



**ShetlandDevelopmentTrust**

## Application Form for Financial Assistance

**Before completing this application, please read the explanatory notes provided. It suggested that businesses discuss their finance requirements and funding options with Trust staff before submitting an application. Please be as detailed as possible in your response.**

**If there is insufficient space on the form to complete any section, please continue on separate sheets of paper.**

**Section A – Applicant’s Details**

**A1. Full Name and Address**

Name: .....

Address: .....

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Post Code: ..... Date of Birth .....

Telephone No: ..... Fax No: .....

E-mail: .....

Position in Company: .....

**A2 Name and Address of Business**

Name: .....

Company Registration No (if appropriate): .....

Date of Incorporation: .....

Address: .....

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Post Code: .....

Telephone No: ..... Fax No: .....

**A3 Business Status**

Please state whether the current/proposed business is/will be a sole trader, limited company, partnership or other (if ‘other’, please give details).

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**A4 VAT Status**

Is the business VAT registered? Please tick as appropriate.

Yes

No

Will Register

**A5 Current/Previous Business Interests/Experience**

Please outline below your current and previous business interests and experience.

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**A6 Other Directors/Shareholders/Partners**

Please provide details of the other current/proposed directors/partners/ shareholders of your business together with details of their current/previous business interests/involvements. Please continue on a separate sheet if necessary.

Name: ..... Date of Birth: .....

Address: .....

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Position in Business: .....

Current /Previous Business Interests: .....

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Name: ..... Date of Birth: .....

Address: .....

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Position in Business: .....

Current /Previous Business Interests: .....

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(continued overleaf)

**A6 (continued)**

Name: ..... Date of Birth: .....

Address: .....

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Position in Business: .....

Current /Previous Business Interests: .....

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Name: ..... Date of Birth: .....

Address: .....

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Position in Business: .....

Current /Previous Business Interests: .....

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**A7** Have you, or any of the current/proposed partners, shareholders or directors of your business ever been declared bankrupt or otherwise insolvent or been connected with a business which has been declared bankrupt, insolvent, in receivership or in liquidation, or removed from the Register of Companies? Please give details.

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**A8** Have you, or any of the partners, shareholders, members or directors of your business ever been convicted of a criminal offence which has had/may have an effect on the operation of the business, e.g. fraud, illegal trading, illegal practices, etc.? Please give details.

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**A9** Have any civil proceedings ever been instigated against you or any of the current/proposed directors/partners/shareholders of the business? If so, what was the result?

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**A10 Name of Address of Bank**

Name: .....  
Address: .....  
Contact: .....  
Telephone No: ..... Fax No: .....  
Type of Account(s) and No(s): .....  
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**A11 Name and Address of Solicitor**

Name of Firm: .....  
Address: .....  
Telephone No: ..... Fax No: .....  
Name of Partner: .....

**A12 Name and Address of Accountant/Financial Advisor**

Name of Firm: .....  
Address: .....  
Telephone No: ..... Fax No: .....  
Name of Partner/Advisor: .....

**SECTION B - Business/Project Information**

**B1 Business Background**

Please provide a brief summary of the business' background. (See explanatory notes).

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**B2 The Project**

Please describe the nature of the proposed development and the purpose(s) for which financial assistance is sought. (See explanatory notes).

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(continued overleaf)





**B4 Employment**

Please state below current/proposed employment in your business.

	PERMANENT				SEASONAL			
	Current		Proposed		Current		Proposed	
	FT	PT	FT	PT	FT	PT	FT	PT
Professional/Technical								
Managerial Clerical/Admin								
Skilled Manual								
Semi-Skilled Manual								
Unskilled								
Other - Please Specify								
<b>TOTAL</b>								

(For current businesses only). If the proposed development does not proceed, will this affect current employment levels in your business? Please give details.

