

To be completed by applicants seeking funding from the Diocese of Sandhurst Development Fund (DDF).

Application date (dd/mm/yyyy)

## Section A – Borrowers Details

DDF client number

Applicant – full borrower name

Contact person

Email

Canonical Authority Approval  No  Yes

### Schools Only

Interest factor support?  No  Yes

Supplementary capital funding?  No  Yes

## Section B – Application Details

Facility Type - please select the type of facility(s) you require.

- Term Loan
- Construction Loan (select when funding building(s) or major renovations) *\*complete Section C1*
- IT/Technology Loan (select for IT or Technology loans <\$300,000)
- Bridging Loan (select for short term funding to be cleared by a property sale or grant) *\*complete Section C2*
- Other (select for all other loan purposes)
  
- Line of Credit (fixed term line of credit) *\*complete Section C3*
- Overdraft (cashflow & working capital)
  
- Variation of existing facility
  - Increase of existing facility
  - Variation of existing facility (no increase)
  - Hardship Request

Total Lending Required

Loan Term

Desired Approval Date

Expected Draw Down Date

Purpose - provide a detailed explanation of why you require the funds, what they will be used for, anticipated repayment term and any information you think is relevant to the purpose of your funding requirements.

## Section C – Facility Details

### C1 Construction Loan

Total Project Cost

\$

**Source of Funds**

DDF Funding

Other source of funds

Source of Funds – e.g. government grants

Land Purchase

\$

\$

Architecture/Design

\$

\$

Site Works

\$

\$

Buildings & Improvements

\$

\$

Landscaping

\$

\$

Other:

\$

\$

Other:

\$

\$

Other:

\$

\$

Other:

\$

\$

Project Specific Details: total anticipated timeframe for completion of this project - *please provide an anticipated completion date, and key stage dates as advised by your builder (slab, frame in, roof, lock up etc.)*

### C2 Bridging Loan

Total Loan Amount

\$

Timeframe for clearing & closing facility

Source of clearance - *please explain how you will source the funds to pay off and close the facility – for example sale of 1 Church Street for \$1.5M, settlement is booked for 20th June 20XX.*

### C3 Line of Credit

Total Limit Sought

\$

Do you anticipate converting this facility to a term loan once your project is complete?

No  Yes - required loan term:

Source of clearance - *please explain how you will source the funds to pay off and close the facility – for example we have been approved for a government grant of \$X which we will receive on 20th June 20XX.*

## Section D – Security

DDF may require security in the form of a guarantee, a mortgage over landed security and/or a deed of priority.

Security Type	Provided by	Property Address	Estimated Value
Guarantee			\$
1st Mortgage			\$
Deed of Priority			\$

## Section E – Application Acknowledgement

- I am authorised to submit this application on behalf of the applicant referenced in Section A of this form.
- I acknowledge and agree to abide by the terms and conditions of facilities provided by DDF.
- I acknowledge that DDF may pass on fees associated with establishment of this facility, including legal fees associated with the taking of security and guarantees. DDF will advise of any fees associated with this facility in the loan agreement.
- All information provided is true and correct.

Full Name*	Signature*	Date (dd/mm/yyyy)*
Full Name*	Signature*	Date (dd/mm/yyyy)*

## Section F – Application Checklist

- All documents must be provided to DDF when your application is submitted.
- Please refer to the table below for the documents specific to your application.
- Please email all documents to your DDF Relationship Manager or to [sandhurst@catholicdevelopmentfund.org.au](mailto:sandhurst@catholicdevelopmentfund.org.au)

### All Application Types

- DDF Lending Application form
- 5-year cash flow forecast
- 2 years of financial statements – Profit & Loss and Balance Sheet

### Construction Loans (if available)

- Building Contract
- Plans & Drawings
- Quantity Surveyor Report
- Draw Down Schedule

## DDF USE ONLY

*Pre-CRC Finance Checklist (Relationship Manager to complete)*

Restructure of existing facility  No  Yes -  Restructure of bridging loan  Extension of loan term  Increase of loan amount

Hardship identified  No  Yes - refer to Hardship Process

Facility type  L1 – Credit Foncier  L2 – Fixed Capital  L2 – IT/Technology Loan  L3 – Bridging Loan  
 L4 – Line of credit  Overdraft

Interest factor support  No  Yes

Overdrawn last 12 months  No  Yes

Reg'd member of GST group  No  Yes

Borrower type  School  Parish  Diocese/Archdiocese  PJP  Order  Aged Care  Health Care  
 Social Housing  Other:

Construction Loan only  Is the borrower a non-Diocesan entity or order school?  Building practice board check completed

*Credit Review Committee Outcome (Relationship Manager to complete)*

Date reviewed by CRC

CRC Outcome  IT/Technology Loan – Approved by Chief Financial Officer Date Approved   
 Approved by CEO Date Approved   
 Approved by Finance Committee Date Approved   
 Approved by DDF Board Date Approved

Chief Financial Officer: Full Name	Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Chief Executive Officer: Full Name	Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>