

**Solutions  
for Business**

Funded by  
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# Grant for Business Investment

Application Form



Commissioned by

**BERR**

Department for Business  
Enterprise & Regulatory Reform

For more information about Grant for Business Investment,  
visit [www.businesslink.gov.uk/solutions](http://www.businesslink.gov.uk/solutions)  
or call 0845 600 9006

## Solutions for Business

### Our purpose

Solutions for Business is a suite of highly targeted, publicly funded products and services offering solutions to real business needs and tackling market failure.

Designed to drive qualifying businesses forward, it helps them to grow and succeed by providing help in a number of areas. These include starting up, understanding finance, developing people, environment and efficiency, exploiting ideas, international sales and marketing and growing your business.

### Our promise

Solutions for Business helps you make the most of business opportunities and challenges. By targeting public money at real business needs, it helps businesses create sustainable success.

### Further information on this product

#### Grant for Business Investment

Grant for Business Investment offers grant support for sustainable business investment and job creation projects in disadvantaged areas in England.

**Visit [www.businesslink.gov.uk/solutions](http://www.businesslink.gov.uk/solutions)  
or call 0845 600 9006**

### Strategic partners

Grant for Business Investment is administered locally by the Regional Development Agencies.

To identify your local Agency, visit [www.englandsrdas.com](http://www.englandsrdas.com)

### Accessed through



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# Application for Grant for Business Investment (GBI)

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## General guidance notes

Please read these notes carefully before completing your application. Please ensure that you provide completed Financial Appendices with your application.

If you require clarification on any aspect you should contact the appropriate Regional Development Agency (RDA) or Business Link. References to the 'Project' relate to the programme of capital expenditure for which a grant is requested. If any questions are not applicable please write 'N/A' rather than leaving a blank space.

A business plan must be provided and you may find it easier to cross-reference sections of your application to the business plan. To avoid delays in processing your application please only quote specific references if the business plan explicitly provides the information required.

During the assessment the RDA will provide advice on the application.

## Introduction

GBI offers discretionary financial support to business investing in the Assisted Areas and to small and medium sized enterprises (SMEs) investing in Tier 3 areas. Most businesses investing in manufacturing can apply, as can businesses in service industries which serve a wide rather than a local market. Applicants can be companies, partnerships or sole traders. All projects must meet the scheme criteria that are outlined below (subject to any EC restrictions).

## Criteria with regard to the project

Will it take place in an Assisted Area?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If the project will not take place in an Assisted Area are you a SME?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is it aimed at more than a local market?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is there forecast growth in the market sector to ensure that a grant will not have an adverse effect on your competitors?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If your application is for a grant of £100,000 or more will jobs be directly created or safeguarded in your business?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Will it and the business as a whole be financially viable and profitable within 3 years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If the project is undertaken by a member of a group, is the group financially stable?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Will most of the funding come from internal/external private sector resources?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is GBI essential to enable the project to proceed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**Do not complete this application unless you can answer “yes” to one of the first two questions and “yes” to all of the others. If you are in any doubt as to whether the project is likely to meet all the above criteria, telephone your nearest Regional Development Agency (RDA) or Business Link.**

## Name of Applicant

### Applicant's business name and address

Name:

Telephone:

Address:

Mobile:

Fax:

Postcode:

Website:

### Contact name within the company for discussing this application

(eg Chairman, Managing Director, etc.)

