

San Diego County COVID-19 Small Business & Nonprofit Loan Program

Preview of the nonprofit loan application*

*The below offers a *preview* of the questions so you can see what we will ask of you and plan your responses. Please note this is *not* the application form. Please *do not* fill out your responses on this document; **please use the [Google Form](#) to fill out and submit your application instead.**

General Information

- **Legal name of organization and DBA, if applicable**
- **Organization street address and website**
- **Date founded**
- **Organization type:**
 - 501c3: *EIN/tax ID #*
 - 501c3 fiscal sponsor: *Tax ID (EIN), organization name, contact*
- **Primary contact:** *Name, position or title, preferred email, preferred number*
- **CEO/executive director:** *Name, preferred email, preferred number*
- **Which of the following best describes your organization's industry focus?**
 - We will ask you to describe your primary social impact thesis or enter your organization's mission statement
- **What population(s) does your organization provide services to?**
 - The primary populations your organization serves and their needs
- **Where in San Diego County does your organization currently provide services and where do you expect to serve in the next 12 months?**
 - The primary areas where your organization operates
- **Who leads your organization? What groups or traits do the board of directors or executive leadership team identify with?**
 - The number of years your organization has operated under the current CEO or executive director
- **How many full-time employees, part-time, contract/temporary, and dedicated volunteers does your organization currently have?**
- **Over the last 6 months, did your organization see a transition in: Board of directors, executive team/leadership, total employees?**
 - The circumstances behind the changes, if any

COVID-19 Impact & Response

- **How has the COVID-19 pandemic impacted operations at your organization?**
 - The effect(s) to your organization brought on by COVID-19
- **What best describes the primary activities your organization currently offers, or expects to grow, in direct response to the COVID-19 pandemic?**
 - The organization's primary activities and how those activities serve individuals and communities disproportionately affected by the COVID-19 pandemic
 - Adaptations your organization is making due to COVID-19, both internally and related to the delivery of your services or programs

Financial Position

- **Does your organization or 501c3 fiscal sponsor have a 990 that has been filed within the last 18 months?**
- **Does your organization have audited financial statements?**
- **What is your organization's fiscal year end?**
- **What was your organization's total revenue for the prior fiscal year, total revenue for current fiscal year, and projected total revenue for the upcoming fiscal year?**
- **Does your organization have an earned revenue stream that is not donation-based?** *i.e. your organization earns revenue from membership fees, workshop and event fees, sales of products, fee for service contracts, reimbursable grants or contracts, etc.*
 - Approximate percentage of total revenue your organization earns from non-donation based revenue
 - Your revenue sources: *For example: If from government contracts — Who is the contracting entity? is the contract reimbursement-based? What is the length of the contract? What is the cycle of funding (i.e. monthly rate)?*
- **Briefly describe the shifts or changes in the overall amount or mix from revenue sources, if any.**
- **Does your organization currently have any outstanding liabilities?**
 - *Liabilities including PPP or EIDL funding and all short-and/or long-term debt, credit cards, and leases*
 - *Total amount outstanding; approximate monthly service/expense to cover/repay outstanding liabilities*

Financing Request

- **What best describes the primary purpose(s) of this financing for your organization?**
 - *Uses of the loan capital*
- **What is the loan amount that you are requesting?**
- **What is your organization's preferred repayment term?**
- **Briefly describe how you intend to repay the loan.**
 - *Source(s) of revenues used to repay the loan*
 - *Your experience in generating this amount and type of revenue*

For Preview Purposes Only

- **Briefly describe the anticipated outcomes you expect your organization to create or grow as a result of this financing:**
 - *Primary beneficiary of this impact (i.e. Employees of the organization? Particular population or community of concern?)*
 - *Impact that beneficiaries will experience*
 - *Are intended outcomes expected to accelerate or scale impact efforts?*
 - **Do you anticipate you will be able to leverage this loan to gain access to additional funding?**
 - *Potential sources and amounts of capital you are seeking to leverage and how you anticipate securing and/or accessing these funds*
 - **Will there be any collateral available to secure this loan?**
 - *Collateral and estimated value*
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To see if you qualify and complete the application, visit:
sandiegosbnlp.org/nonprofits