



Application for Pembrokeshire Lottery Loan Assistance

Once completed this form should be returned, together with £25 administration fee and Lottery entry to:
Pembrokeshire Lottery, First Floor, The Smoke House, Milford Docks SA73 3AA

www.pembrokeshirelottery.co.uk

The Pembrokeshire Lottery Loan

The Loan Fund

The objective is to provide 'soft' loan assistance to businesses seeking to consolidate or grow within Pembrokeshire, particularly those businesses which are, or have, the opportunity of drawing in resources from outside the area or to provide services not presently available locally; thus consolidating and creating permanent secure employment within the area and contributing to the increase of skill and educational level within the County.

Details of Loan

Interest	No interest is charged.
Administration Fee	£25 (non refundable) payable upon submission of the application. Further charge of between £20 and £200 payable upon signature of loan agreement.
Term	2 - 5 years
Size	£2,000 - £20,000 or to a maximum of 35% of the capital required by the identified project - whichever is the lesser.
Repayment	On the first day monthly, by standing order.
Security	Where possible, appropriate security may be sought and / or personal guarantees at the cost to applicant. Keyman Insurance will be requested as appropriate.
Job Factor	Loans up to £10,000 - A minimum of one job created or two jobs retained. Loans greater than £10,000 - A minimum of two jobs created or four jobs retained.

Eligibility

- Any type of business will be considered
- The Pembrokeshire Lottery Loan does not act in place of conventional funding, but should be syndicated with other sources where a funding gap exists. No more than a maximum of 25% of the identified project funding (to a maximum of £25,000) can be provided.
- The Pembrokeshire Lottery Loan cannot be used for refinancing.
- Any project must demonstrate that support will meet the primary objectives of the Loan Fund and Investing In Pembrokeshire Society Limited. Projects simply competing with another local business in a local market, where there is likely to be no net job creation will not be supported.
- 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.



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
(not to exceed 35% of project cost nor £20,000)

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

2. 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"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

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



Where available, attach profit and loss and balance sheets for the past three years.

(Accounts attached? Y / N)

Summary Financial Information for the past three years:

		Year 1	Year 2	Year 3
Sales	£	<input type="text"/>	<input type="text"/>	<input type="text"/>
Gross Profit	£	<input type="text"/>	<input type="text"/>	<input type="text"/>
Net Profit	£	<input type="text"/>	<input type="text"/>	<input type="text"/>
Depreciation	£	<input type="text"/>	<input type="text"/>	<input type="text"/>
Drawings / Directors Salaries	£	<input type="text"/>	<input type="text"/>	<input type="text"/>
Capital A/C Shareholders Funds	£	<input type="text"/>	<input type="text"/>	<input type="text"/>

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 - for 36 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
<div style="border: 1px solid black; height: 60px; margin-bottom: 10px;"></div> <div style="border: 1px solid black; height: 60px; margin-bottom: 10px;"></div> <div style="border: 1px solid black; height: 20px; margin-bottom: 10px;"></div>							RECEIPTS
							Sales - Cash Sales - Debtors Other Income
							SUB TOTAL
<div style="border: 1px solid black; height: 60px; margin-bottom: 10px;"></div> <div style="border: 1px solid black; height: 60px; margin-bottom: 10px;"></div> <div style="border: 1px solid black; height: 20px; margin-bottom: 10px;"></div>							Loans / Grants Received Capital Introduced Asset Disposal
							TOTAL RECEIPTS (a)
							PAYMENTS
<div style="border: 1px solid black; height: 60px; margin-bottom: 10px;"></div> <div style="border: 1px solid black; height: 60px; margin-bottom: 10px;"></div> <div style="border: 1px solid black; height: 60px; margin-bottom: 10px;"></div> <div style="border: 1px solid black; height: 60px; margin-bottom: 10px;"></div> <div style="border: 1px solid black; height: 60px; margin-bottom: 10px;"></div> <div style="border: 1px solid black; height: 60px; margin-bottom: 10px;"></div> <div style="border: 1px solid black; height: 60px; margin-bottom: 10px;"></div>							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)
<div style="border: 1px solid black; height: 60px; margin-bottom: 10px;"></div> <div style="border: 1px solid black; height: 60px; margin-bottom: 10px;"></div> <div style="border: 1px solid black; height: 60px; margin-bottom: 10px;"></div>							Bank Charges / Interest Sundry Drawings / Directors Salaries Tax
							SUB TOTAL
							HP Payments Loan Repayments Capital Expenditure
<div style="border: 1px solid black; height: 20px; margin-bottom: 10px;"></div> <div style="border: 1px solid black; height: 20px;"></div>							TOTAL PAYMENTS (b)
							NET CASH FLOW (a-b) OPENING BALANCE



Application Process

- Application forms should be completed in full and returned, together with any necessary, required information and a cheque for £25 to: **Pembrokeshire Lottery, First Floor, The Smoke House, Milford Docks, SA73 3AA**
- 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 for an interview with the Investment Panel, where the application will be discussed in detail.
- The Investment Panel is an independent committee who will examine the submission and decide upon the proposed investment. Each application will be judged on its individual merits.
The decision of the Investment Panel is final.

Offer and Payment

- Upon agreement and ratification of the offer by two directors of Investing in Pembrokeshire Society Limited and following receipt of necessary confirmations, the loan agreement will be drawn up.
- No funds will be invested until written confirmations of all other elements of funding are in place or agreed, similarly with any required insurances or charges.
- The funds will be released upon signature of the loan agreement by way of a cheque payable to the business named in the application.
- Where job creation is over a protracted timescale, the loan may be phased.

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.
Pembrokeshire Lottery, First Floor; The Smoke House, Milford Docks SA73 3AA
Tel/Fax: 01646 690800 Email: info@pembrokeshirelottery.co.uk
Web: www.pembrokeshirelottery.co.uk

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