



CHARTER SCHOOL LOAN APPLICATION

BACKGROUND & CONTACT INFORMATION

Today's date	Date school started/will start serving students	What is your school's legal structure? (check one) <input type="checkbox"/> Non-Profit Corporation <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> For-Profit Corporation <input type="checkbox"/> Mutual or Cooperative Corporation	
Name of School			
Street address			
City	County	How did you learn about HOPE?	
State	Zip code		
Phone number	Fax number	Federal Tax ID Number (i.e. EIN)	
Application Contact Person & Email Address		Cellular Phone Number	Office Phone Number

Is your school part of a charter school network? If yes, provide the name below.

Is your school part of a non-profit charter school management organization? If yes, provide the name below.

Is your school part of a for-profit education management corporation? If yes, provide the name below.

Briefly describe the mission of your school.

List Executive Leadership of School Seeking the Loan (ED, CEO, COO, CFO, and/or applicable School Leader):

Name	Position	Email	Phone Number

INFORMATION ABOUT LOAN REQUEST

Loan Amount Being Requested	# of FTEs (most recently completed school year)	How many more permanent jobs/FTEs will this loan create?
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Proposed use of loan proceeds (i.e. lease-hold improvements, renovation, construction, permanent financing, etc.) Please be specific and attach a separate sheet, if necessary.

Proposed repayment schedule and source(s) of repayment. Please be specific and attach a separate sheet, if necessary.

Possible co-maker(s) and/or guarantor(s) for loan request (provide name, address, email address, and phone number)

Collateral available to secure loan (be specific-attach separate sheet, if necessary; provide description, value, and source of valuation)

Type	Name	Value of Asset	Loans on Asset	Address of Asset
Property 1				
Property 2				
FF&E				
Other (Specify)				
Other (Specify)				

Names of possible co-signers to the loan request

Information about School that would Repay Loan

Date Charter first approved by state: _____ Date current Charter expires: _____

Name of Charter Authorizer: _____

Charter Authorizer Contact Information: _____

Does your school meet your state's definition of a public charter school? _____

Does your school meet the U.S. Department of Education's definition of a charter school? _____

Per approved charter, what is school's enrollment cap? _____ Which grade levels can be served? _____

What is the population of the town your school is located in? _____ Is your school a Title 1 School? _____

Does your school own or lease its current building? _____ Approximate Sq. Footage: _____

Years at Current Location: _____

In the section below, please indicate the number of students at your school in each of the following categories. Use data from the most recently completed school year. For schools not yet in operation, leave these spaces blank.

Most recently completed school year: 20____ / 20____

Grades Currently Being Served: _____ Grades or Sections to be added next school year: _____

Enrollment/Average Daily Membership (ADM): _____ Projected ADM for next school year: _____

Current Average Daily Attendance: _____

How many seats will this loan allow your school to add? _____

Fill in the below information based on current ADM:

Percentage of students:

eligible for free- or reduced-price lunch	%
with English as Second Language	%

with disabilities or requiring special education	%
enrolled in prior year who returned this school year	%

Student body demographics:

Asian	%
Black	%
Hispanic	%

Native American	%
White	%
Other	%

**If additional context is needed to accurately respond, please attach a separate sheet to your application.*

ADDITIONAL ORGANIZATIONAL & FINANCIAL INFORMATION NEEDED TO PROCESS APPLICATION

Please Send Items 1-13 with Your Application	Items 14 – 26 May/Will Be Requested Later
1) Charter Application	14) 5 Year Financial Model/Financial Projections in an excel format – include assumptions
2) List of Board of Directors	15) Enrollment Forecast by Grade (5 years)
3) Articles of Incorporation & Bylaws	16) Enrollment History by Grade (last 5 years + waiting list)
4) School Management Resumes	17) Student Recruitment Plan
5) Academic Performance Data (include growth data past 5 years)	18) Leadership Succession Plan
6) Aging of Accounts Receivable and Accounts Payable	19) Board of Directors Bios & Experience Chart
7) Business Notes and Lease Payable Schedule (include lender, original amount, terms and rates, remaining balance, collateral)	20) Staff to Teacher Ratios and Certification Levels
8) Audited Financial Statements for last three (3) years	21) Existing Real Estate Appraisals, Surveys, & Environmental Reviews
9) Federal Tax Returns for last three (3) years	22) Site Control Documents such as purchase agreement, deed, if property is owned; or lease agreement
10) IRS 501(c)3 Letter	23) Architectural Plans and Specifications
11) Interim Financial Statements dated within 90 days of application – include Balance Sheet, Income Statement, & Budget to Actuals	24) Development Schedule
12) Project Cost – Sources and Uses	25) Resolution to Borrow
13) Project Timeline	26) Proof of Insurance

Additional items may be requested after reviewing the above listed information.

Please email this application and the additional materials described above to the charter school program lead listed below.

Headquarters:

Hope Enterprise Corporation and Hope Federal Credit Union
 4 Old River Place
 Jackson, MS 39202-3434
 Phone: 601-944-1100
 Fax: 601-944-0808

Charter School Program Lead:

Charity Hallman
 Hope Enterprise Corporation and Hope Federal Credit Union
 6917 Geyer Springs Road, Suite 6-N
 Little Rock, AR 72209
Charity.Hallman@hope-ec.org
 Fax: 501-372-2217
 Cell: 501-551-2206

The undersigned hereby certifies that the information contained in this application and related materials are 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 legal business purposes only, and will not be used for personal or consumer purposes. The undersigned hereby affirms that he/she does not

discriminate on the basis of race, religion, sex, handicap, sexual preference or marital status. The undersigned hereby acknowledges that (1) no commercial loan officer has the authority to commit Hope Enterprise Corporation and/or Hope Federal Credit Union (HOPE) to any loan without prior approval by HOPE's loan committee and (2) any loan commitment must be in writing and signed by an authorized representative of HOPE. The undersigned hereby affirms that HOPE is authorized to request credit information on the business(es), principal(s), co-maker(s) and guarantor(s) listed herein.

Borrower Name: _____

By: _____

Title: _____

Date: _____

Guarantor's Name: _____

Signature: _____

Date: _____

Please include any additional Guarantor names and signatures below or include them on a separate attached sheet as required.