



Charter School Loan Application Package

Thank you for your interest in Self-Help. We have been a charter school lender since 1997 and look forward to using our experience to serve your school.

If you have not already contacted a Self-Help loan officer about your project, we encourage you to do so before submitting a loan application package. In this introductory conversation about your school and your specific financing needs, we can give you important information about the application process.

In this loan application package, you will find several forms to complete and an application checklist to help you keep track of what must be submitted. You may complete the necessary forms by hand or electronically. Please sign the original copy of this application in ink and return it to your loan officer. Please also make a photocopy for your files.

Contact one of our loan officers:

Jane Ellis

(919) 956-4407 or (800) 476-7428
jane.ellis@self-help.org

Steve Saltzman

(919) 956-4620 or (800) 476-7428
steve.saltzman@self-help.org

Please mail completed loan applications to your loan officer at:

P.O. Box 3619
Durham, NC 27702-3619



CHECKLIST

Instructions: Please use this list as you prepare your loan application, and submit a copy with your application package. Use the Status line to check off a completed item or to note the expected completion date. If an item on this list does not apply to your application, write N/A on the Status line. It is generally best to provide us a complete application package vs. piecemeal materials. If you have questions concerning the required materials, please contact your Self-Help loan officer. Please be aware that we may need to request additional items not on this list in order to process your application.

Self-Help Forms (Provided)

Status

- Loan Application (pages 3-6) _____
- Business Notes Payable Schedule (page 7) _____
- Credit Disclosure Statement (page 10) _____

Additional Items, as Applicable

Status

Financial Information:

- Financial Statements (internal for last three years) _____
- CPA Audits and IRS 990's (last three years) _____
- School's Detailed Operating Budget (current and next year) _____
- School's Projected Operating Budget (next five years) _____
- Enrollment Figures (past, current and projected) _____
- Fundraising Plan _____

Organization Information:

- Management Resumes* _____
- Board Roster (with brief bios)* _____
- Organizational Chart* _____
- Staff Roster* _____
- Business Plan or Strategic Plan* _____

Project Information:

- Project Cost Plan (see pages 8-9) _____
- Lease (current and/or future) _____
- Purchase Agreement for Property (if applicable) _____
- Plans, Specifications and Architect Contract (if construction) _____
- Cost Estimate and/or Contractor Bids (if construction) _____
- Property Appraisal (most recent) _____

Charter Authority Information:

- Charter Agreement and/or Application for Charter _____
- Current Enrollment Form (as submitted to Authority) _____
- Reviews, Notices or Warnings from Authority (last two years) _____

* Note that the school's original charter agreement or application for charter might contain some of the documents requested. Please check your charter agreement or application to see if they are included; provide separate copies only if information has been updated.



LOAN APPLICATION

Instructions: After completing this form, please send it with the additional required application documents (outlined on the Loan Application Checklist in this package) to your loan officer. Contact information for our loan officers is on the first page of this application package. Please make a personal copy of the application materials you are submitting to Self-Help, since we are not able to return them to you.

Today's date _____ Who referred you to us? _____

Official Name of Your Organization _____

Address _____

City, State and ZIP Code _____

County _____ Type of Organization _____

Date Organization Started _____ Federal Tax ID # (if incorporated) _____

Contact Person and Title _____

Business Phone _____ Home Phone _____

E-mail Address _____ Fax Number _____

What is your legal structure? (please check one) C Corporation S Corporation Nonprofit Corporation Legal Partnership Sole Proprietorship Limited Liability Corporation

Are you thinking about changing your legal structure? Yes No

Current number of employees _____ How many jobs will this loan create? _____

Briefly describe your organization and what you will do with this loan _____

PROJECT INFORMATION

In this section, your "Uses of Funds" figures should be calculated on and transferred from the Project Cost Plan on pages 8-9 of this packet. The "Total Uses of Funds" must equal the "Total Sources of Funds."

Uses of Funds:

Feasibility and Pre-Development	\$ _____
Land / Building Purchase	\$ _____
Construction Hard Costs	\$ _____
Construction Soft Costs	\$ _____
General Costs	\$ _____
Closing Costs	\$ _____
Equipment	\$ _____
Working Capital	\$ _____
Total Uses of Funds	\$ _____

Sources of Funds:

Self-Help Loan Requested	\$ _____
Other Loan Sources	\$ _____
Specify _____	
Seller Financing	\$ _____
Fundraising	\$ _____
Project Grants	\$ _____
Borrower's Cash Contribution	\$ _____
Total Sources of Funds	\$ _____

(Loan Application continued)

COLLATERAL TO SECURE THIS LOAN

Asset	Value of Asset	Loans on Asset	Address of Asset
Property 1	\$	\$	
Property 2	\$	\$	
FF & E	\$	\$	
Other (specify):	\$	\$	
Other (specify):	\$	\$	
Name(s) of Possible Co-Signer(s) for Loan Request _____			

MANAGEMENT INFORMATION AND ACKNOWLEDGMENTS

Please read the following and sign below. Nonprofit organizations should provide this information for the Executive Director, Treasurer and/or Board Chairperson. Attach additional pages if necessary.

