

HUMANLINKS MICRO-LOAN GUIDELINES

Thank you for your interest in the HumanLinks micro-loan program. If you have questions, please contact Nancy Iscovitz at nancy@humanlinksfoundation.org.

I. LOANS AND DECISION FACTORS

HumanLinks Foundation is offering loans from \$2,500 to a maximum of \$25,000. Your credit should show a successful repayment history. You also must be willing to make monthly payments to Banner Bank paying principal and interest. These are examples of loan re-payments based on a rate of 3% for the term of 2 years.

Loan Amount	Monthly Principal & Interest Payment
\$2,500	\$107.45
\$10,000	\$429.81
\$25,000	\$1,074.53

The following criteria will be used to evaluate loans: past credit history, cash flow, capacity, and character.

- **Credit** shows the borrowing capacity of the individual and is based on the items shown on the credit report. You may be asked for an explanation for credit issues that appear on the report. We will ask you to allow us to see your current credit report.
- **Cash flow** is required to show your business's cash availability after paying all operating expenses.
- **Capacity** is your ability to repay debt, past, present and future. You must show that you have sufficient cash flow to make the loan payment.
- **Character** is your credibility and experience which is checked through references and other personal information.

II. ELIGIBILITY

You are eligible to participate in this program if you are a Washington State sustainable and organic or sustainable farm. Sustainable farms are defined as farms that integrate goals of environmental health, economic profitability, and social and economic equity into their farming system.

III. THE APPLICATION PROCESS

- Once we receive the application, we will send an acknowledgment letter to confirm our receipt. If the package is incomplete, we will inform you of the missing information. NOTE: Submitting incomplete information may increase processing time.

- Because of the sensitive amount of information requested on this loan application, we recommend that you mail us the application to:
 - HumanLinks Foundation
 - c/o Wellspring Group PS
 - 10885 NE 4th Street-Suite 320
 - Bellevue, WA 98004
- The review committee will evaluate the applications. Once your application is approved, it will be sent to Kathy Kill at Banner Bank who will then mail you a formal loan application. After Banner Bank approves the loan, funds should be available within few days. Applicants not living near Woodinville can have their applications scanned at their local Banner Bank branch and forwarded to Woodinville for processing.
- Interest rates will be determined at the signing of the promissory note. Currently rates are 3% with a loan term of 2 years.

PART A: INTENDED USE OF LOAN FUNDS

	Amount	Specific listing of items to be purchased (If necessary, attach additional sheets)
Working capital	\$ _____	_____
Inventory	_____	_____
Equipment	_____	_____
Property improvements	_____	_____
Other	_____	_____

TOTAL LOAN REQUEST \$ _____

PART B: PERSONAL FARM DETAILS

Please provide us with information on your farm. please attach additional sheets.

1. Please give the name and address of the property.

2. Please give us your contact information; both phone, email and website if you have one.

3. Is your business: Start up Currently operating Since _____

4. What was the 2009 gross and net income of your farm? _____

5. What was your 2008 gross and net income? _____

6. This fund provides relief for organic and sustainable family farmers. To help us understand how you farm, please check all that apply:

___ CSA, Farmers' Market, and other direct sales of produce

___ Wholesale crop production

___ Livestock or Dairy farmer

___ Other type of grower (please list)

___ Certified organic - Name of Certifying Agency

___ Certified by other certifying agency (e.g. Food Alliance, Salmon Safe, etc.) Please list _____

___ Member or active participant in a sustainable farming organization in the affected area (please list one or more)

5. If the above categories do not apply to you, please tell us a little bit about your farm, your sustainable farming practices and the products you market.

PART C: EXPLANATION OF LOAN NEEDS

1. Briefly describe why you are applying for a loan from HumanLinks Please be as specific as possible.

___ Money for loan repayments that you cannot pay because of floods and storms

What were loans and for what amount?

___ Money for immediate operating expenses (feed, temporary fencing, fuel, etc. list estimated expenses)

_____ to replace infrastructure (specific needs and their anticipated estimate)

_____ Money to cover cost of living (please attach a budget of your expenses for a week)

_____ Other _____ (please attach a budget)

2. Please give details on any other outstanding loans (a separate sheet is attached).

3. Is the reason that you are applying for this loan a temporary situation or a one time occurrence? Do you expect that this loan will enable you to get through this temporary situation? Please explain.

