



## **Self-Help Charter School Loan Application**

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 our team prior to submitting your application**

by email at [charterschools@self-help.org](mailto:charterschools@self-help.org)

### **You can mail your completed loan application to your loan officer at:**

Attn: [Your Loan Officer]  
Self-Help  
P.O. Box 3619  
Durham, NC 27702-3619

### **For more information please visit:**

[www.self-help.org/charterschools](http://www.self-help.org/charterschools)

# Loan Application Check-List

**Instructions:** Please use this check-list as you prepare your loan application, and submit a copy with your final application. Please check-off each item as completed or note the expected completion date on the "Status Line". If an item on this list does not apply to your application, please note "not applicable" on the "Status Line." It is generally best to provide us a complete application package vs. submitted parts separately. If you have questions concerning the required materials, please contact your 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:

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

Status

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## Additional Items:

### *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

Status

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### *Organization Information:*

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

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### *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)

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### *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)

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\*Please note that your school's original charter agreement or application may contain some of the requested documents. 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	\$ _____
<b>Total Uses of Funds</b>	<b>\$ _____</b>

### Sources of Funds:

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

(Loan Application continued)

**COLLATERAL TO SECURE THIS LOAN**

<b>Asset</b>	<b>Value of Asset</b>	<b>Loans on Asset</b>	<b>Address of Asset</b>
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 affirms that Self-Help has encouraged you to consult with other lenders, as Self-Help may not be able to provide the best interest rate and terms available. 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 \_\_\_\_\_



# Project Budget

**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. If an item in this budget is not relevant to your project please write “not applicable” on that line. Also, please indicate if an item is included in another part of your project budget. Please call your Self-Help loan officer if you have any questions.

	ITEM	COST
<b>Feasibility/Pre-Development</b>	Concept Design and Preliminary Design	
	Architectural Schematics (if construction)	
	Civil Survey	
	Phase 1 Environmental	
	Traffic Study	
	Geotechnical Study	
	Pre-Development Project Management Services	
	Hazardous Materials Survey	
	Property Condition Assessment (if real estate purchase)	
	<b>SUBTOTAL:</b>	

<b>Land/Building Purchase</b>	Land and/or Building Purchase Price	
	Other Related Purchase Costs	
	<b>SUBTOTAL:</b>	

<b>Construction Hard Costs</b>	Construction Price (Bid or Cost Estimate)	
	Construction Contingency (typically 10% of Contract)	
	Signage	
	Payment and Performance Bond	
	Builder’s Risk Insurance (if not included in the Contract)	
	Construction Costs Outside of Contract (fence, security system, landscaping, playground, telecommunications, interior finish, etc.)	
	Improvements required by municipal authority (hydrant distance, parking spaces, turning lanes, etc.)	
	Technology (cable, network, hook-ups, etc.)	
	Environmental Remediation (if needed)	
	Other (specify)	
<b>SUBTOTAL:</b>		

<b>Construction Soft Costs</b>	Architecture (construction drawings and administration)	
	Civil Engineer	
	Architect and Engineer Reimbursables	
	Landscape Architect	
	Landscape Reimbursables	
	Construction Project Management Services	
	Other Consultant Services (soils, engineer, etc.)	
	Building Permit	
	Permit Expediter Fees	
	Soft Cost Contingency (typically 10% of Soft Costs)	
	Water and Sewer Tap Fees	
	Utility Connection Fees (electric and/or gas)	
<b>SUBTOTAL:</b>		



<b>General Costs</b>	<b>ITEM</b>	<b>COST</b>
	Moving Costs	
	Lease Deposit	
	Upfit and/or Minor Renovation (if Leasing)	
	Other (Specify): _____	
	<b>SUBTOTAL:</b>	

<b>Financing Costs</b>	Loan Commitment Fee	
	Loan Origination Fee	
	Lender Legal Costs	
	Debt Service Reserve	
	Third Party Financing Fees (guarantees, seller-sub, etc.)	
	Financing Consultant Fees	
	Construction Loan Interest	
	Lender Construction Inspection Fees	
	<b>SUBTOTAL:</b>	

<b>Closing Costs</b>	Appraisal of Property	
	Pest Remediation/Inspection	
	ALTA Certified Property Survey	
	Supplementary Environmental Studies	
	Title Insurance	
	Recording Fees	
	Borrower's Legal Cost (formal opinion and other)	
	Insurance Costs	
	Incorporation Costs (in new corporate entity)	
	Zoning Review and Opinion	
	Other (Specify): _____	
	<b>SUBTOTAL:</b>	

<b>Furniture, Fixtures, and Equipment</b>	New Furniture Fixtures and Equipment	
	<b>SUBTOTAL:</b>	

<b>Working Capital</b>	Working Capital Request	
	<b>SUBTOTAL:</b>	

<b>Total Project Budget</b>	<b>TOTAL:</b>	
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**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 within sixty (60) days from the date of notification of the credit denial.

