

This form must be completed by EACH Proprietor, Partner, or Shareholder

Personal Information

First Name:	Last Name:	Phone #:
Address:		SIN #:
City:	Province:	Birth Date (yyyy-mm-dd):
Postal Code:	Email:	
Position within the Business:		
Marital Status: (Check One)	Single	Married
Legal Status: (Check One)	Canadian Citizen	Permanent Resident
		Common-Law
		Temporary Resident

Ownership Target Group identification (Optional)

Do you Identify any of the following? Please circle all that apply.			
Female	Disabled	LGBTQ2+	Youth (Under 40)
Aboriginal	Francophone	Visible Minority	New Canadian

Business Contact Information

Company Name:	Phone #:
Address:	Cell #:
City:	Province:
Email:	Website:
	Postal Code:

Mailing Address (if different from above)

Address:		
City:	Province:	Postal Code:

Social Media Pages

Facebook:	
LinkedIn:	
Instagram:	
Twitter:	
Pinterest:	
Youtube:	
Reddit:	

Business Details

Business Form: (Select One)		Sole Proprietorship		Partnership		Corporation	
Legal Business Name: (Personal Name if Sole Proprietor)					Date Established (yyyy-mm-dd):		
Canada Revenue Agency #:							
# of Jobs:		NAICS Code:		Fiscal Year End:			
Full-Time _____		Ownership Stake in Company (%):		(Month)			
Part-Time _____							
Seasonal _____		Last Completed Tax Filing (year):					
Revenue Range:		(Please Select One)					
\$0 to \$49,999		\$50,000 to \$99,999		\$100,000 to \$249,999		\$250,000 to \$499,00	
						\$500,000+	

Banking Information

Name of Institution:		
Address:		Phone:
City:	Province:	Postal Code:
Bank Transit #:	Account #:	

Professional Contacts

	Name:	Phone:	Email:
Business Banker:			
Accountant:			
Lawyer:			
Insurance Agent:			

Character Reference

	Name:	Relationship:	Phone:	Email:
Character Reference 1				
Character Reference 2				
Character Reference 3				

Details of Financial Assistance Required

Project Name:	Estimated Start Date:
Loan Amount Requested (\$600,000 Maximum):	
Repayment Term Requested (5 Year Maximum):	

Description of the Project

Please give a brief description of the project and how the loan funds will be used to achieve its goals

Economic Impact to Thunder Bay

Job Impact

Number of jobs created and maintained as a result of this project moving forward

	Full-Time	Part-Time	Seasonal
Created			
Maintained			

Leveraged Funds

Non-Thunder Bay Ventures funds that have been or will be brought in to move the project forward

Sources	Name:	\$ Amount
Bank:		
Federal/Provincial program:		
Municipal Program:		
Private Funding:		
Owner Equity:		
Other:		

Project Costs

Project Costs	(\$)	Expected Financing	(\$)
Lease/Rent/Mortgage		Thunder Bay Ventures	
Payroll		Bank	
Utilities		Fed/Prov Programs	
Insurance		Municipal Programs	
Working Capital		Private Funding	
Inventory		Owner Equity	
Other (specify)		Other (specify)	
Total Costs		Total Financing	

Loan Security

List possible collateral you could offer towards securing this loan.

Description	Estimated Value	(-) Amount Owed	(=) Equity of Asset
Land/Building			
Equipment/Tools			
Vehicles			
Personal Assets			
Other			

1. Have you been declined for financial assistance on this project by another lender?

[] No, [] Yes

If yes, please provide the following information

Institution:	Contact Person:	Phone#:
--------------	-----------------	---------

2. Are you related to any director or employee of Thunder Bay Ventures? [] No, [] Yes

If yes, please specify _____

3. Do you have any of the following?

- a. Pending and/or actual legal action (civil and/or criminal) [] No, [] Yes
- b. Suits and claims [] No, [] Yes
- c. Unexecuted judgements [] No, [] Yes
- d. Bankruptcy proceedings (past and/or current) [] No, [] Yes

4. If financial assistance is approved, would you allow Thunder Bay ventures to make a public announcement regarding your project? [] No, [] Yes

Statement of Personal Assets and Liabilities

Personal Assets

Cash Holdings

Name of Financial Institution:	Account #	Balance

Real Estate

Legal Address	Purchase Price	Purchase Year	Present Value

Other Assets (Greater than \$1000)

Asset	Purchase Price	Purchase Year	Present Value

Personal Liabilities

Mortgage

Legal Address	Mortgagee Name	Monthly Payment	Interest Rate	Balance Owning
			%	
			%	

Loans

Purpose of Loan	Lender	Monthly Payment	Interest Rate	Balance Owning
			%	
			%	

Lines of Credit

Purpose for Line of Credit	Lender	Monthly Payment	Interest Rate	Balance Owning
			%	
			%	

Credit Card Debt

Purpose of Credit Card	Lender	Monthly Payment	Interest Rate	Balance Owning
			%	
			%	