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**B5 Management and Key Personnel**

Please provide details of the perceived skills contribution to the business of each of the current/proposed managerial staff together with similar details for all current/proposed key employees and groups of staff. Please provide details of their responsibilities. If appropriate to your organisation, it may help to attach a diagram showing the management structure.

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**B6 Premises**

Please give details of the premises currently occupied by the business or those which you intend to occupy including dimensions, whether owned or leased, current market value and whether security is currently held over them e.g. by other lenders.

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**B7 Training Requirements**

Please provide an analysis of the training requirements/plans of each of your current/proposed employees including directors/partners/shareholders and managerial staff.

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**B8 Consents**

Please detail any consents or permissions held/required to operate your business i.e. planning permissions, works licences, SEPA consents.

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**B9 Environmental and Quality Standards**

Please provide details of any relevant Environmental or Quality Standards achieved or proposed i.e. Food Hygiene legislation, SSQC, Scottish Tourist Board ratings.

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**B10 Securities**

Apart from security on premises, which should be outlined in 6 above, please describe any additional securities which are held in connection with the business. Please also state whether a Ranking Agreement is currently in place.

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**B11 Insurance**

Please describe the current or proposed insurance cover for the business.

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**SECTION C - Cost and Funding of Project**

IF SPACE IS INSUFFICIENT, PLEASE CONTINUE ON SEPARATE SHEETS

**C1** Please provide details of the estimated cost of your business proposal.  
**Quotes and detailed cost breakdowns should be provided in support of your figures.**

	£
Building Costs	
Plant and Equipment	
Working Capital	
Other (please specify)	
<b>Total</b>	

Has any of the expenditure detailed above been committed or incurred?  
 YES/NO. If YES, please give details.

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**Please note that it is advised that applicants do not commit to expenditure prior to the receipt of the Trust’s approval. Any expenditure which has been committed or incurred prior to receipt of the Trust’s approval of assistance will be at the applicant’s own risk.**

**C2** Please give details of the proposed funding package.

	£	
Own Funds – Personal		
Company Reserves		
SIC Assistance		
Shetland Enterprise		
Shetland Development Trust		
Bank		
The Shetland Trust		
The Shetland Fishermens’ Trust		
EU Assistance		
Other (please specify)		
<b>TOTAL</b>		

**For each of the above, please provide details of the proposed terms of the funding in the space provided e.g. period and interest rate of loans, and state whether each aspect of funding has been applied for or approved.**

**C3** Please state how your business proposals will be affected if the funding applied for is not available.

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**Note - additional financial information should be submitted in support of you request for financial assistance. Full details are given in the explanatory notes.**

**C4 Justification**

Please provide a detailed justification for the financial assistance being sought from the Shetland Development Trust. (see explanatory notes).

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**C5 Project Timetable**

Please provide an estimate of the commencement and completion dates of the project.

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Please estimate the likely dates loan instalments will be required.

Estimated Date	Amount

**NOTE - It is particularly important for budgetary reasons that you keep the Trust informed of any changes to the timescale of the project.**



**DECLARATION AND UNDERTAKING**

I/We (delete as appropriate), as the authorised signatory/signatories of (name of business) ..... hereby apply for financial assistance from Shetland Development Trust ('the Trust') towards the cost of the development project described in this application form, and hereby declare that the information given in this application form is correct to the best of my/our knowledge and belief.

I/We also undertake, on behalf of the business to inform the Trust of any changes in the information provided in this form or of any changes in the circumstances which affects or may affect the business or the development project specified in this application form.

I/We undertake to provide the Trust with any other information which it may require to process this application.

I/we understand that further information in respect of my/our application may be required from my/our bank, solicitor, accountant or financial adviser. I/we hereby consent to these persons releasing to the Shetland Development Trust or the Trust's appointed nominees such information as may be required.

