



# Stirling Business Investment Fund

*Investment fund for local businesses*

## 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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# Application for Loan Funding

## 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 director, shareholder, company secretary or partner   | <input type="checkbox"/> |
| Personal statement form completed and signed by those identified at Section 5 in the Application Form.<br><i>(This includes personal statement of assets and liabilities/income and expenditure forms for individuals identified in section 5 of the application.)</i> | <input type="checkbox"/> |
| Personal credit report for all those identified at Section 5 in the Application Form   | <input type="checkbox"/> |
| Current business plan including 3 years monthly financial forecasts with assumptions to the accounts (profit & loss, balance sheet, cashflow)  | <input type="checkbox"/> |
| For existing businesses, 3 years detailed historical accounts including balance sheet and profit & loss  | <input type="checkbox"/> |
| Up to date management accounts including profit & loss, balance sheet and aged debtors and creditors are required where historical accounts are more than 3 months old   | <input type="checkbox"/> |
| Details on terms of trade  | <input type="checkbox"/> |
| Copies of last 6 months business bank statements   | <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 current business insurances (e.g. building, employer, products, key man) | <input type="checkbox"/> |
| Evidence of planning permission (if appropriate)                                     | <input type="checkbox"/> |

## Business Plan Guidelines

Businesses applying to the Stirling Business Investment Fund are required to submit an Application Form and a Personal Statement Form, which also includes personal statement of assets and liabilities/income and expenditure forms for individuals identified in section 5 of the application.

**An up to date Business Plan will be required - 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**

<b>Executive Summary:</b>	A brief overview of company proposals
<b>History, business and products:</b>	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
<b>Market and competition:</b>	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
<b>Strategy and business development:</b>	A summary of the targets, new markets or products, expansion or acquisition plans
<b>Management and organisation:</b>	Descriptions of the management team, the company structure, management succession and human resources policy
<b>Summary financials:</b>	Historical financial summaries for the past three years along with financial projections covering a three year period (broken down on a monthly basis) 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
<b>Appendices:</b>	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 professional adviser or STEP

# Application for Loan Funding

## 1. 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)	Limited Company <input type="checkbox"/>
	Limited Liability Partnership
Date of Incorporation:	
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. Please detail.	
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 Stirling Council Area	
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 SBIF 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:

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

<b>Sources of funding / present and proposed:</b>	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		
SBIF		
Other (please specify)		
<b>Total (B)</b>		

Has your business received any other public sector support including State Aid in the last 3 years?

Yes  No

If yes, please give details below.

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## 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
				<b>Total (this should add to 100%)</b>	

**Personal statement form to be completed for all parties as detailed in section 5**

## 6. Please Detail Your Business Advisers

	Name of organisation or branch	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:	



# Application for Loan Funding

## Contact Details:

### Lesley Pickles

Business Adviser - Funding and Growth

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