Additional Supporting Documentation

Mandatory

Comprehensive Business Plan

3-Year Financial Statement *or* Financial Projections

Certificate of Incorporation *or* Master Business License

Canada Revenue Agency Document showing CRA logo, business name, and applicant name

Direct Deposit Form *or* Void Cheque

Resume *or* Curriculum Vitae

\$100 non-refundable application fee by cheque or e-transfer

Optional

Partnership agreement

Supplier's Letters of Intent

Customer's Letters of Intent

Record of Site Condition

Aged List of Accounts Receivable and Payable

Corporate By-Laws

Lease Agreement

Disclosure and Release Statement

THE APPLICANT UNDERSTANDS AND AGREES THAT:

- a) The applicant is responsible for payment of all charges relative to the preparation, execution and registration of documents that may be required by Thunder Bay Ventures or its solicitor.
- b) The statements made herein are for the express purpose of obtaining financing from Thunder Bay Ventures and are, to the best of the Applicant's knowledge and belief, true and correct. The Applicant understands that additional information in support of this application must be supplied to Thunder Bay Ventures, if requested.
- c) The applicant consents to Thunder Bay Ventures making inquiries pertaining to this loan request to such persons, firms, corporations, or organizations as it deems necessary to reach a decision on this loan request.

DISCLOSURE, RELEASE, AND WAIVER OF LIABILITY

- a) The Applicant acknowledges that he or she is solely responsible for the success or failure of his/her business, and that any information which is provided to the Applicant by representatives of Thunder Bay Ventures is for the Applicant's understanding only. It is the Applicant's responsibility to verify the accuracy of such information or to seek additional information concerning any aspects of the Applicant's proposed business.
- b) The Applicant further agrees to hold Thunder Bay Ventures, its employees, volunteers, representatives, and agents harmless and hereby releases and discharges Thunder Bay Ventures from any actions, damages, claims or demands which may arise, directly or indirectly, as a result of any act or omission by Thunder Bay Ventures in providing information to the Applicant, and to indemnify Thunder Bay Ventures from any such actions, damages, claims or demands which might be suffered by the Applicant's business or guarantors.
- c) The Applicant acknowledges that he or she is solely responsible for the hiring, employment, dismissal and all related matters with respect to persons employed as well as contractual arrangements with individuals or firms.
- d) The Applicant acknowledges that he or she is responsible for payment of all legal fees, property appraisals and other expenses incurred in connection with this application and, in the event that Thunder Bay Ventures approves funding, the completion of the transaction.

Environment Declaration

The Applicant and, if applicable, the Guarantor(s):

- a) Are operating their business in conformity with all environmental legislation;
- b) Confirm that their assets, including real estate, comply with all environmental legislation;
- c) Have not used their assets in violation of environmental laws and no proceedings are underway, nor have any notice(s) been received concerning any alleged violation(s) of environmental laws;

- d) Have not given a waiver concerning any compliance and/or violation of environmental laws to the prior owners of their assets;
- e) Warrants that any environmental issues or concerns as known to the Applicant and/or the Guarantor(s) have been disclosed to Thunder Bay Ventures and that activities, as required, are in compliance with all applicable legislation, including the Canadian Environmental Assessment Act and the Canadian Environmental Protection Act.

Collection, Use, and Disclosure of Personal and Business Information

- a) The Applicant acknowledges that, as the operation of Thunder Bay Ventures is financially supported by the Government of Canada, representatives of the Ministry of Innovation, Science, and Economic Development Canada (ISED), and its representative agency The Federal Economic Development Initiative for Northern Ontario (FedNor) are permitted access to the files of Thunder Bay Ventures for monitoring and evaluation purposes and that the Applicant may be contacted by representatives of the aforementioned agencies.
- b) The Applicant acknowledges that, any recipient of Thunder Bay Ventures' services shall assist in completing any evaluation of the outcomes and impacts (current or in the future) that result from obtaining services from us.
- c) The Applicant further understands and consents to Thunder Bay Ventures publicizing the Applicant's business venture if the Applicant is successful in obtaining financing, which may or may not include personal information such as the name of the Applicant and name of the business.
- d) The Applicant acknowledges and consents to Thunder Bay Ventures performing a personal credit check on the Applicant at which time it is deemed appropriate and necessary to do so in the regular course of the application process.

I have read and understand the Disclosure and Release Statement and the Environmental Declaration.

Attestation of Funding Purpose

"I, _____, hereby agree that if financing is provided to me for the purpose of the business project as described herein, then I shall follow the operating plan submitted herewith, and use the funds received from Thunder Bay Ventures for the purposes intended, and that any major changes or alternation in the plans shall be made only with the written permission of Thunder Bay Ventures and that, I shall maintain insurance as required by Thunder Bay Ventures, and that I shall provide Thunder Bay Ventures with such reports and additional information as may be required from time to time."

DATED AT THIS _____ DAY OF _____ 20 _____
Day Month Year

Signature of Applicant, Guarantor or Shareholder