Thank you for your interest in applying for a not-for-profit loan from TruFund Financial Services, Inc. (TruFund Financial). In order for us to give full consideration to your loan request, please submit the following:

**General**
1. Completed and signed TruFund Financial Application for Not-for-Profit Loan.
2. $250 loan application fee (check made out to “TruFund Financial Services, Inc.”).

**Organizational Information**
2. Narrative description of organizational background, history and primary programs/projects.
3. Organizational chart outlining any subsidiary, parent or affiliate relationships.
4. List of management team with job descriptions and resumes of key members.
5. List of Board of Directors (including professional affiliations and committee assignments).
6. List of current contracts, grants and sponsorships.
7. Name and contact information for at least two references at major funding sources.
8. Name and contact information for at least two references at banks/other lenders.

**Financial Information**
1. Audited consolidated financial statements for prior three years with copies of the management letters associated with each audit.
2. Interim income statement and balance sheet reflecting the most recent quarter end.
3. Board-approved (or draft) budget for current fiscal year. If your organization is in the final quarter of its fiscal year, provide the board-approved (or draft) budget for the upcoming fiscal year.
4. Copies of organization’s bank account statements for prior three months.

**Other Information**
1. Copy of current lease.
2. Loan agreements or promissory notes for all existing debt.
3. Insurance Certificates (Worker’s Compensation and Employer’s Liability, Disability, and Commercial General Liability)

If your loan request is related to a facility project (e.g., acquisition, construction), please provide the following:
1. Project prospectus, if available. If not, narrative description of the project.
2. Contact information, background summary and business references for all members of the development team and description of roles in the project.
3. Detailed statement of sources and uses of project financing.
4. Copies of agreements or commitments from all project funding sources.
5. Detailed project pro-forma financials for proposed term of loan.
6. Copy of purchase agreement, option agreement or lease (as applicable).
7. Copy of Phase I environmental assessment report (if available).
8. Copy of most recent property appraisal (if available).

It is customary for TruFund Financial staff to request additional information during the loan review process. Commonly-requested materials include but are not limited to: copies of government contracts and grants to be funded; audited financial statements for affiliate entities; monthly financial statements; accounts receivable and accounts payable aging reports; financial projections; recent organization credit card and loan/line of credit statements; personal financial statements from prospective guarantors.

Please send materials to: Loan Fund Manager
TruFund Financial Services, Inc.
1440 Broadway, 23rd Floor
New York, NY 10018

Materials may also be sent by email to newyork@TruFund.org. The Application will be reviewed once the application fee has been processed.

If you have any questions or need assistance with completing the forms or compiling the materials, please contact us at (646) 843-6518. We look forward to working with you.
Section 1: Organization Information

Organization Legal Name: __________________________ D/B/A Name (if applicable): __________________________
Organization Street Address: ____________________________________________________________
City: __________________________ State: _______ Zip: __________________________ Neighborhood: ____________________________________________________________
Organization Website: _________________________________________________________________
Executive Director Name: ____________________________________________________________ # of Years as Executive Director: __________________________
Executive Director Phone #: __________________________ Fax: __________________________ Email: ____________________________________________________________
Contact Person Name (if other than Executive Director): __________________________ Title: __________________________
Contact Person Phone #: __________________________ Fax: __________________________ Email: ____________________________________________________________
Date Organization Founded: ___________ Legal Entity: ☐ 501(c)(3) ☐ Other ☐ Tax ID/EIN #: __________________________
Number of staff employed by the Organization: Full-Time: _______ Part-Time: _______ Independent Contractors: _______
How did you hear about TruFund Financial (i.e., newspaper, friend)? __________________________
If you were referred by another organization, which organization? __________________________
What was the Organization’s annual operating budget for the prior year? __________________________
What was the Organization’s change in net assets (net income/loss) for the prior year? __________________________
Does the Organization currently have any loans or lines of credit from a bank? ☐ Yes ☐ No
If yes, has the Organization approached the bank(s) for this financing request? ☐ Yes ☐ No Outcome: __________________________

Section 2: Mission, Programs and Governance (Please attach additional detail if necessary)

Sector: ☐ Human Services ☐ Arts/Culture ☐ Other: __________________________
If Human Services, main program area(s): ☐ Workforce Development ☐ Youth Development ☐ Childcare ☐ Senior Care
☐ Developmental Disabilities ☐ Homeless Services ☐ Housing
☐ Other: __________________________
If Arts/Culture, main program area(s): ☐ Performing Arts (music, dance, theater) ☐ Visual Arts ☐ Promoters of the Arts
☐ Museum ☐ Civic Organization/School Studios ☐ Rehearsal Spaces
☐ Other: __________________________
Mission Statement:

Please briefly describe the Organization’s governance structure (e.g., Board of Directors, relevant subcommittees, advisory board, etc.):

Total number of clients served by the Organization in the last fiscal year (attach additional detail if necessary): __________________________

Does your organization serve a low income population? ☐ Yes ☐ No
## Section 3: Loan Request

*(Estimated amounts are acceptable. Please attach additional detail if necessary)*

<table>
<thead>
<tr>
<th>USES OF LOAN PROCEEDS</th>
<th>AMOUNT REQUESTED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchase/develop real estate</td>
<td>$__________________</td>
</tr>
<tr>
<td>Perform leasehold improvements/renovation</td>
<td>$__________________</td>
</tr>
<tr>
<td>Working capital</td>
<td>$__________________</td>
</tr>
<tr>
<td>Debt refinance</td>
<td>$__________________</td>
</tr>
<tr>
<td>Other: ____________________</td>
<td>$__________________</td>
</tr>
</tbody>
</table>

If the loan is to purchase/develop real estate:

- Does the Organization have a purchase agreement?  □ Yes  □ No
- Does the Organization have a property appraisal?  □ Yes  □ No

If the loan is to refinance debt, who is the lender? ____________________ (Please provide details in Section 4)

Please elaborate on why the organization needs a loan:

_____

<table>
<thead>
<tr>
<th>How do you intend to generate funds necessary to repay the loan?</th>
<th>Specific grant</th>
<th>Specific contract</th>
<th>Capital campaign</th>
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<tbody>
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</table>

Is there a guarantor available for the loan (e.g. Board Member(s), other corporate entity)?  □ Yes  □ No  □ Unsure

Has your Board of Directors authorized this Application?  □ Yes  □ No

Jobs Created: Projected New Employees in the Next 12 Months if Financing is Received:

- Full-Time: _____
- Part-Time: _____
- Contractors: _____

Jobs Retained: Projected Employees Retained if Financing is Received (list only the number of jobs that would be eliminated if financing is not received):

- Full-Time: _____
- Part-Time: _____
- Contractors: _____

## Section 4: Banking Information & Debt Schedule

### DEPOSITORY ACCOUNTS

<table>
<thead>
<tr>
<th>Bank Name</th>
<th>Account Number</th>
<th>Average Balance</th>
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</thead>
<tbody>
<tr>
<td></td>
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<td>$______________</td>
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</table>

### EXISTING DEBT

Please supply the following information for all term loans, lines of credit, mortgages, credit cards, equipment leases, etc.

Attach additional sheets with further detail if necessary.

<table>
<thead>
<tr>
<th>Name of Creditor</th>
<th>Loan #</th>
<th>Type (e.g. loan, line of credit, credit card)</th>
<th>Date Opened</th>
<th>Original Amount</th>
<th>Present Balance</th>
<th>Interest Rate</th>
<th>Maturity Date</th>
<th>Monthly Payment</th>
</tr>
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Section 5: Financial/Legal History  (Please attach an explanation for any question answered “Yes”)

Has the Organization or any of its affiliates or related entities ever filed for bankruptcy?  □ Yes  □ No
If yes, Type & Date Filed: __________________________________________

Is the Organization or any of its affiliates or related entities involved in any pending lawsuits?  □ Yes  □ No

Has the Organization or any of its affiliates or related entities ever defaulted on any loans?  □ Yes  □ No

Section 6: Authorization and Certification

I authorize TruFund Financial Services, Inc. (TruFund Financial) and/or its agents to make any investigation of credit or related information either directly or through any agency, lender, governmental entity or other third-party which has credit or related information. I agree that this application and any attachments shall remain TruFund Financial’s property whether or not the loan is granted. I hereby certify that all information contained in this document and any attachments is true and correct to the best of my knowledge. Should it come to my attention that any information is inaccurate I will immediately notify TruFund Financial and provide the correct information. In addition, it is understood that neither TruFund Financial nor its agents will directly benefit from this relationship. TruFund Financial does not warrant or guarantee in any manner that its assistance will result in organizational success. I specifically waive and release any claims now or in the future regarding the assistance provided by TruFund Financial and/or its agents.

____________________________  ________________________________
Executive Director Signature                  Date