

# Non-Profit Organization Information Sheet

Please provide all relevant information.

Loan Amount Information			
Loan Request Type: <input type="checkbox"/> Credit Card <input type="checkbox"/> Term Loan <input type="checkbox"/> Line of Credit			
Loan Amount Requested	\$ <input style="width: 80%;" type="text"/>	Is board action necessary for this loan request?	<input type="checkbox"/> No <input type="checkbox"/> Yes
Is congregation approval necessary for this loan request?	<input type="checkbox"/> No <input type="checkbox"/> Yes	Is higher authority necessary for this loan request?	<input type="checkbox"/> No <input type="checkbox"/> Yes
General Information			
Name of Organization <input style="width: 95%;" type="text"/>			
Physical Street Address of Organization <i>(no PO Boxes)</i> <input style="width: 95%;" type="text"/>			
City	<input style="width: 80%;" type="text"/>	State	<input style="width: 20%;" type="text"/>
		Zip	<input style="width: 20%;" type="text"/>
Time at your current location		<input style="width: 80%;" type="text"/>	
Name of Primary Contact		Phone Number	
<input style="width: 95%;" type="text"/>		<input style="width: 80%;" type="text"/>	
Tax Identification Number		Year Organization formed	
<input style="width: 95%;" type="text"/>		<input style="width: 80%;" type="text"/>	
Legal Structure of Organization <input style="width: 95%;" type="text"/>			
Annual Contribution to Sponsor/Support Body		\$ <input style="width: 80%;" type="text"/>	
Person(s) in charge of local financial-related decisions <input style="width: 95%;" type="text"/>			
Person(s) in charge of other Organization decisions <input style="width: 95%;" type="text"/>			
Financial Information			
Current Operating Budget		\$ <input style="width: 80%;" type="text"/>	
Actual Operating Income		\$ <input style="width: 80%;" type="text"/>	
Membership/Service Area <input style="width: 95%;" type="text"/>			
Income Sources		Please describe in detail and attach	
Is the Non-Profit Organization currently past due on any financial obligations?		<input type="checkbox"/> No <input type="checkbox"/> Yes – Please attach explanation	
Has the Non-Profit Organization been past due on any financial obligations in the past three (3) years?		<input type="checkbox"/> No <input type="checkbox"/> Yes – Please attach explanation	

### Additional Information Needed – Please Include Documents

- Financial Information – Last 3 Years of Financials for the Non-Profit Organization
- Most recent interim financial statements
- Operating budget projections for the next three (3) fiscal calendar years
- List and Resume of staff
- List and Resume of Board Members
- History of the organization

**\*\*Complete sections below for all loan requests excluding credit card requests.\*\***

### Project Information

Description of current project			
Name of Contractor		Status of Project (Planning, permitting, etc.)	
Estimated costs of project		Estimated construction time	
Cash available for project	\$	Special fundraising for this project	<input type="checkbox"/> No <input type="checkbox"/> Yes – Please attach explanation

### Property Information

Street Address of Property							
City		State		Zip		County	
Acreage		Square footage of facility					
Purchase Date		Purchase Price					
Insurance coverage information	<b>Please Include Insurance Coverage</b>		Current mortgage holder				

Please provide a description of any improvements made to the property since date of purchase (include dates & costs):

### Appraisal Information

Date of Appraisal		Appraisal Value	
Name of Appraiser			