

Community Investment Fund of Indiana Loan Check List

Step One: We value your time and we want to work together with you to determine if we can assist you by making a loan to your company or organization. You may want to start by completing the Project Pre-Application. You can find the form ([here](#)).

Complete the form, download it and save it to your computer. You may attach it to an email and send to CIFI. Please make sure you are sending from the computer you trust on a private internet connection. We will review your completed Project Pre-Application and advise you about next steps.

Step Two: You may also start with a loan application if you are confident your project or requests for funding will be considered without the completion of a Project Pre-Application. You may also begin here if your Project Pre-Application has already been accepted by CIFI.

Step Three: We cannot give your application full consideration unless it is complete. If you have questions about the loan application process or need assistance in completing the loan application and providing all the supporting documents, please contact us by email ([here](#)).

Step Four: We have made available forms on our web site for you to organize essential information to go along with your completed loan application. You will find the following forms that must be included with your loan application.

_____ Authorization for Release of Information

_____ Personal Financial Statement (PFS)

_____ Source and Use of Funds Statement

Step Five: We need additional information about the business or organization applying for a loan. The following represents records that you should have access to and be willing to provide the information to CIFI when requested and after you have completed step four.

Company or organization documents required:

_____ Federal Tax Returns (3 previous years)

_____ Company prepared financial statements (previous year)

_____ Year to date internally prepared financials

_____ Debt schedule for the company

_____ Articles of Incorporation & Bylaws (when applicable)

_____ Business Plan or Scope of Work (if available)

Personal:

_____ Personal federal tax returns (3 previous years)

All owners or proposed owners who will have an ownership share greater than 20% must provide their Personal federal tax returns along with a completed Personal Financial Statement (PFS).

Except if yours is a nonprofit organization recognized by the IRS, all applicants will need to personally guarantee the loan application.

