



FLEXIBLE LOAN PROGRAM

APPLICATION CHECKLIST – SMALL BUSINESS LOAN

Please include this sheet at the front of your application.

A complete application for a Small Business Loan will include:

- 1. Application Form (*completed, signed and dated*).
- 2. Annual Corporate Return, if applicable.
- 3. Signed and dated declaration of corporate ownership structure and signing authorities, if applicable.
- 4. Statement of whether or not the applicant has sought financing through other sources, and results.
- 5. Financial statements for current fiscal year and last two fiscal years for the corporation, if applicable.
- 6. Canada Revenue Agency's *Notice of Assessment/Re-assessment* of your personal income tax return for the past two years, if sole proprietorship.
- 7. A detailed budget for the undertaking.
- 8. Pro-forma cash flow projections (four years in total) for the undertaking:
 - Year one: detailed, monthly
 - Years two, three, four: yearly projections.
- 9. Evidence of owner cash equity of 10% of budget for the undertaking.
- 10. In the case of interim financing, proof of the appropriate receivable.
- 11. Business Plan (*include the following information*):
 - An outline of the use to be made of the loan proceeds, including how it will improve your operations and revenues (the business opportunity) and any benefits of the use for the applicable sector.
 - A profile of the applicant, including the history, general goals and objectives, number of projects completed, in development, and planned for the next fiscal year.
 - A description of the duties, experience and expertise of administration and operational management personnel.
 - A concise financial history of the applicant, recent volume of sales in dollars, usual overhead costs, wages, methods of funding and present and planned arrangement for funding including government funding.
 - A realistic forecast of the applicant's performance, including expected sales, profits and losses, and expenses over the term of the proposal.
 - The nature of the applicant's competition, sales and marketing arrangements, specifying all relevant percentages, salaries and discounts.
 - A description of the market research undertaken to determine the sales projections in dollars and the viability of the business proposal.
 - A description of the insurance coverage including liability, key man, etc. over the term of the proposal.
 - Copies of promotional materials or company products may be included in support of the application.
 - Any other information to assist in determining the eligibility of the applicant or activities.

Note: *A link to a business planning resource is available at www.artsboard.sk.ca under "Creative Industries." Contact the Creative Industries Consultant for assistance in further understanding the business plan requirements.*