

Caithness Business Fund

Application Form



Name of Applicant

Title	<input type="text" value="Mr / Mrs / Miss / Ms / (Other-state)"/>
Forename	<input type="text"/>
Surname	<input type="text"/>
Address	<input type="text"/>
Post Town	<input type="text"/>
Postcode	<input type="text"/>
Telephone	<input type="text"/>
Mobile	<input type="text"/>
E-mail	<input type="text"/>

Your Business Partner(s) / Co-Director(s)

(if applicable; if more than one please provide details of others on a separate sheet)

Title	<input type="text" value="Mr / Mrs / Miss / Ms / (Other-state)"/>
Forename	<input type="text"/>
Surname	<input type="text"/>
Address	<input type="text"/>
Post Town	<input type="text"/>
Postcode	<input type="text"/>
Telephone	<input type="text"/>
Mobile	<input type="text"/>
E-mail	<input type="text"/>

Business Details

Business Name

Legal Structure
(Partnership/Sole Trader/Limited Company/Other*) * Please specify

Address

Post Town

Postcode

Telephone

E-mail

Website

Date Trading Commenced (DD/MM/YYYY)

Or Intended Start Date (DD/MM/YYYY)

Number of Partners / Directors

Number of Employees

F/T:	<input type="text"/>
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P/T:	<input type="text"/>
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Projected Turnover for the first 12 months

Actual Turnover to date

Have you worked with an Adviser to help you develop the business?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If Yes, Name of Adviser

Name of Organisation

Do you wish to apply for:

Business Start-up Grant	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Business Expansion Grant	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Training Grant	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<input type="text"/>				

Purpose of Grant

Please give details for which Grant assistance is requested:

Total costs of the Project - detail individual items

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Caithness Business Fund grant sought £

Other Sources of Funding - please detail

	£
Business / owner funds	<input type="text"/>
Bank loan	<input type="text"/>
Bank overdraft	<input type="text"/>
Hire purchasing/leasing	<input type="text"/>
External equity investment	<input type="text"/>
Other grant	<input type="text"/>
Other sources - please detail	<input type="text"/>
<input type="text"/>	<input type="text"/>

What benefits will come from the project i.e. increased turnover, job retention, additional jobs?

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Business Background information

Inclusion of the Company's Business Plan is essential - i.e. market potential/share; competitors; pricing; costs/overhead

Include any further information on the past, present or future of the business here

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Financial

- For a **NEW BUSINESS** it is essential to provide the following:
 - Forecasted Cashflow Statements for 2 years
 - Profit & Loss accounts for 2 years
 - Balance sheet for 2 years

If there is a short trading history then management accounts up to the date of application should be included

- For an **EXISTING BUSINESS** it is essential to provide the following:
 - Two years historic accounts to the latest year end
 - Latest management accounts
 - Two years Cash Flow forecasts demonstrating the effect of the project in question

Owner/Directors declaration

MUST be completed by all owners/partners/directors in the business –
Please ensure a separate declaration is completed in all cases

Have you ever had an alias or at any time changed your name? If yes, please detail	Yes No
Have you ever been declared bankrupt?	Yes No
Have you ever been disqualified from acting as a director?	Yes No
Have you ever been the director of a business that has gone into liquidation or been wound up?	Yes No
Have auditors ever qualified the accounts of any company whilst you were a director?	Yes No
Are you aware what money laundering is?	Yes No
And of your duty to report such activity?	Yes No
Are you aware when a company is insolvent and that wrongful trading in such a situation is an offence?	Yes No
For sole traders and partners only:	
Are you over the age of 18 years?	Yes No

Declaration

I / We declare that the information given in this application is, to the best of *my / our knowledge true and accurate and I/We agree that in the event of a grant being made:

- a/ to supply such progress reports as may be reasonably required by CBF
- b/ agree to participate in any publicity with regards the grant award
- c/ agree to a business mentor for a 12 month period

Signed:

Designation:

Signed:

Designation:

Date:

PLEASE RETURN THE FORM TO:

Caithness Business Fund
Naver Business Centre, Naver House
Naver Road
Thurso
Caithness KW14 7QA