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FLEXIBLE LOAN PROGRAM HOW TO APPLY FOR FINANCING

- Step One** Review the loan guidelines and the applicable application checklist on the Saskatchewan Arts Board website: www.artsboard.sk.ca under "Creative Industries". Links to a business plan guide and other resources for starting and managing a business are also available on the website. If you do not have access to the Internet, contact the Arts Board by telephone for documents to be mailed or faxed to you.
- Step Two** Contact the Arts Board to discuss your business idea. The Creative Industries Consultant will help you determine eligibility, availability of loan funds and the application procedure including the business plan/proposal requirements. The application form and loan agreements will be forwarded as required.
- Step Three** Submit the completed and signed application form and all the supporting documentation, including evidence of 10% cash equity to the Arts Board. To ensure accuracy and completeness of information for review purposes, whenever possible, a meeting between you and the Creative Industries Consultant will be scheduled to finalize your submission requirements and complete the necessary loan agreements.
- Step Four** **Micro-loans of \$5,000 or less** are assessed through an internal process. Every effort is made to render a decision within 15 business days of receipt of a complete application.
- Small Business Loans of over \$5,000** are assessed by an internal and external review process, including a loan review panel. The Arts Board makes very effort to convene a review panel every second month and to render a decision within ten (10) business days after the review panel sits.
- You will be informed by telephone and writing of the outcome of the review process and it will be discussed with you, together with any recommendations that are made. If your application has been approved, a written loan offer will be provided. You will be given 60 days to draw upon the credit, or the loan offer will be withdrawn.

Contact
Information

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