PART D: PERSONAL INFORMATION

Primary Applicant

Applicant name (first, last)

Birth date

Street address

City

State

Zip

Mailing address (if different from above)

Previous address (if less than two years at current address)

City

State Zip

Home telephone: _____

Work telephone: _____

Cell telephone: _____

Email: _____

County you reside in: _____

Years at above address: _____

Number of dependants: _____

Ages: _____

Co-Applicant

Co-applicant name (if joint)	Birth date
Street address (if different from above)	City State Zip
Home telephone: _____	Work telephone: _____
Employer: _____	Position: _____ Length of employment: _____
Do you own your home? <input type="checkbox"/> Yes <input type="checkbox"/> No If own, is it a <input type="checkbox"/> house <input type="checkbox"/> mobile home	

Name of mortgage holder: _____

If rent, please provide landlord's name, address and phone number:

Name two relatives not living with you and a personal reference who is not related:

(Relative)	(Relative)	(Reference)
Name	Name	Name
Relationship	Relationship	Relationship
Address	Address	Address
City, state, zip	City, state, zip	City, state, zip
Telephone	Telephone	Telephone

Have you ever declared bankruptcy or had any judgments recorded against you? If yes, explain circumstances.

Do you owe any unpaid taxes? Yes No If yes, please list the type of taxes you owe and the amount.

PART E: PERSONAL FINANCIAL STATEMENT

Please provide us with information about your current financial situation. If more space is needed, please attach additional sheets.

This personal financial statement accurately reflects my financial situation as of _____ (date).

ASSETS				LIABILITIES	
Amount				Balance	
Cash on hand				Loans from lending institutions	\$ _____
Cash in checking account(s)				Friends	\$ _____
List financial institutions				Others	\$ _____
					\$ _____
					\$ _____
Cash in savings account(s)				Credit cards	Balance
List financial institutions				Company name	\$ _____
_____				_____	
_____				Company name	\$ _____

Securities, stocks and bonds				Company name	\$ _____

Automobile(s)/Trucks/Farm Equipment	Value				Balance
Year	Make	Model		Vehicle loans/liens/leases	
_____	_____	_____	\$ _____	Company name	\$ _____
_____	_____	_____	\$ _____	Vehicle make	
_____	_____	_____	\$ _____	_____	
				Company name	\$ _____
				Vehicle make	\$ _____

				Company name	\$ _____
				Vehicle make	\$ _____

Personal property	Value				
				Company name	\$ _____
Real estate				Vehicle make	\$ _____
Address _____				_____	
Other assets (list):				Mortgage on real estate	Balance
					\$ _____
TOTAL				TOTAL	\$ _____

PART F: PERSONAL BUDGET STATEMENT

Please tell us about your monthly income and expenses.

INCOME		EXPENSES	
	Amount		Amount
Take-home pay		Loan payment to	
From the business	\$ _____	Lending institutions	\$ _____
From other jobs	\$ _____	Friends	\$ _____
Spouse if joint application	\$ _____	Others	\$ _____
Governmental payments		Credit card(s)	\$ _____
TANF	\$ _____	Vehicle	
Social Security	\$ _____	Fuel	\$ _____
Food stamps	\$ _____	Insurance	\$ _____
Unemployment	\$ _____	Repairs	\$ _____
Housing assistance	\$ _____	Loans/lease	\$ _____
Other income	\$ _____	Primary residence	\$ _____
Interest income	\$ _____	Mortgage on property you rent	\$ _____
Bonuses/commissions	\$ _____	Second mortgage/home equity loan	\$ _____
Rental income	\$ _____	Household expenses	
Child support*	\$ _____	Insurance payments	\$ _____
Alimony*	\$ _____	Property taxes	\$ _____
		Utilities	\$ _____
		Electricity	
		Phone	\$ _____
		Gas (heat)	\$ _____
		Cable	\$ _____
		Water/sewer	\$ _____
		Family support expenses	
		Food	\$ _____
		Clothing	\$ _____
		Medical expenses	\$ _____
		Child care	\$ _____
		Alimony	\$ _____
		Child support	\$ _____
		Other expenses	\$ _____
TOTAL INCOME	\$ _____	TOTAL EXPENSES	\$ _____

Permission to Release Information:

I authorize the credit bureau to release a copy of my credit report to HumanLinks Foundation.

A copy of this authorization may be accepted as an original.

APPLICANT:

CO-APPLICANT:

Name (print) _____ Name (print) _____

Signature _____ Signature _____

Date _____ Date _____

The undersigned hereby authorizes HumanLinks Foundation to make all inquiries with credit bureaus and others it deems necessary to verify the accuracy of the information provided herein and to determine credit worthiness. Further, the undersigned hereby certifies that the enclosed application information – including all attachments, exhibits, schedules and supporting documents – is valid, accurate, and complete as of the stated date(s). These statements are made for the purpose of obtaining a loan. False statements may result in the forfeiture of benefits. The undersigned hereby further certifies that the proceeds of any loan made as a result of this application will be used for business purposes only and will not be used to cover current debt, general fees related to the preparation of this document or personal or consumer purchases.

APPLICANT:

CO-APPLICANT:

Name (print) _____ Name (print) _____

Signature _____ Signature _____

Date _____ Date _____