

**Appendix A(i)  
Working Capital Advance Application  
(Other Agencies (SPA))**

**Date:** \_\_\_\_\_

**Agency Name:** \_\_\_\_\_

**Agency Address:** \_\_\_\_\_

**Tel:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**Amount Requested and Purpose:**

*Provide a detailed description of what the funds will be used for*

\_\_\_\_\_

**Required Attachments:**

*Please make sure the following are attached to the application*

- Current Audited Financial Statements
- Current Monthly Year-to-date Balance Sheet and Operating Statement
- Sustainability Plan

Signed:

\_\_\_\_\_

\_\_\_\_\_

**Board Chair**

**Executive Director**

**Note:** *A Working Capital Advance is an interest free loan provided by the Department of Families (DoF) intended to help Agencies meet cash flow requirements during the period of time between the provision of services and receipt of invoice payment. An Advance is not meant to fund long-term assets (e.g. building improvements and equipment). The DoF reserves the right to demand repayment of the Advance at any time. Therefore, the Advance should be treated as a current liability.*

**Department of Families Contact Information:**

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