The undersigned hereby certifies that the information contained in this application and related materials is true and correct. The undersigned hereby further certifies that the proceeds of any loan made as a result of this application will be used for business or organizational purposes only, and will not be used for personal or consumer purposes. The undersigned hereby affirms that s/he does not discriminate on the basis of race, color, religion, national origin, gender, marital status or age. The undersigned hereby acknowledges that (1) no loan officer has authority to commit Self-Help to any loan without prior approval by Self-Help’s credit committee and (2) any loan commitment must be in writing and signed by an authorized representative of Self-Help. Self-Help is authorized to make all inquiries Self-Help deems necessary to verify the accuracy of this statement and to determine the creditworthiness of the business or organization. The undersigned also authorizes Self-Help to answer questions and inquiries from others seeking credit experience information about the business or organization. The undersigned hereby acknowledges that, regardless of the outcome of this loan application, Self-Help may use information drawn from this application and any related materials or due diligence in connection herewith in reporting to governmental agencies regarding Self-Help's lending generally, and/or its review of this application specifically.

Name _____
Title _____ Date of Birth _____
Address _____ Social Security # or TIN _____
Signature _____ Date _____

Name _____
Title _____ Date of Birth _____
Address _____ Social Security # or TIN _____
Signature _____ Date _____

Name _____
Title _____ Date of Birth _____
Address _____ Social Security # or TIN _____
Signature _____ Date _____

CHARTERING AUTHORITY INFORMATION

In this section, please provide information about the State or District Authority that has issued your school charter.

Charter Authority Contact Person _____

Contact's Phone Number _____ Fax Number _____

Email Address _____

Date Charter Issued _____ Expected Date of Renewal Review _____

Does your school qualify as a charter school according to your state's definition of a charter school? Yes No

Does your school qualify as a charter school according to the federal definition of a charter school? Yes No

ENROLLMENT AND STUDENT INFORMATION

Current Enrollment _____ (as of this date: ____/____/____) Next Year Enrollment _____

Current Grades Served (e.g., K-6, 7-12, etc) _____ Next Year Grades Served _____

Current Enrollment Capacity at Present Facility _____ Title I School? _____

How many new student spaces will this loan allow your school to create? _____ Maximum Permitted Enrollment (per charter agreement) _____

In the section below, please indicate the number of students at your school in each of the following categories. Use data from the most recently completed school year. For schools not yet in operation, leave these spaces blank.

Most Recently Completed School Year (20__/20__) Total Enrollment _____

Special Education _____ Eligible for Free or Reduced Lunch _____ Limited English Proficiency _____

Caucasian _____ Hispanic _____ Asian _____ Native American _____ African American _____

Returning from Previous School Year _____ On Waiting List _____

Students Retained for the Most Recent School Year _____ (from the beginning to the end of the same school year)

SCHOOL GOVERNANCE CONTACT INFORMATION

Chair of Charter School Board _____

Business Phone Number _____ Fax Number _____

Email Address _____

Treasurer of Charter School Board _____

Business Phone Number _____ Fax Number _____

Email Address _____

FACILITY INFORMATION

Do You Lease or Own Your Current Facility? _____ Current Square Footage _____

Monthly Mortgage or Rent Payment \$ _____ Years in Current Facility _____

PROFESSIONAL SERVICES INFORMATION

Does Your School Use an Educational Service Provider? Yes No If Yes, Company Name _____

Is Your School a Member of a Charter School Network? Yes No If Yes, Network Name _____

Accountant's Name _____ Accounting Firm _____

Address _____

Business Phone _____ Fax Number _____ Email Address _____

Bank _____

Address _____

Business Phone _____ Fax Number _____ Email Address _____

Checking Account Number _____

Savings Account Number _____

Insurance Agent's Name _____ Insurance Company _____

Address _____

Business Phone _____ Fax Number _____ Email Address _____

Architect's Name _____ Architectural Firm _____

Address _____

Business Phone _____ Fax Number _____ Email Address _____

Engineer's Name _____ Engineering Firm _____

Address _____

Business Phone _____ Fax Number _____ Email Address _____

General Contractor's Name _____ General Contractor Company _____

Address _____

Business Phone _____ Fax Number _____ Email Address _____

Name of Person or Company Selling You Your Facility _____

Address _____

Business Phone _____ Fax Number _____ Email Address _____



BUSINESS NOTES PAYABLE SCHEDULE

Business or Organization Name _____

Date _____

Instructions: Please include on this schedule all existing notes and long-term leases of your business or organization, including mortgages, revolving credit arrangements, factoring agreements, equipment leases and any other type of debt, secured or unsecured.

