

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	\$ _____	Is board action necessary for this loan request?	_____ No _____ Yes
Is congregation approval necessary for this loan request?	_____ No _____ Yes	Is higher authority necessary for this loan request?	_____ No _____ Yes
General Information			
Name of Organization	_____		
Physical Street Address of Organization <i>(no PO Boxes)</i>	_____		
City	_____	State	_____
Zip	_____	Time at your current location	_____
Name of Primary Contact	_____		Phone Number
Tax Identification Number	_____		Year Organization formed
Legal Structure of Organization	_____		
Annual Contribution to Sponsor/Support Body	\$ _____		
Person(s) in charge of local financial-related decisions	_____		
Person(s) in charge of other Organization decisions	_____		
Financial Information			
Current Operating Budget	\$ _____		
Actual Operating Income	\$ _____		
Membership/Service Area	_____		
Income Sources	Please describe in detail and attach		
Is the Non-Profit Organization currently past due on any financial obligations?	_____ No	_____ Yes – Please attach explanation	
Has the Non-Profit Organization been past due on any financial obligations in the past three (3) years?	_____ No	_____ 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	___ No ___ 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	Please Include Insurance Coverage	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	