



FUND FOR THE CITY OF NEW YORK

Capital Loan Application Checklist

Please include this checklist and the following documents with your completed application.

- Capital budget with confirmed and projected income streams and expenses
- Current year's operating budget with year-to-date actuals
- Cash flow projections for the term of the loan (cash flow should reflect the use of the proposed loan and the loan repayment.) A template is available for use or as a guide at www.fcny.org/cashflow/capital
- Approved contract or grant award letter
- Most recent audit or financial statement
- Board of Directors resolution authorizing the loan (form attached to application)
- List of Board Members with affiliation, address, phone number, email address and officers designated
- 501(c)(3)
- Certificate of Incorporation
- Current charities registration form (Char 500)

The loan officer may request additional information specific to the loan requested.

Submissions should be sent to Andrew Walrond via regular mail, email or fax.

Fund for the City of New York
121 Avenue of the Americas, 6th Floor
New York, NY 10013

awalrond@fcny.org or Fax: 212.925.5675



FUND FOR THE CITY OF NEW YORK

Capital Loan Application

Organization: _____

Address: _____

City: _____ State: NY Zip Code: _____

Website: _____

Executive Director/President: _____ How long at position: _____

Email: _____ Telephone: () _____ Fax () _____

Chief Financial Officer: _____ How long at position: _____

Email: _____ Telephone: () _____ Fax () _____

Number of full-time employees: _____ Number of part-time employees: _____

Current annual budget: _____ Fiscal or accounting year ends: _____

Operating surplus/deficit at the end of the last fiscal year: _____

Describe the purpose/mission of your organization: _____

Loan Amount Requested: \$ _____ Date needed: _____

Proposed term or repayment period: _____

Total projected cost of capital project: _____

Describe in detail the history/background of the capital project and what the loan will be spent on:

(If more space is needed, please reference attached documents as applicable)

Is project fully funded? Y N Please explain:

List dollar amount and collateral (government/foundation funding) to secure this loan:

\$ _____ funding entity
Amount anticipated

\$ _____ funding entity
Amount anticipated

\$ _____ funding entity
Amount anticipated

Initial source of funding: city or state legislative member/who? _____

Was this funding passing-through another agency? Y N (Please check if agency is listed)

DCA__DDC__EDC__DCAS__HPD__Parks __ Other:_____

Is this collateral used to secure any other loan?_____

When do you expect to receive this money? _____

Funding entity: _____

Contact Name and Title: _____

Phone #: _____

Email address: _____

Alternate contact name and title: _____

Phone #: _____

Email address: _____

List all Board resignations and all changes in the executive or fiscal staff in the last 12 months.

Name	Title	Date	Reason
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Name	Title	Date	Reason
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Name	Title	Date	Reason
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Name	Title	Date	Reason
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Name	Title	Date	Reason
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Name	Title	Date	Reason
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Please list all outstanding debt for this Capital project and any pending borrowing in order of:

- Loans from banks, credit unions, intermediaries (i.e., Seedco, NFF, FJC, etc.)
- Loans from Board Members and all other individuals
- Balance on credit cards
- All other outstanding debt

Lender	Size of Loan	Date Made	Amount Outstanding	Date Due	Interest rate	Collateral, if applicable
_____	\$ _____	___/___/___	\$ _____	___/___/___	_____%	_____
_____	\$ _____	___/___/___	\$ _____	___/___/___	_____%	_____
_____	\$ _____	___/___/___	\$ _____	___/___/___	_____%	_____
_____	\$ _____	___/___/___	\$ _____	___/___/___	_____%	_____
_____	\$ _____	___/___/___	\$ _____	___/___/___	_____%	_____
_____	\$ _____	___/___/___	\$ _____	___/___/___	_____%	_____
_____	\$ _____	___/___/___	\$ _____	___/___/___	_____%	_____
_____	\$ _____	___/___/___	\$ _____	___/___/___	_____%	_____
_____	\$ _____	___/___/___	\$ _____	___/___/___	_____%	_____
_____	\$ _____	___/___/___	\$ _____	___/___/___	_____%	_____

