

Religious Communities Investment Fund, Inc.
(RCIF)

**INSTRUCTIONS
For
APPLICATION**

BUSINESSES, NON-PROFITS AND INTERMEDIARIES

This form is used by *both* intermediary organizations and those groups seeking direct investments for business development, therefore **questions not applicable to your business or organization should be answered N/A.**

Please note that a detailed business plan **must** accompany the general information form. See attached outline form for contents of the business plan.

We encourage you to become acquainted with the requirements of the business plan outline and ensure that all relevant information is included in your application.

Please include in your application packet, your organization's most recent **outside financial audit** and a copy of your most recent **monthly financials** (*current within the past 90 days*).

If information is available on the web, please note on the outline which information is on your web site. Be sure to include the web site address on your form.

You may either e-mail or mail the information.

Please return your application to:

*Corinne Florek, OP
RCIF Director
PO Box 18519
Oakland, CA 94619
510-836-7556
Jolt1@sbcglobal.net*

Religious Communities Investment Fund, Inc.
(RCIF)

APPLICATION

Date _____

Name of Organization _____

Address _____

City _____ State _____ Zip _____

Phone: _____ Fax: _____ E-mail: _____

Contact Person: _____ Position: _____

Chair of the Board: _____

Legal Structure: _____ *Non-Profit Corporation* _____ *Cooperative*
(check one) _____ *For-Profit Corporation* _____ *Other (please specify)*

Total funds required for project: _____

Requested from RCIF (give minimum & maximum amount):

Amount: _____ Interest Rate: _____% Term: _____ years

Collateral and position available: _____

Provide a brief description of your organization / project.

If approved for financing, indicate below the specific purpose of this loan: _____

Other Sources of Funds	Amount Requested	Status
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

The following are the social impact criteria for our Religious Communities Investment Fund. Please indicate how your project addresses one or more of these.

- The project will target resources to the economically poor, especially women and children.
- The project will demonstrate a stewardship approach to land, water, air and other resources.
- The beneficiaries have difficulty obtaining funding through traditional financial sources.
[A funding recipient is an intermediary with whom we invest our money. Beneficiaries are the persons or groups to whom the intermediary chooses to give funding.]
- The funding recipient is seeking ways to give the beneficiaries an effective voice in the planning and implementation of the project.
- The funding recipient seeks ways to address the multi-cultural reality of our society.
- The project will create alternative approaches to the production of goods and services (such as cooperatives).
- The funding recipient seeks to effect systemic change for social and environmental justice.

Please complete the following grid:

	Total Number	Number of Women
Board		
All Staff		
Management Staff		
Beneficiaries/clients/etc.		

If you develop affordable housing or lend for affordable housing, please answer the following:

What percent of the housing is affordable to people with incomes that are at:

Poverty level	
Extremely low income (30% of median income)	
Very low income (50% of median income)	

RELIGIOUS COMMUNITIES INVESTMENT FUND, INC.
(RCIF)
Business Plan Outline

Organization: _____

This outline must be completed to indicate where each topic area is addressed in your business plan. Note the appropriate page number(s) in your plan next to the outline heading below.

I. The Business

- _____ A. Description/History
- _____ B. Location

- _____ C. Market
- _____ D. Competition

- _____ E. Management and Board (decision-making process)
- _____ F. Personnel

- _____ G. Operations: Procedures / Planning

- _____ H. Describe any technical assistance you have received, when you received it, and your future needs.

- _____ I. Describe member and / or worker participation in decision-making.

II. Financial Data

- _____ A. Capital equipment list

- _____ B. Audited financial reports (past two years). Include management letters from auditor, if issued.

- _____ C. Schedule of Outstanding Debts (Note lender, outstanding principal, maturity, interest rates, collateral)

- _____ D. Projections for 3 years: Statement of Financial Position, Statement of Activity and Cash Flow Statement, with notes of explanation.

- _____ E. Sources of equity (Note percentage of total equity from workers / members and the cost of an ownership share, if applicable.)

- _____ F. The most recent monthly financial report (within past 90 days)

III. Supporting Documents (as applicable): IRS letter of 501 (c) (3) status, resumes and job descriptions of key staff, credit report, proof of insurance certificate, name and address of attorney, banker, accountant, and letters of support. Please also include a copy of your Articles of Incorporation and Bylaws.

IV. For CDFI/ Loan Funds: Report on your lending history, and include: total number of lenders/investors since inception, total capital raised, noting equity and debt; total loans disbursed, total loans paid in full, current funds available to lend, current loans outstanding, loan losses, and commitments pending. Also note your requirements for loss reserves, liquidity reserves, and permanent capital. Show your cost of capital and what you charge borrowers.

Also include a copy of your loan policies and procedures.

AUTHORIZATION AND CERTIFICATION

The Board of Directors approved and authorized the following person(s) to negotiate investments and loan guarantee terms and conditions for our organization, and to provide additional information in connection with this application.

Name _____

Name _____

Position _____

Position _____

Telephone _____

Telephone _____

Fax _____

Fax _____

The board certifies that this organization does not deny services, employment or membership to persons based on race, religion, age, sex, sexual orientation, handicap or marital status.

It further certifies that the information and representations contained in this application and attached hereto are true and accurate to the best of its knowledge. We understand that intentional misrepresentation of facts may be the basis for a denial of credit.

Signature of Board Chairperson

Date

Name (print)

Organization

Approved at the board meeting of _____ by a vote of _____ to _____.
(Date)