**NONPROFIT LOAN PROGRAM - APPLICATION FORM**

*This form should be saved to your computer before you complete it. You may use the TAB key to move around the document. All attachments you need to send with this form appear on the last page of the form. A loan application may be submitted ONLY after consultation with the NHCF Loan Program Officer. Contact Kevin Peterson at 603-263-8370 or email* *kevin.peterson@nhcf.org* *for more information.*

**APPLICANT CONTACT INFORMATION**

Applicant Organization Name:

Contact for Application  Title:

Phone: () - **-** Ext:       E-mail:

**LOAN SUMMARY INFORMATION**

Date of pre-application consultation with NHCF Loan Program Officer:

Loan Amount Requested ($10K - $100K): **$**

Proposed Loan Term (in months):

Loan Purpose: “This loan will be used to **.** (*25 words maximum)*

**DETAILED INFORMATION**

Other Financial Institutions – Describe your efforts to secure debt financing for this project from a bank, credit union, NH Community Loan Fund, NH Community Development Finance Authority, or other sources. (300 words)

Management Capacity – Discuss your organization’s overall management capacity, with a particular focus on budgets, capital planning, investments and financial matters. Describe the impact of the loan on the operating budget. (300 words)

Repayment Plan – Describe how your organization will repay the loan principal and interest, and any alternative if the primary payment source fails (e.g. pledge/guarantee from a board member or donor, collateral, etc.). (300 words)

Fiscal/Credit History – Describe any previous experience your organization has with debt financing from NHCF, a financial institution, donor or other source. (250 words)

Board Support – Describe the Board of Directors’/Trustees’ engagement in this proposal and a clear statement of support from the Board for debt financing. (200 words)

Community Impact – Describe the positive community benefit that will occur as a result of this loan. (250 words)

Collateral – Describe the assets your organization would provide a collateral (if any). (200 words)

Other Information – Please provide any other relevant information not covered above. (200 words)

**SUBMISSION REQUIREMENTS - With this form, please include the following materials:**

**[ ]** NH Eligibility Checklist – Available on www.nhcf.org

**[ ]** Financial statement – Organization’s most recent audited or accountant-prepared financial statement

**[ ]** Operating budgets – Organization’s operating budget for the current fiscal year and upcoming fiscal year (if available),

 as well as budget-to-actuals for previous two fiscal years

**[ ]** Cash-flow – Monthly cash-flow projection for current and upcoming fiscal years

**OPTIONAL DOCUMENT – Other relevant documents that could help us understand your orgainizaiton, such as a Business Plan, Strategic Plan, Capital Campaign feasibility study, etc. Please list below and attach to the application:**

1.
2.
3.

Additional financial and other information may be requested at the discretion of the Loan Program Officer.

Email your application form and attachments to Kevin Peterson (kp@nhcf.org). Please be sure the subject of your email starts with “NHCF Loan Application”, followed by you organization name. For example: “NHCF Loan Application – High Notes Music Center”. Please attach your application materials rather than copying them into the text of the email. You may put all application materials into one PDF to attach to the email. Please do not send zipped files or files in a “read only” format.

**INTERNAL USE ONLY**

**Date Received:**

**Application Number Assigned:**