DOCUMENT CHECKLIST

Once your Inquiry Form is approved, please request copies of the Salisbury Bank documents from Evie Toland, at etoland@thecarrotproject.org. You may request examples or templates for any of the required documents.

Please make sure all numbers and statements are consistent between documents. If you need to update your Inquiry Form at any point, please email etoland@thecarrotproject.org with the necessary changes.

REQUIRED DOCUMENTS

- Salisbury Bank Commercial Loan Application
- Salisbury Bank Personal Financial Statement
- Salisbury Bank Schedule of Liabilities
- Salisbury Bank Small Business Job Act Certification
- The Carrot Project Important Notice
- Application fee of $50.00. Please make your check payable to “The Carrot Project”
- Profit & Loss statements for your three most recent years of operation (unless operating less than 3 years)
- Current Balance Sheet
- Personal and business tax returns for your three most recent years of operation. Please include both federal and state taxes and all schedules and W-2s
- A Capital Plan or a one-page description of your ‘Financing Request’ including the sources, uses and purposes of funds. You may include this as part of your business plan or as a separate document
- Optional: brochures, point of sale literature, copies of advertisements, etc.

REQUIRED FOR NEW BUSINESSES OR A CHANGE IN BUSINESS DIRECTION

For new businesses, or for a business that is making a significant expansion or change in direction, the following items are required. If you have a question about whether to submit these items, please ask. For established businesses looking to borrow for equipment purchases or other straightforward capital purchases, these items are optional, not required.

- Projected Monthly Cash Flow: A minimum of 12 months of monthly projections, continued annually for 2+ years.
- Business Plan

We may request other supporting documents may be requested depending on the loan purpose.

**Mailed applications must be received no later than the application deadline, the first business day of each month.**

If sending your application by mail, address to:
Dorothy Súput, The Carrot Project, 2 Belmont Terrace, Somerville, MA 02143

If sending your application electronically, send to:
etoland@thecarrotproject.org
If you have questions or need further assistance preparing your documents, please contact Evie Toland at 845.596.0269, or etoland@thecarrotproject.org.

**TERMS AND ELIGIBILITY**

The terms and conditions of The Carrot Project agriculture loan program differs from Salisbury Bank’s general loan terms and are described below.

**Loan Terms**

- Loan amounts from $5,000 to $75,000. If you are seeking a loan for a larger amount, please discuss your project with us in advance as we may be able to partner with other lenders to provide a larger funding package.
- The interest rate is the same as Salisbury Bank’s commercial loan rate and is currently 4.99% for one to five years, or 5.99% for six to seven years. To confirm, ask us or check the rate at the Salisbury bank webpage: [http://www.salisburybank.com/Business_Banking/BusinessSmart_Loan.aspx/Business_Banking/BusinessSmart_Loan.aspx](http://www.salisburybank.com/Business_Banking/BusinessSmart_Loan.aspx)
- Loan terms are from one to seven years. There is no penalty for early payment.
- If the loan is used for fixed assets, inventory or receivables, the purchased items will be used as collateral to secure the loan. Salisbury Bank may also require security in the form of personal guarantees, collateral of personal or farm assets, or a co-signer.

**Eligible Borrowers**

To be considered for a loan, farms and other businesses must meet the following qualifications.

If you have a question about the eligibility guidelines, please contact etoland@thecarrotproject.org.

**Farms:**

- Annual gross revenue of $499,999 or less
- Applicants must be engaged in cultivation of farm, forest or aquatic products or adding value to such products produced locally.
- The farm property may be owned or leased by the applicant but written leases should be in effect for at least the payment period of the loan.

**Food Enterprises:** businesses involved in processing, storage or distribution of agricultural products are eligible if:

- The business is involved in the processing, storage or distribution of agricultural products. Businesses whose primary purpose is to process, add value to, store, or act as distributors for local agricultural products are eligible. For example: agricultural co-ops, co-packers, food hubs, produce delivery companies, cheese makers, butcher shops and farm stands ARE eligible when distributing or adding value to local products
- The sources of the ingredients or materials from which the product is produced are primarily within the four county area (Dutchess, NY; Columbia, NY; Litchfield, CT; Berkshire, MA), although the points of sale need not be within this region.
- The business has less than 50 employees.
- Agricultural industry supports services such as veterinarians, feed & fertilizer stores, general retail outlets, or any business whose product is not primarily local & agricultural are not eligible.
**Eligible Uses of Loan**

- Capital investments and expenses that improve efficiency, quality, or expand farm production and sales
- Repairs necessary to maintain business operations
- Short-term operating needs, such as inventory, supplies, or labor for expansion
- Emergency funds to deal with business interruptions due to fire, natural disasters, or other unforeseeable events

**Fees**

- Application fee of $50.00 made out to “The Carrot Project”
- Origination fee of one percent of the loan amount, due at closing
- Expenses incurred for the recording of collateral documentation and anticipated discharges of such documentation, due at closing