



Self-Help Charter School Intake Form

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.

In order to learn more about your project and develop a term sheet, please complete the intake form and return it to the Charter School Sector Leader. Below is list of all documents required to process your loan with Self-Help. When submitting this form, please include the documents listed under the section, "Intake Form." The remaining documents will be submitted with your full loan application.

INTAKE FORM	
	Copy of Charter Agreement
	CPA Audits (three years)
	IRS 990 (three years)
	Current Budget
	Projections (three to five years)
	Project Budget
	Project Sources and Uses of Funds
LOAN APPLICATION	
<i>Self-Help Forms</i>	
	Loan Application
	Credit Disclosure Statement
	Commercial Loan Consent Form
<i>Additional Items to Submit</i>	
<i>Financial Information</i>	
	Business Notes Payable*
	School's Detailed Operating Budget (current and next year)
	School's Projected Operating Budget (next five years)
	Fundraising Plan
<i>Organization Information</i>	
	Management Resumes
	Board Roster (with brief bios)
	Organizational Chart
	Staff Roster
	Business Plan or Strategic Plan
<i>Project Information</i>	
	Project Cost Plan*
	Lease (current and/or future)
	Purchase Agreement for Property (if applicable)
	Plans, Specifications and Architect Contract (if applicable)
	Cost Estimate and/or Contractor Bids (if applicable)
	Property Appraisal (most recent)
<i>Charter Authorizer Information</i>	
	Reviews, Notices, or Warnings from Authorizer (last two years)

Charter School Intake Form

Instructions: After completing this form, please send it with the additional required documents to the Self-Help charter school team. Contact information for our charter school team is on the cover page of the form. Please save a personal copy of the materials you are submitting for your records.

Today's Date _____

Contact Name _____

Contact Role/Title _____

School Name _____

Borrower or Borrower Entity (if different from school) _____

Address _____

City, State and ZIP Code _____

PROJECT INFORMATION

Please describe the project, desired loan amount, and anticipated timeline to close.

SCHOOL INFORMATION

1. Please provide a brief description of the school, including your mission and grades served.

2. Is your school a member of a charter school network? Yes No

If yes, network name _____

Number of schools in network _____

3. Please describe the community engagement process for opening the school. To what extent have community members (people and families from the areas the school will enroll students) been involved in the advocacy and development of this project?

4. Please describe the school’s commitment to serving students from historically marginalized and educationally disadvantaged communities.

5. Please describe the school’s commitment to creating equitable, culturally affirming spaces for students of color.

6. Please describe any social-emotional learning supports provided for students.

7. Please complete the tables below regarding student demographics, performance, and enrollment:

Student Demographics

	School SY 20-21	District SY 20-21
% Black		
% Latino/a/x		
% White		
% Asian		
% Two or more Races		
% Other		
% Economically Disadvantaged or FRL		
% SPED/SWD		
% English Language Learners		

Student Performance

	School SY 20-21	District SY 20-21
% of Students Met or Above Proficiency in Reading		
% of Students Met or Above Proficiency in Math		
% of Students Meeting Growth Targets		

Suspension Rates

	School SY 20-21	District SY 20-21
% Suspension Rates for All Students		
% Suspension Rates for Students of Color		
% Suspension Rates for Students Who Identify as Male		
% Suspension Rates for Students Who Identify as Female		
% Suspension Rates for Students Who Identify as Transgender		
% Suspension Rates for Students Who Identify as Non-Binary		
% of Students Met or Above Proficiency in Reading		
% of Students Met or Above Proficiency in Math		
% of Students Meeting Growth Targets		

Enrollment

	SY 20-21
Current Enrollment	
Projected Enrollment for Next SY	
Current Enrollment Capacity at Present Facility	
Maximum Enrollment Permitted Under Charter	
Number of New Student Spaces to Be Created by Loan	
Number of Students Returning from Previous SY	
Number of Students on Waiting List	

8. Please list nearby schools serving a similar student population and/or that would be the students' zoned school(s).

PROFESSIONAL SERVICES INFORMATION

Does your school contract with a management company or back-office service provider? Yes No

If yes, please list their name and what services they provide _____

If yes, can the parent entity provide a guaranty? Yes No Unsure

CHARTER AUTHORIZER

Please provide information about the State or District Authority that has issued your charter.