Creditor	Original Amount	Original Date	Balance Due	Monthly Payment	Maturity Date	Interest Rate	Collateral



PROJECT COST PLAN

Instructions: Please use this guide to estimate all the potential costs of your proposed project. Once you complete this form, transfer the subtotals of each section to the Project Information section on page 3 of this packet. Note that Construction Hard Costs and Construction Soft Costs only apply to projects involving construction.

ITEMS	COST
Feasibility and Pre-Development	
Concept Design and Preliminary Design	_____
Architectural Schematics (if construction)	_____
Civil Survey	_____
Phase 1 Environmental	_____
Traffic Study	_____
Geotechnical Study	_____
Project Management Services	_____
SUBTOTAL for Feasibility and Pre-Development	<input type="text"/>
Land / Building Purchase	
Land and/or Building Purchase Price	_____
Other Costs Related to Purchase	_____
SUBTOTAL for Land / Building Purchase	<input type="text"/>
Construction Hard Costs	
Construction Contract (bid or cost estimate)	_____
Construction Contingency (typically 10% of Contract)	_____
Contractor Fee	_____
Payment and Performance Bond	_____
Builder's Risk Insurance (if not included in Contract)	_____
Construction Costs Outside of Contract (fence, security system, landscaping, playground, interior finish, etc.)	_____
Site Improvements	_____
Parking / Traffic Improvements	_____
Environmental Remediation	_____
Other (specify)	_____
SUBTOTAL for Construction Hard Costs	<input type="text"/>
Construction Soft Costs	
Architecture (full design, development and drawings)	_____
Civil Engineer	_____
Architect and Engineer Reimbursables	_____
Landscape Architect	_____
Landscape Reimbursables	_____
Project Management Services	_____
Other Consultant Services (soils engineer, etc.)	_____
Building Permit	_____

Permit Expediter Fees _____
Construction Loan Interest _____
Lender Construction Inspection Fees _____
Soft Cost Contingency (typically 10% of Soft Costs) _____
SUBTOTAL for Construction Soft Costs

General Costs

Water and Sewer Tap Fees _____
Utility Connection Fees (electric and / or gas) _____
Hazardous Materials Survey _____
Pest Remediation / Inspection _____
Moving Costs _____
Technology (cable, network, hook-ups, etc.) _____
Signage _____
Lease Deposit (if leasing) _____
Upfit and / or Minor Renovation (if leasing) _____
Other (specify) _____
SUBTOTAL for General Costs

Closing Costs

Appraisal of Property _____
ALTA Certified Property Survey _____
Supplementary Environmental Studies _____
Title Insurance _____
Recording Fees _____
Borrower's Legal Cost (formal opinion and other) _____
Loan Commitment Fee _____
Loan Origination Fee _____
Lender Legal Costs _____
Debt Service Reserve _____
Third Party Financing Fees (guarantees, seller-sub, etc.) _____
Financing Consultant Fees _____
Insurance Costs _____
Incorporation Costs (if new corporate entity) _____
Zoning Review and Opinion _____
Other (specify) _____
SUBTOTAL for Closing Costs

Equipment

New Equipment for Facility _____
SUBTOTAL for Equipment

Working Capital

Working Capital Request _____
SUBTOTAL for Working Capital



DISCLOSURE OF RIGHT TO REQUEST SPECIFIC REASONS FOR CREDIT DENIAL

The undersigned Applicant hereby acknowledges that he/she is aware that under the provisions of the Equal Credit Opportunity Act, he/she has the right to receive a written statement of the specific reason(s) for the denial if this application for credit is denied. To obtain the statement, please contact:

Self-Help
Commercial Loan Department
301 West Main Street
PO Box 3619
Durham, North Carolina 27702

within sixty (60) days from the date of notification of the credit denial. Self-Help will send the Applicant a written statement of the reason(s) for the denial within thirty (30) days of receiving the request for the statement.

Applicant Signature

Date

Please sign above and return a copy of this form to us with your application materials.
Retain a copy for your files.