

Reresby House, Bow Bridge Close, Rotherham, S60 1BY Tel: 01709 386377 Email: info@syif.com

South Yorkshire Investment Fund has been established to provide finance to businesses in South Yorkshire who are unable to raise sufficient finance from existing conventional sources. The Fund will aim to work with conventional financiers to enable funding packages to be completed.

To receive funding from the Fund your business must:

- be in, or relocating to South Yorkshire
- be preserving jobs or creating new permanent jobs in South Yorkshire
- be eligible for European funding (see STEP 1 below)
- be undertaking a specific project, e.g. starting up, developing or implementing new technologies, expanding, relocating, etc.

The Fund can only consider applications for funding for product development from established and profitable businesses. The Fund is unable to provide finance towards Pre-Start development costs.

STEP 1 - Check your eligibility

Please check your eligibility using the guidelines below.

If you are in any doubt, or wish to confirm your eligibility status please call us on 01709 386 377.

Who can't we help?

- Businesses who do not pay business rates in South Yorkshire
- Non SMEs - An SME is a business employing less than 250 employees, with an annual turnover of less than 50m Euros (~£36m*) or have balance sheet net assets of less than 43m Euros (~£31m*). The business cannot be part of a larger group employing more than 250 employees where the group owns at least a 25% share of the business.
- Retail
- Pre-start businesses
- Property development
- Sports and leisure
- Primary industries
- Refinancing

** Assuming Exchange Rate of approximately 1.50 Euros to the Pound.*

Who can we help?

- SMEs paying business rates in South Yorkshire or those wishing to re-locate
- New starts and growing businesses
- Most manufacturing and service sectors
- Revenue generating businesses
- Businesses with growth potential

STEP 2 - Submit the application form

If you are eligible and have a detailed business plan you will need to complete, sign and submit the short Option 1 application form (below) together with the following.

- A Business plan, which should cover the key areas described in the accompanying Business Plan Summary (see below).
- For an existing business, three years historic (audited where available) accounts and current management accounts.
- Financial projections, in detail, for 3 years (cash flow, profit & loss account and balance sheet)
- Copy of current order book.
- Full names and addresses of all applicants with a separate C.V. for each (for limited companies include directors, company secretary and shareholders with more than 10% of the share capital)
- Personal Statement of Assets and Liabilities from each applicant (for limited companies include directors and shareholders with more than 10% of the share capital)
- The remainder of the funding package to have been identified.

The Application Form and associated documentation will be reviewed by an Investment Manager who will then contact you to discuss your proposal.

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Your business plan should cover the main areas listed below. Some areas will need more emphasis than others, depending on what your project involves. Please include any other information you think is relevant.

Executive Summary

In brief, say who you are, what you do, how you do it and why there is a market for what you provide. Give your current financial position and provide summarised financial forecasts.

Business description

Give a brief description and history of your business, including details of ownership / shareholdings and past sources of finance.

What makes your product or service better than your competitors? Describe the niche you aim to fill. What is your “unique selling point”?

Market analysis and strategy

Which specific markets are you aiming at? Give your main customers, size of market, what you expect to charge, the quality and service you will provide and your major competitors.

Give your market share and sales forecasts over the next three years. How will you price, promote and distribute your product? Do you have definite orders or letters saying that people will buy your product?

Competition

Identify your main competitors, their size and market share, their strengths and weaknesses and how they might respond to your growth.

Management

In any business management is its single most valuable asset. SYIF will look for a balanced management team, which covers the core management competencies. You should show the organisational structure of your business, including:

- The driving force behind the business – the entrepreneur / team leader / managing director / chief executive
- Who is responsible for producing or procuring the goods or service that you sell – the production / operations director
- Who is responsible for selling what you produce or provide – the sales / marketing director
- Who is responsible for the money and the systems – the finance or admin director / the company secretary.
- Non-executive directors, if any (or anyone else from whom you take strategic advice)

If someone fills more than one role, show this; if there is a gap, show it and say how you intend to fill it.

Give details of the skills and background of key people, enclosing their CV.

Operational aspects

Describe how you will manufacture the product or provide the service. Outline what your financial, managerial and quality control staff will do. What staff will you need? What stocks do you need? Do you have any product costs?

Financial information

Give your forecasts for monthly cash flows, profit and loss accounts and balance sheets covering a period of three years. What are the principle assumptions used in compiling the forecasts.

If you are already trading, also include the last 3 years annual accounts and up-to-date management accounts. Your forecasts must be easy to understand and to analyse, and you should assume that you will get the funding. If you cannot draw up the forecasts, you should get help from your local Enterprise Agency, Business Link or your financial adviser.

The forecasts should be based on your aims and plans and you will be expected to take responsibility for them, even if they have been prepared by someone else on your behalf.