Charter Authorizer Contact Name _____

Contact's Phone Number _____

Email Address _____

Current Charter Term _____ Expected Date of Renewal Review _____

FACILITIES INFORMATION

Do You Lease or Own Your Current Facility? _____ Current Square Footage _____

Monthly Mortgage or Rent Payment \$ _____ Years in Current Facility _____



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. In this loan application package, you will find several forms to complete and a list of required documents to submit. This information will be used in conjunction with the Loan Intake form for our team to process your application.

Contact our team

charterschools@self-help.org

For more information please visit:

www.self-help.org/charterschools

Loan Application Checklist

Instructions: Please use this checklist as you prepare your loan application and submit a copy to your loan officer. If an item on this list does not apply to your application, or was previously submitted, please write "N/A" in the last column. 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	
	Credit Disclosure Statement	
	Commercial Loan Consent Form	
Additional Items to Submit		
<i>Financial Information</i>		
	Business Notes Payable*	
	School's Detailed Operating Budget (current and next year)	
	School's Projected Operating Budget (next five years)	
	Fundraising Plan	
	Collateral to Secure Loan*	
<i>Organization Information</i>		
	Management Resumes	
	Board Roster (with brief bios)	
	Organizational Chart	
	Staff Roster	
	Business Plan or Strategic Plan	
<i>Project Information</i>		
	Project Cost Plan*	
	Lease (current and/or future)	
	Purchase Agreement for Property (if applicable)	
	Plans, Specifications and Architect Contract (if applicable)	
	Cost Estimate and/or Contractor Bids (if applicable)	
	Property Appraisal (most recent)	
<i>Charter Authorizer Information</i>		
	Reviews, Notices, or Warnings from Authorizer (last two years)	

*Templates available in the appendix if necessary.

Loan Application

Instructions: After completing this form, please submit to your loan officer and save a personal copy for your records.

Today's date _____ Who referred you to us? _____

Legal Name of School _____

Address _____

City, State and ZIP Code _____

County _____ Type of Organization _____

Date Organization Started _____ Federal Tax ID # (if incorporated) _____

Contact Person and Title _____

Business Phone _____

E-mail Address _____

What is your legal structure?
(please check one) Nonprofit Corporation
 Limited Liability Corporation

Please list any related entities: _____

Are you thinking about changing your legal structure? Yes No

CHARTER AND SCHOOL GOVERNANCE

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

MANAGEMENT INFORMATION AND ACKNOWLEDGMENTS

Please read the following and sign below. Nonprofit organizations should provide this information for the Executive Director, Treasurer, and Board Chair. Attach additional pages if necessary.

The undersigned hereby certifies that s/he has the authority to complete this application and to provide the information requested herein on behalf of the school. The undersigned hereby further 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 _____ Email Address _____
Signature _____ Date _____

Name _____
Title _____ Email Address _____
Signature _____ Date _____

Name _____
Title _____ Email Address _____
Signature _____ Date _____



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

Date

Please sign above and return a copy of this form to us with your application materials and 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: _____



APPENDIX

Business Notes Payable Schedule

Business or Organization Name _____

Date _____

Instructions: Please include on this schedule all existing notes and long-term leases of your business or organization, including mortgages, revolving credit arrangements, factoring agreements, equipment leases and any other type of debt, secured or unsecured.

Creditor	Original Amount	Original Date	Balance Due	Monthly Payment	Maturity Date	Interest Rate	Collateral
						0.00%	
						0.00%	
						0.00%	
						0.00%	
						0.00%	
						0.00%	
						0.00%	
						0.00%	

Project Budget

Instructions: Please use this guide to estimate all the potential costs of your proposed project. 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 email or call your Self-Help loan officer if you have any questions.

	ITEM	COST
Feasibility/ Pre-Development	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)	
	SUBTOTAL:	

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

Construction Hard Costs	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)	
SUBTOTAL:		

Construction Soft Costs	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)	
SUBTOTAL:		

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

Financing Costs	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	
	SUBTOTAL:	

Closing Costs	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):	
SUBTOTAL:		

Furniture, Fixtures, and Equipment	New Furniture Fixtures and Equipment	
	SUBTOTAL:	

Working Capital	Working Capital Request	
	SUBTOTAL:	

Total Project Budget	TOTAL:	
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COLLATERAL TO SECURE THIS LOAN

Asset	Value of Asset	Loans on Asset	Address of Asset
Property 1	\$	\$	
Property 2	\$	\$	
FF & E	\$	\$	
Other (specify):	\$	\$	
Other (specify):	\$	\$	
Name(s) of Possible Co-Signer(s) for Loan Request _____			
