

## YOUTH LOAN CHECKLIST

<p><b>Please use the checklist below to gather the information you will need to submit a complete application.</b></p>	
<input type="checkbox"/>	<p><b>Visit</b> with family, parents and/or guardians to determine if they are willing to assist with your planned project and loan request.</p>
<input type="checkbox"/>	<p><b>Determine</b> who will serve as your project advisor. This can be a:</p> <ul style="list-style-type: none"> <li>• 4-H or FFA leader</li> <li>• Tribal Youth leader</li> <li>• County Extension Agent</li> <li>• Vocational Ag Teacher</li> <li>• or anyone who is a leader in a youth organization you are affiliated with as a member.</li> </ul> <p><b>Note:</b> The advisor will be required to sign the FSA 2301 "Request for Youth Loan Application."</p>
<input type="checkbox"/>	<p><b>Research</b> your planned operation.</p> <ul style="list-style-type: none"> <li>• Visit with parents, advisor, fellow classmates or club members for ideas.</li> <li>• A local Farm Service Agency loan officer may have some additional ideas or thoughts to contribute.</li> <li>• Applicants are strongly encouraged to set up an appointment with a local loan officer to discuss the loan application in depth and help address any questions or concerns.</li> </ul>
<input type="checkbox"/>	<p><b>Download</b> the <b>FSA 2301 "Request for Youth Loan"</b> online or request a hard copy from a local FSA office.</p>
<p><i>Page 1 of FSA 2301 "Request for Youth Loan"</i></p>	
<input type="checkbox"/>	<p>Consider if you will need funds for annual operating expenses in addition to the purchase cost of livestock, equipment, etc. Operating expenses include:</p> <ul style="list-style-type: none"> <li>• feed for animals,</li> <li>• pasture lease</li> <li>• show supplies</li> <li>• seed</li> <li>• fertilizer</li> <li>• or anything relating to the costs associated with the proposed project.</li> </ul>
<input type="checkbox"/>	<p>If the answers to any of the <b>questions 10-17</b> on the <b>FSA 2301 "Request for Youth Loan"</b> are marked "<b>Yes</b>" please <b>explain in item 18</b>. This would include listing what organization you are affiliated with as a member.</p>
<input type="checkbox"/>	<p><b>Box 19:</b> Please explain how you plan to use the loan funds and explain the time frame needed for the project. See examples below:</p>

	<ul style="list-style-type: none"> <li>Plans are to borrow \$1,500 for the purchase of a steer for my 4-H project in December. An additional \$1,500 will be needed for feeding and showing. The steer will be sold at the county fair in July.</li> <li>Plans are to purchase three bred cows for \$5,000 in November. The calves from the bred cows will be sold by the following November to repay the loan.</li> <li>Plans are to borrow \$5,000 for annual operating expenses for seeding a vegetable garden in April. Harvesting will start in June and the produce will be sold at the local farmer's market through the growing season, which will last until October 1</li> </ul>
<input type="checkbox"/>	<b>Projected Annual Income and Expenses:</b> <b>Income Projection (Part 21)</b> - Enter the description of each projected source of income. See examples below: <ul style="list-style-type: none"> <li>1 (steer) x 1,250 lbs. x \$3/lbs. = \$3,750</li> <li>3 calves x 550 lbs. x \$1.80/lbs. = \$2,970</li> <li>250 lbs. potatoes x \$2/lbs. = \$500</li> </ul>
<i>Page 2 of FSA 2301 "Request for Youth Loan"</i>	
<input type="checkbox"/>	<b>Projected Annual Income and Expenses:</b> <b>Income Projection (Part 21)</b> Enter the projected total annual dollar amount of income from all sources Listed under item 21A.
<input type="checkbox"/>	<b>Expense Projection (Part 23)</b> Enter the description for each projected expense. The projected expenses may include for example, feed, hay, seed, show supplies, medicine, breeding costs, fuel, etc. as it relates to the project.
<input type="checkbox"/>	<b>Balance Sheet:</b> <b>Assets (Part 29)</b> Enter a description of all assets currently owned. This may include a checking and savings account balance, livestock and equipment you already own.
<input type="checkbox"/>	<b>Debts (Part 31)</b> Enter the creditors you currently have an outstanding debt with, in addition enter the total amount of debt owed. This may include debts to family members if they have covered costs that you need to repay, the feed store, livestock or vehicle loans, credit cards or student loans, etc.
<i>Page 3 of FSA 2301 "Request for Youth Loan"</i>	
<input type="checkbox"/>	Please read and review the fine print, then sign and date at the bottom of the page. You will sign with the same name that you used on Page 1.

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|--------------------------|---|
| <input type="checkbox"/> | <p><b>Part B:</b> The FSA Youth Loan Project Advisor will detail how they intend to assist with the project. Items to consider should include:</p> <ul style="list-style-type: none"> <li>• Determine the frequency of meetings to review records and production</li> <li>• Problem solving business solutions</li> <li>• Design and create a marketing plan.</li> </ul>  |
| <input type="checkbox"/> | <p><b>Part C:</b> Parent(s) or guardian will complete this section detailing their proposed involvement with the project. If they are providing a place where the operation will be located, please itemize the expenses you will be responsible for paying. See examples below:</p> <ul style="list-style-type: none"> <li>• As the parent or guardian, I will support my child in this FSA Youth Loan Project. I have agreed to allow the youth applicant to run five cows on my ranch in exchange for labor. The applicant will be responsible for covering the hay for the cows and all other expenses will be covered by me.</li> <li>• As the parent or guardian, I will supervise the operation to ensure that the cows are being fed and cared for along with financial and production records are being maintained for the operation.</li> </ul> |

**OTHER ITEMS THAT MAY BE REQUIRED FOR A COMPLETE APPLICATION DUE TO THE COMPLEXITY OF THE PROJECT:**

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|--------------------------|--|
| <input type="checkbox"/> | <p><b>If over the age of 18</b>, a non-refundable credit report fee will be required. If you have debts not listed on the credit report, FSA will require a verification of those debts, which may include a copy of the last statement received or other items to verify the amount owed.</p> |
| <input type="checkbox"/> | <p>A copy of a signed and dated <b>lease</b> (by lessor and lessee) as applicable.</p>   |
| <input type="checkbox"/> | <p><b>An AD-1026 "Highly Erodible Land Conservation and Wetland Conservation Certification" must be</b> completed for land owned or leased.<br/>This can be completed with the FSA Farm Program Staff.</p>   |
| <input type="checkbox"/> | <p>The youth loan applicant will need to establish a bank account to deposit loan funds once closing takes place. Provide FSA with a copy of the bank account information before loan closing.</p>   |

**Note:** The application must be signed and dated by the applicant, project advisor and parent/guardian to be considered complete. An unsigned application will be considered an incomplete application.

If you need assistance completing any part of this form or the process, please reach out to your local FSA office.