



EUROPE & SCOTLAND
European Regional Development Fund
Investing in your Future

Application for Loan Funding

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Please enter business name above

**Please complete this application form as fully as possible.
Any parts not fully completed or omitted may result in your application being deferred or rejected.**

THIS SECTION IS FOR OFFICIAL USE ONLY

Date Application Received:	
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Checklist

Prior to submission, please check that you have fully completed this application form.

The following checklist is a guide to the information required to appraise your application. The list is not exhaustive and other information may be required.

Application form completed and signed by the owner, partner, director or company secretary	<input type="checkbox"/>
Personal statement form completed and signed by the those identified at Section 5 in the Application Form	<input type="checkbox"/>
Personal credit report for all those identified at Section 5 in the Application Form	<input type="checkbox"/>
Current business plan including 2 years monthly financial forecasts with notes to the accounts (profit & loss, balance sheet, cashflow)	<input type="checkbox"/>
For existing businesses, 2 years detailed historical accounts including balance sheet and profit & loss	<input type="checkbox"/>
Up to date management accounts where historical accounts are more than 3 months old	<input type="checkbox"/>
Copy of latest business bank statement	<input type="checkbox"/>
CV for each director / partner (if not included in business plan)	<input type="checkbox"/>
Organisational chart showing full management team and their responsibilities (if not included in business plan)	<input type="checkbox"/>

The following information will be required to be supplied either at the time of submitting your application or as part of our appraisal.

Copy of Certificate of Incorporation	<input type="checkbox"/>
Copy of Memorandum & Articles of Association	<input type="checkbox"/>
Copy of Shareholders Agreement	<input type="checkbox"/>
Evidence of shareholding	<input type="checkbox"/>
Copy of Partnership Agreement	<input type="checkbox"/>
Evidence of right to operate from business premises e.g. lease, title deeds etc.	<input type="checkbox"/>
Evidence of match funding	<input type="checkbox"/>
Evidence of current business insurances (e.g. building, employer, products, key man)	<input type="checkbox"/>
Evidence of planning permission (if appropriate)	<input type="checkbox"/>
Example contract of employment	<input type="checkbox"/>
List of Aged Debtors including credit terms	<input type="checkbox"/>
List of Aged Creditors including credit terms	<input type="checkbox"/>

Please note security may be required to protect the Fund's investment e.g. standard security, bond & floating charge, cross guarantee, personal guarantee or any combination of these as appropriate.



Business Plan Guidelines

Businesses applying to the East of Scotland Investment Fund require to submit an Application Form and Personal Statement Form accompanied with their up to date Business Plan. The Business Plan is an important element of your application seeking financial support.

The business plan must be clear, concise and include the following headings:

- **executive summary**
- **history, business and products**
- **market and competition**
- **strategy and business development**
- **management and organisation**
- **summary financials**
- **appendices**

Executive Summary:	a brief overview of company proposals
History, business and products:	a brief description and history of the business, a description of the principal products or services, markets, applications, significant product advantages, features of current technology, proposed future developments
Market and competition:	a description of specific markets to be targeted, size of market, major customers, expectation of price, quality and service, major competitors, market share sales forecasts for the next two years, pricing policy, promotion and advertising policy, firm orders or letters of intent from prospective customers and trends
Strategy and business development:	a summary of the targets, new markets or products, expansion or acquisition plans
Management and organisation:	descriptions of the management team, the company structure, management succession and human resources policy
Summary financials:	historical financial summaries for the past two years along with financial projections covering a two year period to include cash flows, profit and loss accounts and balance sheets and the assumptions on which they are based including debtor days, creditor days and stock/WIP. In the case of existing companies in addition to this the most recent accounts and if these are more than 3 months out of date the most recent management accounts
Appendices:	for example the most recent accounts, financial projections, CVs of the management team, SWOT analysis.

For further advice on your business plan please contact your local authority representative or Business Gateway.



1. Your and Your Business' Details

Business name:

Trading name if different:

Address including postcode:

Trading Address:

Registered Office Address: (if different from trading address)

Your name:

Your position in the business:

Phone number:

Mobile number:

Fax number:

Website:

E-mail address: (please make this person specific)

Legal status of business: (please tick)

Sole Trader Partnership Limited Company
Limited Liability Partnership Other

If other give details

Date of Incorporation:

Or if not incorporated Date Trading began

Company Registration number:

VAT Registration number:

Construction Industry Scheme (CIS) number
(if applicable)

Have relevant statutory consents been received?
e.g. planning, licences, etc.

