

**CCF Investment Application**

Cooperative Capital Fund of New England  
5533 Peden Point Road, Wilmington, NC 28409  
910/395-6008 e-mail: info@coopcapital.coop

**INVESTMENT APPLICATION**

Applicant: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
phone \_\_\_\_\_  
Email: \_\_\_\_\_

Application fee of \$100 is:  
 enclosed

Actual Street address (not a P.O. Box) \_\_\_\_\_  
Located in the county of \_\_\_\_\_

Representative for this application:

are: \_\_\_\_\_ Correspondence address, if different:  
enclosed \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
phone \_\_\_\_\_

Minutes of authorizing meetings  
  
 forthcoming

tax ID # \_\_\_\_\_

Amount of investment requested: \_\_\_\_\_  
Repayment terms requested \_\_\_\_\_  
\_\_\_\_\_

Use of investment proceeds: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Need for and benefits of proposed expenditures: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of jobs created \_\_\_\_\_ retained \_\_\_\_\_ as a result of this investment.  
Number of housing units created \_\_\_\_\_ renovated \_\_\_\_\_ as a result of this investment.

Collateral (please see #6 over) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This application and all attachments are believed to be correct and complete in all material respects.

\_\_\_\_\_  
Authorized signature                      Date

## INVESTMENT APPLICATION ATTACHMENTS

Please provide, as attachments to this application, the following and any other that you consider relevant and important information:

### ORGANIZATION INFORMATION

1. Eligibility. Attach copies of your governing documents (such as **Articles of Incorporation and By-laws**). Include any other documents or explanations needed to establish the cooperative or non-profit character of your organization.

Feel free to use a business plan or other document including the following information. Please keep your answers brief.

2. History and Goals. **Provide a brief history** of the organization and development of organization including relationships to other cooperatives. Describe any specific goals and current financial or operational planning efforts of your organization.
3. Operations. Describe the major business or community service activities of your organization. For business operations, include descriptions of purchasing, production and distribution functions or service delivery systems. **Describe your market area**, marketing strategy and major competitors. Explain any major strengths or weaknesses of the co-op in regard to any of the above.
4. Member participation. Describe your membership and their participation in and patronage of the co-op. Describe your member capitalization program including its history and future prospects.
5. Personnel. **List all persons serving on your board of directors** and managers. Indicate important business or organizational skills that they possess as well as any necessary skills presently unavailable to your organization.
6. Collateral. If any, **describe in detail the property offered as collateral for this investment including detailed cost and estimated retail value**. Large value items should be listed separately and small value items should be grouped together. Include information as to **any existing lien or mortgage**. Show that the property is insured.

### FINANCIAL INFORMATION

Financial Statements. Attach copies of your **financial statements for the last two full years** (preferably by fiscal quarter) and any subsequent interim statements. As to all liabilities in your most recent balance sheet, list all creditors and terms of payment.

Capital budget. For new organizations or major expansions, submit a capital budget showing the **sources and uses of funds**. List any purchases expected and indicate to what extent funds sought in this investment application are available from other sources.

Financial projections. Submit projections of income and expenses (including interest) and separate or combined **cash flow projections** by fiscal periods (preferably monthly) for the ensuing year. We request monthly projections for at least one year, and then 3 more years of annualized projections. Explain your assumptions regarding major items in these projections.



## CCF INVESTMENT APPLICATION CHECK LIST FOR BORROWERS

Organization \_\_\_\_\_

Date \_\_\_\_\_

### INVESTMENT APPLICATION COVER SHEET

- Contact person(s)
- Addresses
- Phone(s)
- Fax(es)
- E-mail addresses
- Amount of investment
- Terms of investment requested
- Date \$ needed
- Collateral offered (and how value is assessed)
- Application fee (or documents demonstrating low-income status)

### ORGANIZATIONAL AND GOVERNANCE INFO

- Articles of incorporation
- By-laws
- Letter from IRS if nonprofit
- Current board list with addresses, phone, officers
- Minutes of meeting authorizing investment application

### OPERATIONS

- Description of business
- Description of project for which funding is requested
- Staff names and titles
- Business/strategic/marketing plan(s) if available

Who writes/signs the checks

### FINANCIALS

- two most recent audits
- current year to date (monthly or quarterly income statements and balance sheets)
- one year to four years projected budget or monthly/quarterly cash flows
- other loans (from whom, how much still to pay, and how they're collateralized)

**CCF Intake Form**

Cooperative Capital Fund of New England  
--- Investment Inquiry Form---

Prepared By: \_\_\_\_\_

Date Form Completed: \_\_\_\_\_

**Name of Organization:** \_\_\_\_\_

Location: \_\_\_\_\_

Referred by/how connected: \_\_\_\_\_

Mission /purpose of organization: \_\_\_\_\_

Anticipated Amount of Investment: \_\_\_\_\_

Anticipated Collateral: (description) \_\_\_\_\_  
(value) \_\_\_\_\_

Use of Investment Proceeds: \_\_\_\_\_

Stage of Development: (check one)

Start-up \_\_\_ expansion \_\_\_ diversification \_\_\_ turn-around \_\_\_ conversion to coop \_\_\_

Structure:

Cooperative \_\_\_ Worker-owned \_\_\_ non-profit \_\_\_ other \_\_\_

Check all that apply:

Organization is involved in: \_\_\_\_\_ Housing \_\_\_\_\_ Food

\_\_\_\_\_ Agriculture

\_\_\_\_\_ Social Services \_\_\_\_\_ Advocacy

\_\_\_\_\_ Other (explain)

How long in business: \_\_\_\_\_

Fiscal Year –End: \_\_\_\_\_

As of last fiscal year-end, what was the.....

Profit/Loss \$ \_\_\_\_\_ Total Assets \$ \_\_\_\_\_ Net Assets \$ \_\_\_\_\_

Current Operating Budget: \_\_\_\_\_

How long has the current management been in place?

Board Size:

Strongest in your opinion in: (check no more than three)

\_\_\_\_\_ cash management

\_\_\_\_\_ profits

\_\_\_\_\_ equity

\_\_\_\_\_ mission

\_\_\_\_\_ collateral

\_\_\_\_\_ management experience/stability