



**PARTNER  
FUND**

KEEP LOCAL BUSINESS GROWING

## PARTNER FUND LOAN APPLICATION

Thank you for your interest in applying for one of our low-interest loans! Our goal is to get you the funding you need to build organizational resiliency and generate business growth.

Once you're ready to get started, please complete the loan application below and provide us with some information about your business. Once we've reviewed your application, we will contact you to discuss your business growth plan and any potential Partner Fund loan opportunities. Rest assured, all information provided will be treated confidentially.

### COMPANY & CONTACT INFORMATION

Business Name \_\_\_\_\_

Business Contact \_\_\_\_\_

Street Address \_\_\_\_\_

Address Line 2 \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Zip Code \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

Website \_\_\_\_\_

**What's the best way to reach you?** Please check all that apply.

Email	Text	Phone	Mail	Other
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Years in Business \_\_\_\_\_

Business Description

**Business Ownership.**

Ownership is defined as having majority ownership 50%, or greater. Please check all that apply.

Women Owned	Entrepreneurs of Color	Business Serves a Social Cause or Mission
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LGBTQIA+ Owned	Immigrant Owned	Owned by Individual with a Disability
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Where do you currently produce your product?**

Please provide name and address or location (co-packer, commercial kitchen or other production space)

**Do you have a business license?**

Yes  No

**Do you have Liability Insurance?**

Yes  No  Not sure

**Where are you currently selling your product?**

**Have you applied for loans or received funding from other organizations?**

**Business Information - upon request, can you provide the following information?**

<b>Business Plan</b>	Available <input type="checkbox"/>	Not sure, could use some help preparing <input type="checkbox"/>
<b>Profit &amp; Loss Statement</b>	Available <input type="checkbox"/>	Not sure, could use some help preparing <input type="checkbox"/>
<b>Balance Sheet</b>	Available <input type="checkbox"/>	Not sure, could use some help preparing <input type="checkbox"/>
<b>Sales Growth Projection</b>	Available <input type="checkbox"/>	Not sure, could use some help preparing <input type="checkbox"/>

**How much money would you like to borrow?**

(loans range from \$5,000 - \$25,000)

---

**How soon do you need the money?**

Less than 1 month

1-3 months

3-6 months

Other

**Describe why you are requesting a loan and how funds will be used.** What's your ideal outcome? How long will it take to reach your goal? How will it help your business? Any potential obstacles you foresee?

Please attach a separate document if you need additional space for this portion of the application.



**Business Support.** In addition to funding, what other business support could you use?

Finance	Marketing/Sales	Human Resources
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality Assurance	Leadership	I could use a little bit of everything
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**We operate in a socially responsible way, and we do our best to inspire environmental stewardship. Please take a moment to review our responsible business requirements.**

New Leaf Community Markets is committed to creating positive change through good food, taking responsibility for the impact we make on the environment and on our communities. New Leaf Community Markets’ commitment to environmental sustainability extends to our business partners, vendors, service providers, staff and production facilities. Our staff members are held to high standards of personal practices and environmental stewardship. We seek business partners and suppliers that consider the impact of their activities on human rights and the preservation of natural resources. At a minimum, vendor/ suppliers should agree to and maintain compliance with all local laws and regulations including those related to social and environmental performance, and agree to ethics and anti-corruption policies.

**By checking the box, I acknowledge that I understand and agree to the above statement.**

Okay, you’re almost there, just one last thing! Please provide a letter of reference from a business advisor or current supplier you work with who values you and will detail some of the great work you do. They can send the letter directly to us at the address below or you can include it with your application.

**Email to:**  
[partnerfund@newleaf.com](mailto:partnerfund@newleaf.com)

**or mail to:**  
New Seasons Market  
C/o Chris Tjersland @ The Partner Fund  
1300 SE Stark St., Suite 401  
Portland, OR 97214



What other questions do you have?

How did you hear about the Partner Fund?

We will award loans four times per year, with applications due by the below deadlines:

March 19, 2021

June 18, 2021

September 24, 2021

December 17, 2021

Congratulations! Thanks for taking the time to complete the application process. When completed please email your application along with any additional information you feel is pertinent to [partnerfund@newleaf.com](mailto:partnerfund@newleaf.com). Once we have your application we will send you an email to confirm we have received it and some details about next steps and timeline. We're excited to start this journey with you and look forward to talking soon.