



**Application for Capital Financing 501  
(for 501(c)(3) Nonprofit Organizations)**

Please fill in all necessary information in the spaces provided. If additional space is required to answer any question, please attach separate pages. There is a \$500 application fee due upon application submission. An issuance fee of .5% is deducted from amounts borrowed, and an annual administration fee of .40% is charged on the outstanding principal balances.

**BORROWER**

Borrower's Name

Contact Person

Title

Street Address

City

State

Zip Code

Mailing Address (If different from Street Address)

Telephone

Fax

Email

Website Address

Organization Name/Project Title

President/Executive Director

Organizational Type: 501(c)(3) Corporation Other (describe)

How did you hear about MassDevelopment?

Borrower's Counsel

**PROJECT DETAILS** (Attach additional pages if necessary)

Detailed project description(s) – include information on past, present, and future uses of the site and any existing buildings, and describe any planned construction

Will any portion of the financing be used to create new or rehabilitate existing housing? If yes, please describe - indicate the type of housing (e.g. student/faculty housing, market-rate/affordable, assisted living, rental) and include the number of units/beds of each type.

Location(s) of project(s) with street addresses

**EMPLOYMENT** (REQUIRED, Enter "0", if None or Not Applicable)

To measure our impact, MassDevelopment contacts borrowers three (3) years after the closing date of its financing to certify the number of jobs that have been created, Therefore, please consider this in giving us your most realistic expectation.

Current number of FTE (full time and full time equivalent) employees: At this site: In the state:

Number of new (full time and full time equivalent) employees to be hired in Massachusetts over the next three years:

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**PROJECT FUNDING NEEDS**

**Total Amount Requested:** Amount \$

*Anticipated increments to be borrowed (if applicable)* Amount \$

December 1, 20\_\_ Amount \$

Through December 1, 20\_\_ Amount \$

Through December 1, 20\_\_ Amount \$

Term of financing requested (in years)

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**CERTIFICATION** (REQUIRED – By signing this application, the borrower agrees to the following.)

- a) Survival of Representations: The representations included in this application shall survive the closing of the agency financing applied for.
- b) Northern Ireland: The borrower certifies that if it conducts business in Northern Ireland, it does or will do so in accordance with the McBride Principles.
- c) People’s Republic of China: Prior to closing, the borrower will be required to make certain certifications and agree to comply with a code of corporate standards relative to any business interest or involvement with or in the People’s Republic of China.
- d) The borrower agrees to provide information as to the number of employees in its hire when so requested by MassDevelopment.
- e) The borrower agrees that if it accepts financial assistance from MassDevelopment, it shall include MassDevelopment in any public relations events or materials related to the project, and cooperate with and permit MassDevelopment to publicize its assistance, for marketing and public relations purposes, including but not limited to, signage, press releases, public events, and promotional materials.

(Answer "Yes" or "No" to the following.)

- f) Employment Laws: Has the applicant ever been subject to a labor-related enforcement action, violation, or fine from the state or federal government, including citations for any violations of OSHA or of the Americans with Disabilities Act? Yes No
- g) Bankruptcy: Has the applicant ever filed for or been the subject of a petition for bankruptcy or protection against creditors? Yes No
- h) Criminal Convictions: Has the applicant been convicted of a felony under federal or any state law? Yes No
- i) Does the borrower have any contingent liabilities as a result of suits or enforcement actions, etc. currently outstanding or unresolved? Yes No

If the answer to any of items (f), (g), (h), or (i) is Yes, please explain.

**IMPORTANT NOTICE**

MassDevelopment shall be represented by an attorney of its choice in the review of the terms of the transaction documents and in any related legal matters arising prior to the issuance of the credit facility. All incurred legal fees for said representation shall be the responsibility of the undersigned even if the financing shall fail to close. Should MassDevelopment, with the consent of or upon direction of applicant, retain counsel in connection with the application, the applicant shall be liable for such costs.

The undersigned hereby represents and certifies to the best of his/her knowledge and belief that the information contained in the foregoing Statement and exhibits or attachments hereto is true and complete and accurately describes the proposed project, and agrees to promptly inform MassDevelopment of any changes in the proposed project which may occur.

Borrower Title

Signature Date

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## ATTACHMENTS TO INCLUDE WITH APPLICATION

Brochure, general promotional materials, or a brief description and history of the organization

Copy of the Borrower's charter documents and bylaws

Copy of the organization's incumbency certificate, listing the Borrower's Officers and Trustees

If the applicant is an educational institution, attach demand statistics including number of applications, acceptances, and enrollments for the past 5 years

Copy of the Borrower's last offering memorandum (if applicable)

Copy of the board proceeding approving the loan and inducement resolution

CPA prepared Financial Statements, Interim Financials, or Annual Reports  
(Include Income Statements, Balance Sheets, Cash Flows, and Notes for the past four fiscal years)

Include a check for \$500 made payable to MassDevelopment

5 year budget projections

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## HOW TO SUBMIT THE APPLICATION

Submit the completed application, along with attachments and payment, by one of the following ways: **In Person:** To your MassDevelopment Representative; **By Mail:** Attn: Investment Banking Department, MassDevelopment, 160 Federal Street, Boston, MA 02110; or, **By Fax:** 617-330-2001.

You are encouraged to have your project and financing needs reviewed by a MassDevelopment representative prior to completing this application. Your representative is also available to assist with the application.

If you have questions, please call 617-330-2000.