

HULL BUSINESS DEVELOPMENT FUND LIMITED

GRANT/LOAN APPLICATION

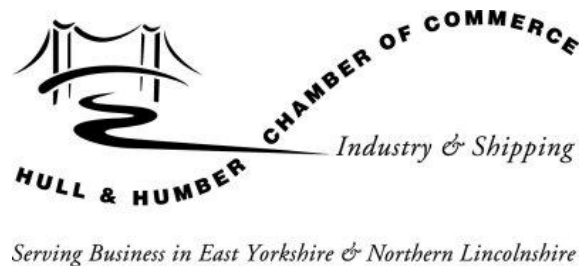
'Working in partnership with you to build a better business'

A Hull City Council Initiative

Hull City Council
Floor 1 Kingston House
North Block
Bond Street
Hull & Humber Chamber of Commerce
HU1 3ER

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Hull and Humber Chamber of Commerce
34-38 Beverley Road
HULL
HU3 1YE
Tel: 01482 324976
Fax: 01482 213962



OUTLINE OF SUPPORT

- The Hull Business Development Fund aims to provide SME's and community and social enterprises with a grant/loan towards capital projects with the purpose of assisting the start-up and survival of new businesses which might otherwise struggle to raise finance.
- Businesses will normally be less than 3 years old or diversifying to qualify for support.
- Applications for funding are agreed jointly between the Fund Manager and HBDL Board of Directors.
- This application form when completed should be sent together with any appropriate supporting documents to the address shown on the back page.
- The Scheme offers a grant of up to 50% of eligible costs (excluding VAT), subject to a maximum award of £5000 per business and loans up to 100% of eligible costs normally to a maximum of £10000 although exceptions can be made.
- Expenditure is for capital projects and their associated costs **except vehicles**.
- The Scheme is not intended to support the day to day expenditure, running cost or overheads but is intended to support specific projects that will help the business to grow.

ELIGIBLE BUSINESSES

Funding is normally restricted to businesses trading for less than 36 month or seeking to diversify. Businesses must be located within the City boundary (HU1 - HU9).

Eligible businesses include manufacturing and related services, with an emphasis placed on high growth and value-added businesses. Financial need must be evidenced.

NON-ELIGIBLE BUSINESSES

Certain types of businesses are not eligible for the Scheme. These include Public Sector organisations, professional services, domestic households, personal service and **retailers**.

CONDITIONS

- Payments will be made on receipt of evidence from the applicant that the project has been completed or purchases made (receipt / receipted invoices).
- Assistance is not given retrospectively. The decision should, therefore, be awaited in writing from HBDL before committing to any expenditure for which support is sought.
- If a business is part of a group or if the directors have business interests with a combined employment of more than 250 full-time staff, the business will not be eligible.
- Applications will be considered in strict confidence.
- The funds available are limited; therefore, only those applications that can demonstrate viability and offer the best chance of creating new jobs will be successful.

DATA PROTECTION

HBDL will adhere to the principles of the Data Protection Act 1998 with regard to personal information. However, HBDL may wish to share some information with other local business support agencies, e.g. Businesslink, where it is felt benefit would accrue to the business but your express permission would be sought.

Results of applications will be advised in writing within a week for grants to £2500 and loans to £5000 and up to a maximum of 4 weeks above these amounts. If successful, an agreement will be drawn up for signature by both parties.

APPLICATION FORM

PRIVATE AND CONFIDENTIAL

For official use only	Officer:
Date Rec:	Application No:

PERSONAL DETAILS	
Name and Address:	Tel:
	Email:
Postcode:	Fax:

BUSINESS DETAILS	
Trading Name:	Business Activity:
Contact:	Position:
Address:	Tel:
	Email:
Postcode:	Fax:

BUSINESS STATUS	
1) Sole Trader 2) Partnership 3) Limited Company 4) Co-operative <div style="text-align: right;">(delete as appropriate)</div>	
Date Trading Commenced:	Financial Year End:
Company Registered Number:	Number of Employees at time of application:

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Complete this page for LOANS ONLY

Total Project Finance Required:	£
Purpose:	

To be made up from:-

Own Financial Contribution:	£
Finance from Normal Commercial Sources Eg. Bank, HP, leasing etc	£
Grants/Loans from other sources: (Please specify)	£
Finance sought from Hull Business Development Fund:	£

Details of Company Ownership (to be completed by all applicants):

Total authorised share capital:	£
Total issued share capital:	£

Details of the Company's owners:

Full Name:	Home Address & Telephone	Total no. shares held/partnership %

Limited Company only
Details of Company Directors:

Full Name:	Home Address and telephone:

Does any person listed hold directorships or have any shareholding interest or managerial responsibility in any other business, company? Please give details below:

Has any director been connected with a company that has failed. If so please list details below:

Has any director been made bankrupt? If so list below:

Please complete this authority if you hold a business account with a Bank:

THE FOLLOWING STATEMENT AUTHORISES HULL BUSINESS DEVELOPMENT FUND LIMITED TO DISCUSS YOUR APPLICATION WITH YOUR BANK MANAGER IF DEEMED NECESSARY

To:	
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(Name of Bank Manager)

Name:	
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(Name of Bank)

Address:	
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Telephone number:	
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Account No.	
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Sort Code:	
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I hereby authorise you to divulge any information regarding the affairs of my business to:-

Hull Business Development Limited in connection with my application for funding.

Signature of Proprietor/Partner/Director:	
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Date:	
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HULL BUSINESS DEVELOPMENT FUND LIMITED

Other conditions

- Proof of implementation of the project or purchase for which assistance was provided will be required.
- At all times the business will observe workers rights under employment legislation: will meet health and safety regulations: hold an environmental policy appropriate to the type of business carried out and will be required to abide by equal opportunities legislation.
- The applicant will meet reasonable requests from Hull Business Development Fund Limited to visit the business and provide limited growth statistics about jobs and turnover from time to time.
- Proof of identity and confirmation of address will be required prior to any funds being released.

Publicity

Hull Business Development Fund Limited reserves the right to undertake publicity where financial assistance has been approved but this will always be with the specific agreement of the customer.

HBDF Ltd operates an Equal Opportunities Policy covering its activities. It is a Company limited by Guarantee. Data Protection registered. Company Registration No. 5090311.

Please return the completed application form plus business plan and financials and any other information you feel may be appropriate to:

**The Fund Manager
Hull Business Development Fund Ltd
Hull and Humber Chamber of Commerce
34-38 Beverley Road
Hull HU3 1YE**

**Tel 01482 324976
Fax 01482 213962**

