



## Checklist of Required Submissions for Nonprofit Loans

### \_\_\_\_ Complete the online CEDF Nonprofit Loan Application form.

**Submit the following to CEDF. You may submit using our secure upload function on our website; or send by post/courier; or hand deliver to our Meriden office. Please submit only document copies, not originals, as the submissions will not be returned.**

\_\_\_\_ Executive summary -- (Mission and history of organization, need for financing, history of debt use/management)

\_\_\_\_ Program list and sources of support income -- (Top 5-10 donors and amounts; show donor category such as foundation, corporation, govt. agency or individual.)

\_\_\_\_ Three years 990 Tax Returns filed with IRS

\_\_\_\_ Three years of audited financial statements with management letter. (If your organization does not conduct an audit, please explain why and provide Board approved fiscal year end financials for the most recent three years, including a statement of functional expense.)

\_\_\_\_ Year-to-date Statement of Activities and current operating budget vs. actual

\_\_\_\_ Year to date Statement of Financial Position

\_\_\_\_ Cash Flow Forecast (Excel template available for download).

\_\_\_\_ Board Membership -- Please provide a list of Board members, officers, their affiliations, title and length of service

\_\_\_\_ List of key staff -- (C-Suite and senior staff) with titles, length of service to organization, and a brief narrative of experience in nonprofit sector/functional area.

\_\_\_\_ Organizational chart

\_\_\_\_ Most recent strategic plan. If you do not have a formal plan, please provide a document with your strategic goals and most recent fiscal year outcomes/outputs, identify the population(s) and geography(ies) served.

\_\_\_\_ Current Bylaws, Certificate of Incorporation, IRS Letter of determination

\_\_\_\_ Any operating agreements