  
Fax: (717) 697-7714