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

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**

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**Date**

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



**COMMERCIAL LOAN CONSENT FORM**

In connection with the application of \_\_\_\_\_  
(the "Borrower") for a commercial loan from Self-Help, Borrower understands and agrees that:

INITIAL ALL THAT APPLY:

- \_\_\_\_\_ 1. Self-Help has entered into arrangements with third parties, including other lenders and government agencies, to establish programs that allow Self-Help to offer its customers beneficial loan terms and conditions that may not otherwise be available. In order to be eligible for these programs, Borrower agrees that Self-Help may disclose to such third parties any and all information about Borrower, its business and the loan from Self-Help to Borrower as may be required under the programs.
- \_\_\_\_\_ 2. Borrower grants to Self-Help the permission to use Borrower's and its employees' names, photographs, likeness, images, trademarks, service marks, logos, and any and all other information about Borrower for promotional purposes in brochures, advertisements, marketing materials, annual reports, web sites, videos, and any other form or media, now or hereafter existing.

"Self-Help" means Self-Help Credit Union, Self-Help Ventures Fund, the Center for Community Self-Help, Self-Help Community Development Corporation, and its affiliates.

By signing below, I certify that I am authorized to sign this consent on behalf of the Borrower.

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

## Keep more profits in your business

Follow these simple steps:

### Easy Temperature Savings

- Turn down the thermostat at night and on weekends - save 33% in heating and cooling.
- Don't allow space heaters - save \$80 per employee each winter.

### Easy Lighting Savings

- Make sure you and your staff always turn out the lights when you leave a room.
- Replace old light bulbs in exit signs and elsewhere - save \$20 per year with each compact fluorescent or LED.

### Easy Equipment Savings

- Set your computers to "sleep" after 30 minutes - save \$66 per year for each computer.
- Turn off monitors, printers and copiers every night.
- Always purchase Energy Star-labeled office equipment.
- Set all your computers to default to double-sided printing.

### Easy Water Savings

- Immediately fix all leaky faucets and runny toilets - save \$70 each year.
- Switch to a front-loading washing machine - save over \$75 each year.
- Install aerators on the faucets of all sinks - save \$3 per user each year.

### Easy Fuel Savings

- Keep your vehicle tires inflated.
- Turn off the engine when stopped for more than 3 minutes - save more than 11 cents per gallon on gas.

## Invest in a More Efficient Building

Self-Help has made these efficiency investments in our buildings across the country. We encourage you to do the same and see how much you can save!

- Replace old T-12 fluorescent and metal halide lights with more efficient and longer-lasting options - Energy savings of more than 30%.
- Install vacancy light sensors in restrooms, meeting rooms and offices - Energy reductions range from 22 – 75%.
- Install timers or photo-sensors on exterior lighting.
- When HVAC needs replacing, purchase units that are more efficient. Seek utility rebates through your HVAC contractor.
- Replace toilets if yours date from before 1994.
- Install wireless thermostat to set back temperatures for nights, weekends and holidays.
- Install timers on irrigation or sprinkler systems. Don't water when it is raining.
- Replace company vehicles with higher MPG models. Compared to a 20 MPG car, a 30 MPG car saves \$878 per year.

We finance renovations and energy up-fits for commercial buildings. Contact us for your efficiency project financing needs

## Achieve More with Expert Help

Once low cost measures are in place, it is time to turn to professionals – both vendors and consultants – to help find opportunities with strong returns on investment.

### North Carolina Resources

- Waste Reduction Partners: [www.wastereductionpartners.com](http://www.wastereductionpartners.com)
- North Carolina Industrial Extension: [www.ies.ncsu.edu](http://www.ies.ncsu.edu)
- The NC Farm Energy Efficiency Project (FEEP): [www.NCfarmenergy.org](http://www.NCfarmenergy.org)
- Find local energy professionals at: [www.greenprofessionals.org](http://www.greenprofessionals.org) and [www.energy-NC.org](http://www.energy-NC.org)

### Not in North Carolina?

Contact your local utility company and ask about their energy offerings.

Search the Database of State Incentives for Renewables & Efficiency for state and local incentives: [www.dsireusa.org](http://www.dsireusa.org)

*Revised July 2016*