I/we further understand that all applicants are required to meet the expenses involved in processing an application for financial assistance. (These expenses will include searches over the proposed security subjects and, if applicable, a search in the company's file.) I/we acknowledge that I/we will be liable for these expenses irrespective of the success or otherwise of my/our application. I /we further acknowledge that once my/our application has been approved then should the loan for whatever reason not proceed, I/we shall be liable for all costs in connection with any work which may have already been undertaken. I/We understand that the obligation to meet legal costs covers costs and fees associated with any future amendments and related documentation.

I/We understand that the information provided in this application form and in the supporting submissions may be made public in reports to the Council. If there is any information contained in this application or supporting documentation which I/We do not wish to be publicised, I/We will inform the General Manager of the Trust accordingly.

**Anyone who knowingly makes a false declaration in order to obtain Trust assistance fraudulently may be committing a criminal offence.**

Full Names of Partners/Shareholders/Directors

Name: ..... Signature: .....

Date: .....

Name: ..... Signature: .....

Date: .....

Name: ..... Signature: .....

Date: .....

Name: ..... Signature: .....

Date: .....

## **EXPLANATORY NOTES**

**These should be read in conjunction with the application form. The numbering used below corresponds with that on the form.**

### **SECTION B**

#### **B1 Business Background**

This section is relevant for existing businesses only and should describe the current business activity and an overview of the industry sector operated within. Historic details of the origin and growth of the business including current and past ownership structures should be provided.

#### **B2 The Project**

This section should describe the project for which assistance is sought. It should cover the plans for development and the benefits to the business in pursuing the project.

Details should be provided as to how the proposed plans will affect turnover, profitability, production volume, efficiency, customers, employment levels, working conditions the environment.

An assessment of the risks relating to the project should also be included here. A Strengths/Weaknesses/Opportunities/Threats analysis of the operation prepared by the business would be welcomed.

A full description of any major items of equipment to be purchased should be included.

#### **B3 Marketing and Competition**

This section should describe the wider market for the current/proposed product or service and should include data gathered in research relating to industry trends, forecasts, etc.

The company should state its place in the wider market and provide an assessment of growth areas, competitor details, existing and potential customers, etc. A gap in the market or particular product/service advantages should be identified.

A marketing strategy should be outlined, identifying actions required to enter the market or improve on the current position.

## **SECTION C**

### **C1 & C2 Cost and Funding of Project**

Cash Flow, profit and loss and balance sheet projections for a minimum of 3 years from the proposed commencement date of the business/business project should be provided. However, projections covering a shorter or longer period may be requested depending on, for example, the nature of the business and the amount of financial assistance required.

The cash flow projections should be prepared on a monthly basis and should be accompanied by detailed assumptions which justify the figures and which relate to statements made in the main body of the application form. The proposed loan release and repayments should be shown in the projections. A repayment schedule based on the loan terms requested can be provided by Trust staff.

Where appropriate, breakeven analysis should be undertaken in order to ensure awareness of the relationship between turnover and fixed and variable costs and their impact on the growth and profitability of the business.

For existing businesses, final accounts for the previous 3 years should also be submitted.

### **C4 Justification**

Applicants should make a statement as to why the business or business project should proceed, and may also suggest the opportunity costs of not doing so. The wider economic benefits to Shetland should also be discussed.

## **IMPORTANT**

**Applicants for assistance should be aware that they are responsible for the legal costs associated with the awarding of assistance from Shetland Development Trust and for the costs of any future adjustments to the terms of these loans/agreements.**

**Applicants should also be aware that it is normal Trust practice for reports on application for financial assistance to be considered in private. The Trust does however provide progress reports every six months for consideration by Shetland Islands Council. Normally, the only information which is kept confidential is financial information such as profit/loss and cash flow details. If applicants have a particular desire for any aspect of their case to be kept confidential, they should inform the General Manager of the Trust accordingly. Reports on applications which are recommended for refusal will normally be kept confidential.**

When completed, this application, together with the relevant supporting information, should be sent to the General Manager, Shetland Development Trust, 6 North Ness Business Park, Lerwick, ZE1 0LZ.