Risk evaluation

Say what the risks and threats to your business are and how you will tackle them. A conventional form is to show:

Strengths	Weaknesses
Opportunities	Threats

Consider preparing some sensitivity analyses – what happens, for example, if sales volume or price fall short by 10% or 20%; what happens if production is delayed by three months: what happens if production costs increase or your margins fall short. Conversely, what happens if sales exceed forecasts by 20% - how much more working capital will you need?

Don't hide the downsides – show how you would deal with them.

Funding

Say how much money you will need for the project, how you will spend it, where you will get it from and on what terms. Provide copies of any quotations/offer letters etc that you have received.

SYIF will not expect to provide all the funding required – you will be expected to fund part of it yourself and raise part of the funds from other sources - banks, hire purchase, grants, factoring/invoice discounting, etc.

SYIF is not trying to replace traditional, business backers such as the major banks etc. The Fund's role is to fill a gap that cannot be filled by other sources and to give help without which your project may not take place. Tell us what your current bank facilities are.

Exit

Show your proposals for repaying any loan from SYIF and, in the case of equity finance, how you expect SYIF to be able to realise its investment and over what timescale. This may include your buying back the shareholding, selling the businesses or raising further outside capital.

Application Form if you have a Detailed Business Plan

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Full Name and Address of Company or Firm							
Name:							
Business Address			Contact Name				
			Office Telephone				
			Home Telephone				
			Mobile Telephone				
Registered Office Address (if different)			Fax				
			Email				
			Web site address				
Stage of business/project		Start up / Early stage / Expansion / Acquisition / MBO / MBI *					
Amount requested from SYIF		£	Loan/Equity*		Term (if loan) in years		
Legal status of business		Sole Trader / Partnership / Limited Company / Co-operative /Other * (if other, please give details)					
Company details (if applicable)							
Company Registration Number							
Date of incorporation				Date commenced trading			
Applicants: Sole Traders / Partners / Directors / Company Secretary							
Full Name	Address inc. post code (please provide address details for last 5 years)		Date of birth	Position	Annual Salary / Remuneration	£ invested	% share-holding
OTHER SHAREHOLDERS:						£ invested	% share-holding
Full name	Address						
Total (all shareholders):							100%
OTHER MANAGEMENT							
Name	Position		Role/responsibility				
GROUP DETAILS (To be completed only if Company is part of a Group)							
Name of ultimate parent							
Head office address							
Total no of group employees							
SOURCE OF INTRODUCTION (Please advise how you heard about South Yorkshire Investment Fund)							

* Delete as appropriate

DETAILS OF ADVISORS				
	Accountants	Lawyers	Bankers	Business Advisors
Firm/Co				
Address				
Contact				
Tel No				

BUSINESS ACTIVITY	
Brief description of project for which funding is required (please attach NO MORE THAN ONE separate sheet)	
If your project includes a new PRODUCT, when do you anticipate the first sales will be made?	
Intellectual Property (Patents/trademarks etc). Please describe briefly together with details of ownership:	
Money with Management: Areas of skill and expertise where you would welcome support:	

Cost of Project	£000	How the project will be funded	£000
Start up and development costs		Own resources (management team)	
Equipment / machinery / vehicles		Other private investors	
Land and buildings		Bank loans	
Relocation / refurbishment costs		Bank overdraft facility	
Working capital costs		Hire purchase / leasing	
Professional Fees (e.g. legal and other for fund raising purposes)		Factoring / invoice discounting	
Other (please specify)		Grants (please state type / source)	
		Other (please specify)	
		South Yorkshire Investment Fund –applied for	
Total cost of project (should equal Total funds)		Total funds required for project (should equal Total cost)	

Other funders approached			
Name	Amount requested	Outcome	If declined, please state reason
		Approved / declined	
		Approved / declined	
		Approved / declined	

Existing financial commitments (if applicable)				
	Type and amount of present commitments			
	Loans	Hire Purchase	Leasing Agreements	Overdraft
Name of Bank / Finance House etc.				
Original amount of finance	£	£	£	O/d limit: £
Original period of finance				
Amount outstanding	£	£		£
Size & frequency of payments				
Expiry / renewal date				

* Delete as appropriate

Financial Summary – Historical accounts and / or forecasts							
Period ended (dd/mm/yy)							
Period in months:							
Type of accounts:	Audited/ Mgt* £000	Audited/ Mgt* £000	Mgt Current YTD £000	Forecast – Current Year £000	Forecast £000	Forecast £000	Forecast £000
Turnover							
Net profit before tax							
+ Fixed Assets							
+ Intangible Assets							
+ Current Assets							
- Current Liabilities							
- Long term liabilities							
= Net Assets							
Represented by:							
+ Share Capital							
+ Profit & Loss Reserves							
+ Other (please specify)							
= Shareholders Funds							
Number of Employees							
When does the maximum funding requirement occur?							
If appropriate – what is break even turnover (£000)?							