Name:

Position:

Telephone:

Mobile:

Fax:

Email:

### Financial adviser/consultant

(if an external adviser assisted in the completion of this form)

Name:

Position:

Telephone:

Mobile:

Fax:

Email:

## Section 1: Name of Applicant

### 1.1 Company registration number (if UK registered)/ VAT Registration number

Company reg no:

VAT reg no:

### 1.2 Registered office address (if different from previous page)



Postcode:

### 1.3 Is the company quoted on a stock exchange?

Yes ☐No ☐

**If Yes, please state stock exchange**

### 1.4 Business size

#### 1.4a Are you a small or medium size enterprise?

Yes ☐No ☐

**If Yes, please give details of:**

Number of Employees:

Turnover (in your most recent annual accounts):

 £ (fy)

Balance sheet (total assets net of depreciation)

 £

#### 1.4b Is your business part of a group?

Yes ☐No ☐

**If No, you are not required to complete Section 2.**

### 1.5 If you have answered Yes to being an SME, do you, or any other partner, member, principal investor or director of your business have any interest in, or control over, any other business?

Yes ☐No ☐

*By "partner" we mean a legal partner within a business.*

*By "member" we mean a member belonging to a limited liability partnership.*

*By "principal investor" we mean a shareholder owning 10% or more of the company's shares*

*By "director" we mean a director of a company*



**If Yes, please give details.**

You must provide background detail to cover all directorships and shareholdings in other businesses in relation to all directors and shareholders (that is, number of directorships, names of businesses and shareholding percentage).

*Please continue on a separate sheet if necessary, quoting question number.*

## Section 1: Name of Applicant *(continued)*

**1.6** Is your business a newly-created small enterprise?

Yes ☐ No ☐

*By "newly-created" we mean created no longer than 5 years prior to the date of application.*

**1.7** Is your business a newly-created small enterprise owned and managed by female entrepreneurs?

Yes ☐ No ☐

*By "owned" we mean having at least 51% of the capital or being the registered owners.*

**1.8** Directors/partners

Full Name	Position	% Owned

*Please continue on a separate sheet if necessary, quoting question number.*



**A CV should be provided for every director/partner/sole proprietor involved in the management of the project. Information should include date of birth and home address.**

**1.9** Other principal investors (owning 10 per cent of shares, or more)

Full Name	% Owned

**1.10** Principal activities of your business, including the relevant SIC code.

**1.11** Previous GBI applications (including applications under predecessor schemes, ie SFIE, RSA and the Enterprise Grant Scheme) and other public sector support, including applications by other group or related companies (*please include dates and amounts offered*). Please continue on a separate sheet if necessary, quoting question number.

## Section 2: Group and related company details



If not a member of a group and there are no associates under common control, go to Section 3

### 2.1 Immediate parent

Name:

Country of registration:

Company registration number (if UK registered)/ VAT Registration number

Company reg no:

VAT reg no:

### 2.2 Ultimate parent (if different from 2.1)

Name:

Country of registration:

Company registration number (if UK registered)/ VAT Registration number

Company reg no:

VAT reg no:

Is the ultimate parent quoted on a stock exchange?

Yes ☐

No ☐



If Yes, please state stock exchange

2.3 Number of employees:  of which  are in the UK

2.4 Principal group activities:

### 2.5 Group trading results (from the past three years).

Financial year end	Turnover (£000s)	Pre-tax profit/loss (£000s)



## Section 2: Group and related company details *(continued)*

### **2.6** Commentary on figures in **2.5**

*Include, for example, details of the main factors influencing sales growth, performance of other divisions, etc.*

*Please continue on a separate sheet if necessary, quoting question number.*

### **2.7** If there are other businesses under common control or ownership please provide names and latest accounts, including dormant situations.

*Please continue on a separate sheet if necessary, quoting question number.*

Section 3: Applicant trading details

 If not yet trading, go to Section 4

3.1

Year of establishment:

3.2

History of the business

*Include, for example, recent developments, changes in ownership, etc.*

*Please continue on a separate sheet if necessary, quoting question number.*

3.3

Commentary on past trading results

*Mention factors affecting sales performance, variations in gross margin, overheads, finance costs and net profit.*

*Please continue on a separate sheet if necessary, quoting question number.*

 Refer to actual results at Financial Appendix 2

## Section 4: Project

### 4.1 Project location (if different from applicant's address)

Postcode:

### 4.2 Project description

*Brief description of the project. Mention, for example, additional production facilities, extension of premises, etc.*

*Please continue on a separate sheet if necessary, quoting question number.*

### 4.3 Relevant SIC code of project, if different from that given at 1.10:

### 4.4 Proposed capital expenditure:

£

*This should exclude VAT and should equal the total expenditure detailed at Appendix 1*

### 4.5 Please list all the proposed sources of finance for the project, the amounts each will contribute and whether their contribution is confirmed

*Please continue on a separate sheet if necessary, quoting question number.*

## Section 4: Project *(continued)*

### 4.6 Project rationale

- Explain why the project is being undertaken and what it is hoped to achieve initially and in the longer term (eg five years from now).
- Explain what alternatives to the proposals have been considered and why they were rejected.
- Discuss the likely consequences of not proceeding with the project.

Please continue on a separate sheet if necessary, quoting question number.

### 4.7 Size of current premises:

m<sup>2</sup>

### 4.8 Total size of premises to be occupied as a result of the project:

m<sup>2</sup>

### 4.9 If the project involves new premises, provide details

State whether they will be owned/leased and, if the latter, provide details including date of lease termination and options to extend lease period. The lease should not be signed before grant is approved. Please include any annual rental payments.

Please continue on a separate sheet if necessary, quoting question number.

### 4.10 Start and finish dates of the project:

Start

DAY	MONTH	YEAR
<div></div>	<div></div>	<div></div> <div></div> <div></div>

Finish

DAY	MONTH	YEAR
<div></div>	<div></div>	<div></div> <div></div> <div></div>

Section 5: Market

5.1 Main products/service categories (if you sell a range of items)

Show the percentages of each main product/service category for the last three completed years and the anticipated split for the current and following three years. Please indicate which products and services will be new as a result of the project

PRODUCT/SERVICE	PREVIOUS THREE YEARS						CURRENT YR		FORECAST YEARS					
	£000s	%	£000s	%	£000s	%	£000s	%	£000s	%	£000s	%	£000s	%
Total Sales		100		100		100		100		100		100		100

5.2 Show the geographical split of sales (including exports) for the last three completed years and the anticipated amounts for the current year and the following three years.

GEOGRAPHICAL SPLIT OF PRODUCT/SERVICE	PREVIOUS THREE YEARS						CURRENT YR		FORECAST YEARS					
	£000s	%	£000s	%	£000s	%	£000s	%	£000s	%	£000s	%	£000s	%
Total Sales		100		100		100		100		100		100		100

5.3 Are quotations to overseas customers priced in sterling? Yes ☐ No ☐

 If not, how do you cover for fluctuations in the exchange rate?

Please continue on a separate sheet if necessary, quoting question number.

Section 5: Market (continued)

5.4 Historic and projected overall market size and growth

Provide a full commentary on the project market size that you cover/expect to serve, how it has changed over the last three years and how it is likely to develop over the next five years.

Source of market data

Please continue on a separate sheet if necessary, quoting question number.

5.5 Market share

Provide a full commentary of the business’ historic market share and how that is expected to change in the future. If an increased share is anticipated, outline the strategy to achieve that objective.

Source of market data

Please continue on a separate sheet if necessary, quoting question number.

5.6 Main customers

List any customers who took more than 10 per cent of sales in the most recently completed year, and the value of sales to them in that year. If any customers are expected to take more than 10 per cent in the current year or in any of the three following years, provide their names and annual sales. If any new names appear in the forecast list, please explain how their (increased) custom will be gained

NAME	LOCATION (TOWN)	CURRENT YEAR		FORECAST YEARS					
		£000	%	£000	%	£000	%	£000	%
			100		100		100		100

Please continue on a separate sheet if necessary, quoting question number.

