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.

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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
• 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

To see if you qualify and complete the application, visit: sandiegosbnlp.org/nonprofits