List any outstanding tax liabilities, judgments, liens, defaults or other obligations:

DEBTOR	BALANCE	COMMENTS
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please list all outstanding Operating debt and pending borrowing, in order of:

- Loans from banks, credit unions, intermediaries (i.e., Seedco, NFF, FJC, etc.)
- Loans from Board Members and all other individuals
- Balance on credit cards
- All other outstanding debt

Lender	Size of Loan	Date Made	Amount Outstanding	Date Due	Interest rate	Collateral, if applicable
_____	\$ _____	___/___/___	\$ _____	___/___/___	_____%	_____
_____	\$ _____	___/___/___	\$ _____	___/___/___	_____%	_____
_____	\$ _____	___/___/___	\$ _____	___/___/___	_____%	_____
_____	\$ _____	___/___/___	\$ _____	___/___/___	_____%	_____
_____	\$ _____	___/___/___	\$ _____	___/___/___	_____%	_____
_____	\$ _____	___/___/___	\$ _____	___/___/___	_____%	_____
_____	\$ _____	___/___/___	\$ _____	___/___/___	_____%	_____
_____	\$ _____	___/___/___	\$ _____	___/___/___	_____%	_____
_____	\$ _____	___/___/___	\$ _____	___/___/___	_____%	_____
_____	\$ _____	___/___/___	\$ _____	___/___/___	_____%	_____

Do you own your space? Y N Monthly mortgage: \$ _____ Balance due: \$ _____

Do you rent your space? Y N Monthly cost: \$ _____

List any outstanding tax liabilities, judgments, liens, defaults or other obligations:

<u>DEBTOR</u>	<u>BALANCE</u>	<u>COMMENTS</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Resolution Adopted By Written Consent of All Board Officers
and
[Unanimous Written Consent of the Board of Directors] or [2/3 of the Board of Directors
acting in a meeting]**

The undersigned, constituting all of the Board Officers of _____ ("the Corporation") and [all members of the Board if acting by written unanimous consent] or [at least two-thirds of the members of the Board or such greater number if necessary to act on behalf of the Corporation], having been granted the power in the Corporation's by-laws to act on behalf of the Corporation, adopt the following resolution:

WHEREAS, the Corporation is experiencing a cash flow emergency as a result of the following delayed contract or grant payments from the following government agencies and/or foundations:

(1) _____	(2) _____	(3) _____
Agency	Agency	Agency

WHEREAS, the Corporation recognizes the need for a capital loan and has determined that it is in the best interests of the Corporation and in furtherance of its purpose and mission to apply for and obtain a capital loan of no more than \$_____ (the "Loan") from the Fund for the City of New York (the "Fund") pursuant to a loan agreement with the Fund ("Loan Agreement"); and

WHEREAS, the Corporation understands that the Loan is subject to a service charge of __percent of its principal amount for the initial loan period, which period shall be no longer than __ months, and that the charge will be withheld by the Fund when the Loan is made. The Corporation further understands that ½ percent will be refunded if the Loan is repaid within 2 months, but that if the loan remains outstanding for more than __ months, the Fund may impose an additional __ percent service charge for any additional periods of __ months or less that the loan remains outstanding.

Whereas, the Corporation further understands that if the Loan is not fully repaid by the end of the original loan period, the Fund, in addition to any other rights it may have, may thereafter at its sole discretion charge interest of prime (WSJ) plus three (3%) percent of the principal amount outstanding in lieu of the service charge stated above, until the loan and all related charges are fully paid.

NOW THEREFORE, it is hereby:

RESOLVED, that the Corporation is authorized to apply for and to take all action necessary to obtain the Loan from the Fund upon the terms noted in the recitals above and as more fully set out in the Loan Agreement; and it is further

RESOLVED, that the Corporation will utilize the funds only for the purposes described in the contracts or grant agreements that are the basis for the outstanding receivables upon which the loan is sought; and it is further