Service projects that serve a mainly local market do not qualify for GBI

## Section 5: Market *(continued)*

### 5.7 Main competitors *These should relate to the project activities*

Name	Location	% of market

*Please continue on a separate sheet if necessary, quoting question number.*

### 5.8 Main suppliers

Name	Location	Expenditure in last financial year - £000s

*Please continue on a separate sheet if necessary, quoting question number.*

### 5.9 Impact on competitors

*Explain what effect the project is like to have on employment levels of the competitors listed at 5.7*

*Please continue on a separate sheet if necessary, quoting question number.*

### 5.10 Explain what differentiates your product/service from those of competitors

*Please continue on a separate sheet if necessary, quoting question number.*

### 5.11 Research & development: what activities does your company undertake in product development? If research and development activity is planned as part of the project, please describe that separately.

*Please continue on a separate sheet if necessary, quoting question number.*

## Section 6: Employment at project location

Include only permanent personnel directly employed by the applicant at the project location. Do not include self-employed, sub-contracted or temporary personnel (eg from construction work). Do not include personnel working predominantly outside Assisted Areas (eg field sales posts) if the project is in an Assisted Area.

**Full-time job (FT) = 30 hours or more per week**

**Part-time job (PT) = 15 hours or more per week**

**Two part-time jobs of 15 hours or more per week = one full-time equivalent (FTE)**

### 6.1 Base employment at project location

	FT	PT
At date of application		
Estimate at date of project commencement Date: <input type="text"/> DAY <input type="text"/> MONTH <input type="text"/> YEAR <input type="text"/>		

### 6.2 Forecast employment at project location and number of jobs created or safeguarded – please provide numbers on a cumulative basis

FINANCIAL YEAR END	WITH PROJECT (A)			WITHOUT PROJECT (B)	
	DIRECT JOB ON SITE			DIRECT	TOTAL
	FT	PT	FTE	FTE	A-B

*Jobs can only be considered as safeguarded where there is a real threat that they will be lost in the near future if the project does not proceed. You will be asked to provide evidence of how the project will safeguard jobs.*

### 6.3a Analysis of the created/safeguarded jobs listed in Question 6.2

JOB TITLE	QUALIFICATION/NVQ SKILLS LEVEL	NUMBER OF JOBS		BASIC ANNUAL SALARY	
		CREATED	SAFEGUARDED	FT	PT
		FTE	FTE		
Totals					

*Please continue on a separate sheet if necessary, quoting question number.*

Note: a definition of NVQ levels can be found at: [http://www.qca.org.uk/14-19/qualifications/index\\_nvqs.htm](http://www.qca.org.uk/14-19/qualifications/index_nvqs.htm)



## Section 6: Employment at project location (continued)

### 6.3b Analysis of all jobs at project location where application is less than £100,000

JOB TITLE	QUALIFICATION/NVQ SKILLS LEVEL	NUMBER OF FTE JOBS	BASIC ANNUAL SALARY	
			FT	PT
Totals				



**The information given at 6.3 will be considered in determining job quality and will be taken into account when establishing the level of any GBI offered.**

## 6.4 Key personnel

*Provide details of all key personnel excluding the directors/partners mentioned at 1.8*

[illegible]

**CVs should be provided for all key personnel as well as for every director (executive and non executive) or partner/sole proprietor. Each CV should contain at least the following information: full name, age, current position, date appointed, professional qualifications, a summary of career history (including key dates) and a list of all directorships held within the last five years.**

**This information will be taken into account in assessing the financial controls of the business.**

## Section 7: Case for Grant for Business Investment

It must be demonstrated that GBI is necessary to enable the project to proceed as envisaged in terms of nature, scale, timing and location.

