



Small Steps to Enterprise

Application for Pembrokeshire Lottery Loan Assistance

www.pembrokeshirelottery.co.uk

Small Steps to Enterprise Loan

The Loan Fund

The objective of the Pembrokeshire Lottery 'Small Steps to Enterprise Loan' is to provide young people aged between 18-25 years old from Pembrokeshire with start up funding in order to establish their business in Pembrokeshire.

Details of Loan

Interest	No interest is charged.
Term	12 month loan. The first two months are payment free. The loan is structured for repayment over the further 10 months.
Size	£500.
Repayment	On the first day monthly, by standing order.

Eligibility

- Any type of business will be considered
- Applicants must be between the age of 18-25 years at time of offer.
- The Pembrokeshire Lottery Loan cannot be used for refinancing.
- Any outstanding credit judgements will generally render the project ineligible. All applications will be credit checked.
- Applicants should be contributing members of the Pembrokeshire Lottery and remain so far for the duration of any loan granted.
- Applicants should also be able to demonstrate that they have approached other funding sources.
- All applicants are to complete a business plan and cash flow forecast supported by the Youth Enterprise Officer, under the Rural Development Plan 'Small Steps to Enterprise' project run by Pembrokeshire County Council.



1. THE BUSINESS

Name of business:

Business Address:

Postcode:

Business Tel No: Fax No:

Mobile Tel No: e-mail:

New / Existing Business If Existing - How many years?

Business Status: Sole Trader / Partnership / Limited Company / Other (please state)

Company Reg No: VAT Reg No:

Business Activity:

2. THE PROJECT

Briefly outline the project for which you are applying for assistance:

Total cost of this project £

Proposed expenditure for this project:

£ For

Loan requested from IPS Ltd: £ over years

Other funding sources:

Agreed Y / N?

£ <input type="text"/>	from <input type="text"/>	<input type="text"/>
£ <input type="text"/>	from <input type="text"/>	<input type="text"/>
£ <input type="text"/>	from <input type="text"/>	<input type="text"/>
£ <input type="text"/>	from <input type="text"/>	<input type="text"/>

3. KEY PERSONNEL

(Include all Directors and Partners as appropriate. Continue on a separate sheet if necessary)

1. Full Name:

Home Address:

Postcode:

Date of Birth: Marital Status:

Academic / Professional Qualifications:

Relevant Experience / Knowledge:

Previous Employment

Name of Employer	Position held	Dates
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
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2. Full Name:

Home Address:

Postcode:

Date of Birth: Marital Status:

Academic / Professional Qualifications:

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Name of Employer	Position held	Dates
<input type="text"/>	<input type="text"/>	<input type="text"/>
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7. MARKETS AND MARKETING

Outline your existing customer base and which potential customers you envisage this project will generate?

On what evidence can you demonstrate a demand for your product / service, existing and proposed?

How is your business currently marketed and what plans do you have for the next 12 months?

8. SWOT ANALYSIS

What are the business's:

Strengths	
Weaknesses	
Opportunities	
Threats	

9. FINANCIAL INFORMATION



Existing Financial Borrowings:

Overdraft (Business)	£	<input type="text"/>
Loans	£	<input type="text"/>
Hire Purchase	£	<input type="text"/>
Mortgages	£	<input type="text"/>
Other (please specify)	£	<input type="text"/>
Total Borrowings	£	<input type="text"/>
Lease Commitment per annum	£	<input type="text"/>

YEAR 1 CASH FLOW

Please provide a month by month cashflow
Using these headings as an illustration - 12/24 months

	PERIOD	1	2	3	4	5	6
RECEIPTS							
	Sales - Cash						
	Sales - Debtors						
	Other Income						
SUB TOTAL							
	Loans / Grants Received						
	Capital Introduced						
	Asset Disposal						
TOTAL RECEIPTS (a)							
PAYMENTS							
	Purchases - Cash						
	Purchases - Credit						
	Wages, Salaries inc PAYE & NI						
	Rent & Rates						
	Power & Water						
	Insurance						
	Transport						
	Plant & Buildings Maintenance						
	Marketing / Advertising						
	Telephone / Postage						
	Professional Fees						
	VAT (net)						
	Bank Charges / Interest						
	Sundry						
	Drawings / Directors Salaries						
	Tax						
SUB TOTAL							
	HP Payments						
	Loan Repayments						
	Capital Expenditure						
TOTAL PAYMENTS (b)							
NET CASH FLOW (a-b)							
OPENING BALANCE							

YEAR 1 CASH FLOW



Please provide a month by month cashflow
Using these headings as an illustration - for 36 months

7	8	9	10	11	12	TOTAL	PERIOD																					
<table border="1"> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table>																												RECEIPTS Sales - Cash Sales - Debtors Other Income
SUB TOTAL Loans / Grants Received Capital Introduced Asset Disposal																												
<table border="1"> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table>														TOTAL RECEIPTS (a)														
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Purchases - Credit Wages, Salaries inc PAYE & NI Rent & Rates Power & Water																												
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10. ADDITIONAL INFORMATION

Please use this space for any additional information relevant to your project in support of your application

11. AGREEMENT

I / We wish to apply for assistance from Investing In Pembrokeshire Society Limited.

I / We have read the conditions of application and agree to same.

I / We understand that this application will be subject to credit checking and agree to same.

I / We enclose a completed business plan and 12/24 month cash flow projections.

I / We enclose Pembrokeshire Lottery entry.

I / We are players of Pembrokeshire Lottery.

Signed:

Date: (All applicants to sign)

For Office use:	Lottery No:
Date received	
CC	
Ack	

Application Process

- Application forms should be completed in full and returned together with any necessary required information to: **Youth Enterprise Officer, The Bridge Innovation Centre, Pembrokeshire Science and Technology Park, Pembroke Dock, Pembrokeshire SA72 6UN.**
- Upon receipt, the application will be acknowledged, initially screened and credit checked.
- Further information may be requested, which should be supplied as promptly as possible.
- The applicant(s), if successfully screened, will be invited to attend an interview with the 'Loan' panel, where the application will be discussed in detail. Each application will be judged on its individual merits. **The decision of the Loan Panel is final.**

Offer and Payment

- Upon agreement and ratification of the Loan Panel and receipt of necessary confirmations, the loan agreement will be drawn up.
- The funds will be released upon signature of the loan agreement by way of a cheque payable to the business named in the application.

Monitoring

- Successful applicants must submit annual accounts to Investing In Pembrokeshire Society Limited during the period of the loan.
- Loan recipients must agree to periodic monitoring arrangements.
- Dependent upon individual applications, interim accounting, financial and marketing information may be required.

Publicity

- All loans and defaults may be published in the annual accounts of Investing In Pembrokeshire Society Limited.
- Investing In Pembrokeshire Society Limited also reserve the right to include successful applicants in the use of advertising and marketing for the furtherance of fund raising and public awareness.
- Investing In Pembrokeshire Society Limited will undertake to protect client confidentiality regarding financial and fiscal information received.



Pembrokeshire Lottery is run by the Investing in Pembrokeshire Society Limited.
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