



# Non Profit Loan Application

New Mexico Community Development Loan Fund  
 423 Iron Ave SW · PO Box 705 · Albuquerque · NM · 87103  
 Phone (505) 243-3196    www.loanfund.org  
 Toll free (866) 873-6746    Fax (505) 243-8803

**Have questions about how to fill out the application? Please contact us!**

**General Information**

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Title: \_\_\_\_\_ Email: \_\_\_\_\_

Legal Entity:    501(c)(3)    Other: \_\_\_\_\_    Organization Tax ID #: \_\_\_\_\_

Organization Began:    Month: \_\_\_\_\_ Year: \_\_\_\_\_    **OR**    Startup

Current Sources of Financing:    Grants     Donors     State/Local Government     Federal Government  
     Fee for Service     Tribal     Other: \_\_\_\_\_

How did you hear about us? \_\_\_\_\_

**Organizational Information**

Type of Project:    Economic Development    Community Service    Housing    Other: \_\_\_\_\_

Purpose of Loan:    Equipment Financing    Working Capital    Construction (Type: \_\_\_\_\_)  
     Permanent Capital      Other: \_\_\_\_\_

Community Service Specific		Housing Specific	
Childcare slots at childcare facility		Units created	
Student slots at educational facility		Units renovated	
People served through training initiatives		Total units	
Jobs created through job training initiatives		% of low income units	
Patients served at health care facility		% of permanently affordable units	
New or expanded community service?		% of homeownership units	

**Loan Request** *(Estimated amounts are acceptable)*

Amount	Loan Purpose (e.g. equipment, working capital, construction, permanent capital, etc.)
_____	_____
_____	_____
_____	_____ = TOTAL _____

Anticipated Closing Date: \_\_\_\_\_ Term Requested: \_\_\_\_\_

**Collateral** *(All items/assets that could be used to secure loan)*

Estimated Value	Description	Lien Position
_____	_____	_____
_____	_____	_____

Is there someone willing to personally guarantee the loan?    No    Yes/Possibly, who? \_\_\_\_\_

**Demographic & Impact Data**

*This information is used to record the demographics and measure the impact of assistance provided by The Loan Fund, an Equal Opportunity Lender. It is used internally and reported to funding sources in aggregate only.*

**Organization's Staff**

Current number of employees: \_\_\_\_\_ Full time \_\_\_\_\_ Part time = \_\_\_\_\_ Total

Current wage range for hourly employees? From \$\_\_\_\_\_ to \$\_\_\_\_\_ **OR**  N/A

How many hours per week, on average, do part time employees work? \_\_\_\_\_

Projected new employees in the next 12 months if financing is received? \_\_\_\_ Full time \_\_\_\_ Part time **OR**  N/A

**Organization's Client Market**

Approximate # of clients served on an annual basis by your organization? \_\_\_\_\_

Approximate % of clients who are low income (defined as 80% median income of county or MSA)? \_\_\_\_\_

Approximate % of clients who are: \_\_\_\_\_ African American \_\_\_\_\_ Asian \_\_\_\_\_ Hispanic  
\_\_\_\_\_ Native American \_\_\_\_\_ White \_\_\_\_\_ Other = 100%

**Organization/Project Background**

What is your organization's mission statement?

Please briefly describe your organization's history.

How is this organization or project important to the community?

Please describe support for or opposition to the proposed project.

**Organization/Project Background** *(continued)*

Please provide a brief description of the credit need for the proposed project.

How do you intend to generate funds necessary to repay the loan and interest thereon?

**Additional Documents Required**

- ✓ Current agency budget and interim financial statements including balance sheet and YTD profit and loss statement
- ✓ Most recent two year's financial statements (audited, compiled, reviewed or 990s, as applicable)
- ✓ Board roster (names, addresses, phone numbers, expertise that members bring to the board)
- ✓ Articles of Incorporation and Bylaws
- ✓ Certificate of Good Standing (current within 90 days)
- ✓ Resumes of key staff members
- ✓ Guarantor's financial statements and tax returns for past three (3) years
- ✓ 501c3 Letter

**Certification**

I/We authorize the New Mexico Community Development Loan Fund (The Loan Fund) and/or its agents to make any investigations of credit either directly or through any agency which has credit information. I/We agree that this application and any attachments shall remain The Loan Fund's property whether or not the loan is granted. I/We hereby certify that all information contained in this document and any attachments is true and correct to the best of my/our knowledge. In addition, it is understood that neither The Loan Fund nor its agents will directly benefit from this relationship. I/We specifically waive and release any claims now or in the future regarding the assistance provided by The Loan Fund and/or its agents.

**By entering my full name into the field below, I acknowledge that I have read, understand, and agree with the above. I understand that my typewritten name in this field constitutes my electronic signature which is equivalent to my legal handwritten signature.**

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Applicant Signature

Date

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Applicant Signature

Date

The Loan Fund does not discriminate against applicants on the basis of race, color, religion, national origin, sex, marital status, physical or mental disability, or age (provided the applicant has the capacity to enter into a binding contract). While special emphasis is placed on assisting low income people, women and minorities, The Loan Fund's primary mission is to assist businesses and nonprofits that provide positive social benefits or meet other special requirements and may not be able to access capital from traditional sources. The Loan Fund is an Equal Opportunity Lender.