



**LOAN APPLICATION**

Applicant: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Contact Person and Title: \_\_\_\_\_

Direct Phone: \_\_\_\_\_ Email: \_\_\_\_\_

*NOTE: In order to be considered for a loan from NPLF, your organization must be a 501(c)(3) located within Pima, Santa Cruz, or Cochise counties, have been operating for at least three years and have annual revenues of \$250,000 or more. You must also be registered, and certified as in Good Standing, with the State of Arizona Office of the Corporation Commission.*

Requested Loan Amount: \_\_\_\_\_ Date Funds Needed: \_\_\_\_\_

Requested Term (# of months): \_\_\_\_\_

Purpose of the loan (examples include cash-flow management, program expansion, acquisition of an asset, organizational capacity building, other)

Method of repayment (source of funds that will be used to repay the loan, including timing and history of this revenue source). If you have assets that can be used to secure the loan describe them here as well.

If a grant is being used as a repayment source, please provide the following:

Name of grantor: \_\_\_\_\_

Contract beginning date: \_\_\_\_\_ Contract end date: \_\_\_\_\_

Grant amount: \_\_\_\_\_ Date funds will be received: \_\_\_\_\_

Name/title of contact person at granting agency: \_\_\_\_\_

Contact direct phone: \_\_\_\_\_ Contact email: \_\_\_\_\_

Organization mission and overview (please describe the work done by your organization and its impact in Southern Arizona)

## INSTRUCTIONS

- I. Along with this completed and signed application, please provide:
  - A list of your Board members/affiliation/contact information
  - IRS Certification of nonprofit status
  - Three years of financial statements, preferably audited
  - Interim financial statements (current within 45 days of application)
  - Confirmation of registration and certification of Good Standing with the State of Arizona Office of the Corporation Commission
  
- II. Submit the above materials along with an application fee of \$250.00
  - Make check payable to Nonprofit Loan Fund of Tucson and Southern Arizona and mail it to Nonprofit Loan Fund, c/o Community Foundation for Southern Arizona, 6420 E. Broadway, Suite A100, Tucson, AZ 85710
  - Email the application and associated materials to [Maura@nonprofit-loans.org](mailto:Maura@nonprofit-loans.org).

## AFTER WE REVIEW YOUR PACKAGE FOR ELIGIBILITY

- III. If NPLF staff determines that your organization meets eligibility requirements to be considered for a loan, we will need the documentation listed below.
  - Board of Directors Resolution to Borrow (on a form provided by NPLF)
  - Copy of your stamped and signed Articles of Incorporation, and any Amendments, if applicable
  - Copy of your most recent Bylaws
  - Annual report, if available
  - Current strategic plan, or strategic plan summary, if available
  - Verification and documentation of the source of repayment
  - Other documents as required (we will discuss with you, if applicable)
  
- IV. **I affirm that our organization does not discriminate on the basis of race, sexual orientation, gender, age, marital status, national origin, or physical ability.**
  
- V. **I authorize the Nonprofit Loan Fund to make inquiries as necessary to verify the accuracy of statements made and to determine creditworthiness. I acknowledge that NPLF may contact third parties, including credit and reference checks, in regard to the loan applicant and its affiliates.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Executive Director/CEO

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Board Chair or Other Board Officer