



About the Program

Sample Application  
**Loan Application**

**APPLICATION CHECKLIST**

SAVE FOR LATER

Please complete all items on this checklist by completing the application form and uploading required documents. If you do not have a required document, please explain why not.

Once all required items are checked, you will be able to submit your application.

- 1. **Completed application form \*** OPEN FORM
  
- 2. **Approved contract or grant award letter**  
 File: Choose File No file chosen UPLOAD FILE
  
- 3. **Current budget \***  
*with year-to-date actuals, projected cash flow through the end of the year and closing position (surplus/deficit) of last fiscal year*  
 File: Choose File No file chosen UPLOAD FILE  
 OR reason why file is missing:  SAVE REASON
  
- 4. **Most recent audit or financial statement \***  
 File: Choose File No file chosen UPLOAD FILE  
 OR reason why file is missing:  SAVE REASON
  
- 5. **501(c)(3) \***  
 File: Choose File No file chosen UPLOAD FILE  
 OR reason why file is missing:  SAVE REASON
  
- 6. **Certificate of Incorporation \***  
 File: Choose File No file chosen UPLOAD FILE  
 OR reason why file is missing:  SAVE REASON
  
- 7. **Current by-laws \***  
 File: Choose File No file chosen UPLOAD FILE  
 OR reason why file is missing:  SAVE REASON
  
- 8. **Board of Directors resolution authorizing the loan. The resolution MUST be signed by enough members to constitute a quorum as defined in your by-laws. \***  
 File: Choose File No file chosen UPLOAD FILE  
 OR reason why file is missing:  SAVE REASON
  
- 9. **List of Board Members \***  
*with affiliation, address, phone number, email address and officers designated*  
 File: Choose File No file chosen UPLOAD FILE  
 OR reason why file is missing:  SAVE REASON

10. **Current charities registration form (Char 500) \***

File:  No file chosen

OR reason why file is missing:

11. **Summary Pages of FEMA/Private Insurance Claims**

File:  No file chosen

12. **Add other file**

What is this file?

File:  No file chosen

### APPLICATION DETAILS

- We would like a loan to repair or replace property, fixtures or equipment where claims will be filed with private or government insurers or against expected reimbursement from government contracts, foundation or corporate grants, or individual support; necessitated by administrative/operational disruptions, service delivery disruptions, or disruptions in claimable/chargeable activities.

Our documented losses are \*

Of that amount,  is for property, fixtures or equipment damage.

Of that amount,  is for business interruption.

In your own words, briefly describe where you are located, what you do, how your organization and facilities were affected by Sandy, where you are at this juncture, and what are the most significant current dislocations.

We have applied to FEMA \*  Yes  No

FEMA has completed all its visits \*  Yes  No Date of most recent visit:  

We have applied for an SBA Loan \*  Yes  No Date:  

We have applied to our private insurers \*  Yes  No

We received a proposed insurance settlement \*  Yes  No Date:  

We expect to receive FEMA Project Worksheets in  March  April  May  June  later

Legal Name of Organization: \*

Tax ID Number: \*

Person filling out this loan request: \*  Title: \*

Email: \*  Telephone: \*  Fax:

About the Program

**ORGANIZATION: SAMPLE ORGANIZATION**

Sample Application  
Loan Application

**APPLICATION PAGE 1 OF 4: ORGANIZATION INFORMATION**

Address:

City:  State: NY Zip Code:

Website:

Do you own your space?  YES Monthly Mortgage: \$  Balance Due: \$

Do you rent your space?  YES Monthly Cost: \$

Is it City Owned?  YES

If other, please explain:

Executive Director/  
President:  How long at position:

Email:  Telephone:  Fax:

Chief Financial Officer:  How long at position:

Email:  Telephone:  Fax:

Number of full-time employees:  Number of part-time employees:

Current Annual Budget: \$  Fiscal or accounting year ends:

Operating surplus/deficit  
at end of last fiscal year:

Neighborhood(s) that you are in or that you serve that were affected by Hurricane Sandy:

In the Bronx:

In Brooklyn:

In Manhattan:

In Queens:

In Staten Island:

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**APPLICATION PAGE 2 OF 4: LOAN FOR CAPITAL LOSSES**

Loan to repair or replace property, fixtures or equipment, broadly defined where claims will be filed with private or government insurers.

Private or Government Insurer:

Insurer contact person:

Insurer phone number:

Insurer email:

Policy number:

Claim number:

Have the adjusters been to visit you yet?  YES

Filing date:

Claim amount:

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**APPLICATION PAGE 3 OF 4: LOAN FOR BUSINESS INTERRUPTION**

*Loans to cover extended delays in receiving payments under government contracts or foundation grants or insurance claims for lost revenue.*

Funding/claim amount:

Funder/Insurer:

Contact person:

Phone number:

Email address:

Date expected:

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**APPLICATION PAGE 4 OF 4: PROFILE**

Please list all outstanding debt for your organization and any pending borrowing in order of:

- Loans from banks, credit unions, intermediaries (i.e., Seedco, NFF, FJC, etc.)
- Loans from Board Members and all other individuals
- Balance on credit cards
- All other outstanding debt

Lender	Size of Loan	Date Made	Amount Outstanding	Date Due	Interest Rate	Collateral
Sample application	\$		\$		%	
Sample application	\$		\$		%	
	\$		\$		%	
	\$		\$		%	

List any outstanding tax liabilities, judgements, liens, defaults or other obligations:

Debtor	Balance	Comments

List all Board resignations in the last 12 months.

Name	Title	Date	Reason

List all changes in the executive or fiscal staff in the last 12 months.

Name	Title	Date	Reason

[SAVE APPLICATION](#) and Return to Checklist