

# Application Guide

Five steps to your Fair Finance Fund loan

## Step One: Understand the application process



2  
Wait for approval.  
Applications are reviewed  
within 10 - 12 business days



1  
Submit preliminary  
application form during the  
designated preliminary  
intake period



3  
Once approved, fill out full  
application provided within 60  
days



4  
Receive support from our  
team to ask questions, review  
documents, and access key  
tools and resources



6  
Wait for approval. Full  
Application reviewed in 10 -  
12 business days



5  
Site-visit and reference check  
performed, and any follow-up  
questions asked



7  
Once approved, loan  
disbursed as soon as possible



8  
Submit annual financial  
statements and semi-annual  
impact metrics

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### Step Two: Are you a food or farm business in Ontario?

Funding is available for social enterprises across the supply chain, from field to fork, including:

- **Food Producers**
- **Food Processors**
- **Food Distributors**
- **Restaurants**
- **Bakeries**
- **Food Retailers**
- **Food Suppliers**
- **Waste Management**
- **Online Markets**

If you don't see your business listed, contact us. We will see how your business or project could fit in.

### Step Three: Determine if you're an eligible applicant

- The majority of income comes from the sales of goods and services in the local food and farm sector
- Registered as a non-profit, charity, co-op or a business with clearly stated social and/or environmental values
  - What are examples of social/environmental values?  
Reduced fuel use, increased local suppliers, improved community food security, preservation and regeneration of the land, season extension etc.
- Business plan for start-up or expansion activities including a financial plan that demonstrates an ability to repay the loan
  - I don't have a business plan? Review our Business Plan Content Guide to create your business plan
- Demonstrate the ability to track social and/or environmental impact of the project as well as financial measures
  - How do I track my social and/or environmental impact?  
Our team will provide you with the tools and resources to help track social and/or environmental impact
- Demonstrate appropriate expertise to meet project goals

### Tip: What to think about before applying?

- Decide why you need a loan
- Determine how much you need
- Learn about different lenders, offerings, and programs
- Ask questions!



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## Step Four: Obtain the standard required materials

- **Business Plan**
- **Cashflow Forecasts**
- **Tax Returns**
- **Quotes Related To Loan Purpose**
- **Character Reference/CV**
- **Proof of Registered Business**
- **Articles of Incorporation**
- **Statements Showing All Property Taxes Are Paid**
- **Signing Officers**
- **Credit Check**
- **Proof of Insurance**
- **Government Remittances Are Paid**

Please note, standard materials listed above are only required once the preliminary application is approved.

## Tip: What makes a strong application?



- A strong and well developed business and marketing plan
- Level of social and environmental impact
- Commitment to repay
- Capacity to repay
- Character
- Credit history

This means you can:

- Act quickly on an opportunity
- Be ready for an emergency that may require capital
- Be in a better position to grow

## Step Five: Apply

### Applying

Applications are submitted by email to [loans@fairfinancefund.org](mailto:loans@fairfinancefund.org)

### Intake Periods

Please find preliminary intake periods outlined on our website [www.fairfinancefund.org/apply](http://www.fairfinancefund.org/apply).

**Please note:** Once your preliminary application has been approved you must submit the full application and required materials within 60 days.

### Questions?

For more information, questions or assistance through the application process, please contact us.

[loans@fairfinancefund.org](mailto:loans@fairfinancefund.org) | 1 (647) 812 - 1255 | [Book an Appointment](#)

