

# Caithness Business Fund



## Application Form

### Name of Applicant

Title

Mr / Mrs / Miss / Ms / (Other-state)

Forename

Surname

DoB (DD/MM/YYYY)

Address

Post Town

Postcode

Telephone

Mobile

E-mail

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

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

Title

Mr / Mrs / Miss / Ms / (Other-state)

Forename

Surname

DoB (DD/MM/YYYY)

Address

Post Town

Postcode

Telephone

Mobile

E-mail

**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:		P/T:	
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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	No
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If Yes, Name of Adviser

Name of Organisation

Do you wish to apply for:

Business Start-up Grant

Yes	No
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Business Expansion Grant

Yes	No
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Training Grant

Yes	No
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**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**

£

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**Other Sources of Funding - please detail**

£

Business / owner funds	
Bank loan	
Bank overdraft	
Hire purchasing/leasing	
External equity investment	
Other grant	
Other sources - please detail	

**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:	Yes     No
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