Date of commencement of trading or expected
start date:

When does your financial year end?

Is your company part of a larger group?

No Yes (give details below)

Name of ultimate parent company:

Address of parent company:

How many full time equivalent (FTE) are employed
both by you and within your group of companies

In east of Scotland

All other group companies (worldwide)





2. Your Business

Please provide an overview of your product and / or service:

Please provide an overview of your project and the reason funding from ESIF is required:

Do you have any Intellectual Property Rights, Copyright or Patents over any of your products, services or processes.

No ☐ Yes ☐ If Yes please describe below.
(Please tick as appropriate).





3. Funding Requirement

Please detail what the funds are required for and how they will be sourced:

Funds are required for:	£	Brief Description:
Capital expenditure		
Working capital		
Purchase of property		
R & D / product development		
Fees		
Contingency		
Other (please specify)		
Total (A)		

Sources of funding:	Name of Source and Offer Date:	
Business resources		
New share capital		
Owner / Partner's / Director's / Member's loan		
Personal funds		
New equity investors		
Bank loan		
Bank overdraft		
Invoice factoring		
HP and Leasing		
Highlands and Islands Enterprise		
Scottish Enterprise		
East of Scotland Investment Fund		
Other (please specify)		
Total (B)		

Please ensure Total at (A) equals Total at (B)

Has your business received any other public sector support in the last 3 years? Yes No
If yes, please give details below.



4. Anticipated Impacts

	Current	Forecast at end of Year 1	Forecast at end of Year 2
Annual turnover			
Exports			
Gross profit			
Net profit before tax			
Net assets			
Number of full time equivalent jobs			

5. Details of Owner, Partners, Directors, Company Secretary, Designated Members and Shareholders

Name	Position	Date appointed	Date of birth	Number of shares	% Share holding
				Total (this should add to 100%)	

6. Please Detail Your Business Advisers

	Name of organisation	Contact name & telephone number
Scottish Enterprise		
Local authority		
Business Gateway		
Accountant / auditor		
Solicitor		
Bank		
Professional adviser		

7. Verification

I verify the information submitted in this Application Form is, as far as I believe, accurate and complete. I accept that any offer of loan funding will be based on the information I have provided.

Your signature (on behalf of the business)	
Your name (please print):	
Your position:	
Date:	



8. Contact Details

Angus Council

County Buildings
Market Street
Forfar
Angus DD8 3WD
Roy Johnston: 01307 473358
johnstonr@angus.gov.uk

Dundee City Council

City Development Department
Dundee City Council
50 North Lindsay Street
Dundee DD1 1LS
John Scott: 01382 434275
john.scott@dundeecity.gov.uk

The City of Edinburgh Council

Business Centre G1
Waverley Court
4 East Market Street
Edinburgh EH8 8BG
Charlie Shanlin: 0131 529 3208
Economic Development Unit: 0131 529 3165
eastscotinvest@edinburgh.gov.uk

Falkirk Council

The Falkirk Stadium
4 Stadium Way
Westfield
Falkirk FK2 9EE
Carron Smith: 01324 590960
business@falkirk.gov.uk

Fife Council

Saltire House
Pentland Park
Glenrothes KY6 2AL
Brian Blackburn: 01592 858339
brian.blackburn@bgfife.co.uk

Midlothian Council

Fairfield House
8 Lothian Road
Dalkeith
Midlothian EH22 3ZN
Jane Crawford: 0131 271 3427
jane.crawford@midlothian.gov.uk

Moray Council

c/o Business Gateway Moray
17 High Street
Elgin IV30 3EQ
Craig Robertson: 01343 563659
craig.robertson@highland-opportunity.com

Perth & Kinross Council

Pullar House
35 Kinnoull Street
Perth PH1 5GD
Fraser McGowan: 01738 477954
fwmcgowan@pkc.gov.uk

Stirling Council

Business Growth Advisor
STEP
Stirling Enterprise Park
John Player Building
Stirling FK7 7RP
Jayne Stirling: 01786 463416
jstirling@stirlingstep.co.uk

West Lothian Council

West Lothian Civic Centre
Howden South Road
Livingston
West Lothian EH54 6FF
Russell Parker: 01506 283260
russell.parker@westlothian.gov.uk



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