### 7.1 Need for GBI

- ☐ meet established investment criteria
- ☐ influence location of project
- ☐ influence scale/reduce timing
- ☐ shortfall in funding
- ☐ other

*Please provide a full explanation as to why GBI is necessary to enable the project to proceed as proposed including the main risks of the project and how they can be reduced.*

*Please continue on a separate sheet if necessary, quoting question number.*

### 7.2 Amount of GBI sought:

£

### 7.3 Basis of calculation

*Explain how the amount requested has been calculated, eg by reference to capital expenditure or wage costs and the relevant intervention rate. Please include supporting documentation and calculations.*

*Please continue on a separate sheet if necessary, quoting question number.*

### 7.4 Justification for amount of GBI sought.

*Please explain why the level of GBI sought is necessary to enable the project to proceed as proposed. Refer, where applicable, to risks/sensitivities, overdraft limits, group investment criteria, alternative location costs, gearing etc. Please include supporting documentation and calculations.*

*Please continue on a separate sheet if necessary, quoting question number.*



**Please now complete the financial appendices and the declaration overleaf.**

## Checklist

**The more fully documented a case is the more quickly it can be processed. Therefore please ensure that you have completed all relevant sections. Please tick and enclose the following with your application:**

- ☐ A copy of each of your last three years' statutory audited/ unaudited/ draft accounts (as appropriate)
- ☐ A copy of the most recent group accounts (if appropriate)
- ☐ Latest management accounts (including latest group accounts if appropriate)
- ☐ A copy of your business plan
- ☐ CVs for all directors and key personnel
- ☐ Questionnaire for grant applications for £2 million or more (see below)
- ☐ Details of production processes
- ☐ Details of and evidence of funding
- ☐ Completed Financial Appendices



**If the grant sought is £2 million or more, additional information will be required. A schedule detailing the additional information required is available from your nearest Regional Development Agency.**

## Where did you hear about the GBI scheme?

Please indicate where you heard about the GBI scheme by ticking one of the boxes below:

- |   |   |
|---|---|
| <input type="checkbox"/> RDA                    | <input type="checkbox"/> Publication (please specify) |
| <input type="checkbox"/> Government Office      | <input type="checkbox"/> Accountant                   |
| <input type="checkbox"/> Business Link          | <input type="checkbox"/> Consultant                   |
| <input type="checkbox"/> BERR website           | <input type="checkbox"/> Bank                         |
| <input type="checkbox"/> Other (please specify) |   |

*Please continue on a separate sheet if necessary, quoting question number.*



**Once completed, this form together with enclosures should be returned to your nearest Regional Development Agency.**

## Declaration and understanding

Has any director/partner ever been disqualified from being a company director under the Company Directors Disqualification Act (1986) or ever been the proprietor, partner or director of a business that has been subject to an investigation (completed, current or pending) undertaken under the Companies, Financial Services or Banking Acts?

Yes ☐No ☐Don't know ☐

Has any director/partner ever been bankrupt or subject to an arrangement with creditors or ever been the proprietor, partner or director of a business subject to any formal insolvency procedure such as receivership, liquidation, or administration, or subject to an arrangement with its creditors.

Yes ☐No ☐Don't know ☐

Has any director/partner ever been the proprietor, partner or director of a business that has been requested to repay a grant under any government scheme?

Yes ☐No ☐Don't know ☐

**If Yes**, please give details on a separate sheet of paper of the person(s) and business(es) and details of the circumstances. This does not necessarily affect your chances of being awarded a GBI grant.

I am content for information supplied here to be stored electronically and shared in confidence with other public sector bodies, who may be involved in considering the case.

I understand that if I give information that is incorrect or incomplete, grant may be withheld or reclaimed and action taken against me. I declare that the information I have given on this form is correct and complete. I also declare that, except as otherwise stated on this form, I have not started the project which forms the basis of this application and no expenditure has been committed or defrayed on it. I understand that any offer may be publicised by means of a press release giving brief details of the project and the grant amount.

Applications must be signed by an executive director (in the case of a company), or by the proprietor or a partner.

Signed:

X

Date:

DAY		MONTH		YEAR	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Name (block capitals):

Position in your organisation:

Notes

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For further information or advice visit

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