Please give answers to the following questions	
Are any of the above Applicants, Shareholders (or any of their spouses), or have any of them ever been, a director or shareholder or owner of any other business (ignoring personal investments in listed companies)?	Yes / No
Is the Company or are any of the Applicants aware of any disputes or potential disputes with previous employers or businesses with which they have been associated? Is the Company or Firm, or are any of the Applicants, the subject of any threatened or actual legal action (including actions arising from failure to pay debts)?	Yes / No
Have any of the Applicants, Shareholders (or any of their spouses), ever been a director or shareholder in a business which has ceased trading or has been the subject of formal insolvency proceedings such as liquidation, receivership, administration or other formal arrangements (e.g. CVA's) or have any of the Applicants, Shareholders (or any of their spouses) ever been adjudged bankrupt?	Yes / No
Have any of the Applicants, Shareholders (or any of their spouses) ever been charged or convicted of fraud, false accounting or any other criminal offence (excluding traffic offences)?	Yes / No
Are any of the Applicants, Shareholders (or any of their spouses), or have any of them ever been, disqualified from holding a position as a director (under the Company Directors Disqualification Act 1986) or under investigation by the DTI, Inland Revenue or Customs & Excise?	Yes / No
Has the Company (or any of the applicants been involved in a business which has) previously received funding from a lender under the terms of the Small Firms Loan Guarantee Scheme or received financial assistance from any UK Government or European source? If the answer to any of the above questions is YES, please provide full details on a separate sheet of paper	Yes / No

Declaration by all Applicants, Directors, Company Secretary and any shareholders with 10% or more of the share capital			
<p>I/we hereby apply for funding through South Yorkshire Investment Fund for the amount stated in this proposal. I/we certify that the information given in this proposal form and the details in the Business Plan any other attachments enclosed are, to the best of my/our knowledge and belief, correct. If this is found not to be the case the proposal may be declined without any further reference to me/us.</p> <p>I/we consent to South Yorkshire Investment Fund exchanging information about me/us and/or the business with my/our bankers, professional advisors, Business Link South Yorkshire and with potential Mentors or Non-Executive Directors under South Yorkshire Investment Fund's Money with Management programme.</p> <p>I/we authorise South Yorkshire Investment Fund Managers to make enquiries about me/us and the business, including obtaining information from Credit Reference Agencies and to carry out any searches and/or other investigations deemed necessary in the evaluation of the proposal. South Yorkshire Investment Fund is under no obligation to release details of such searches/investigations. I/we acknowledge that if any finance obtained from South Yorkshire investment Fund is not repaid, South Yorkshire Investment Fund may disclose information to Credit Reference Agencies.</p> <p>Signature of all Applicants, Directors, Company Secretary and any shareholders with 10% or more of the share capital</p>			
Name:		Signed	Date

EQUAL OPPORTUNITIES: Please attach a completed Equal Opportunities Monitoring Form

* Delete as appropriate

South Yorkshire Investment Fund Ltd. is a company limited by guarantee registered in England, company registration No. 3936065. Postal address; South Yorkshire Investment Fund Reresby House, Bow Bridge Close, Rotherham, England, S60 1BY

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South Yorkshire Investment Fund Ltd is a company limited by guarantee (Registered No 3936065). South Yorkshire Investment Fund comprises three sub funds, the South Yorkshire Investment Capital Fund, the South Yorkshire Investment Development Fund, which are each managed by YFM Venture Finance, and the South Yorkshire Investment Small Business Fund, which is managed by UKSE Fund Managers Ltd. YFM Venture Finance (Tel 0114 280 0920) and UKSE Fund Managers Ltd (Tel 0114 270 0933) are each regulated by the Financial Services Authority. South Yorkshire Investment Fund also provides a number of services including Mentorbank, and provides access to South Yorkshire Microloan and Yorkshire Association of Business Angels, none of which are regulated by The Financial Services Authority.

Statement of Personal Assets and Liabilities

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FOR COMPLETION BY ALL PRINCIPALS OF BUSINESSES AND COMPANIES APPLYING FOR SYIF SUPPORT

Full Name: Telephone No
 Age: National Insurance No
 Home Address: Marital Status:
 Children and ages (if any)

<u>Land/Property Assets</u>	Market Value	Mortgage Outstanding	Equity	Third Party Interest #	Net Market Value
House (own name/joint*) (Address)..... Mortgagee.....	£ -	£ =	£ -	£ =	£
Other Property Assets (Address) Mortgagee	£ -	£ =	£ -	£ =	£
(Address) Mortgagee	£ -	£ =	£ -	£ =	£
(Address) Mortgagee.....	£ -	£ =	£ -	£ =	£
Sub-Total					£
* Delete as appropriate Third Party Interest: Name(s) and Property					
#The amount of the "Third Party Interest" will be half the "Equity" where the property is jointly owned					
Other Assets					Sub-Total
Life Policy(ies) Cover £ Company				Surrender Value	£
Cover £ Company				Surrender Value	£
Bank/Building Society Accounts				Balance	£
.....				Balance	£
Stocks/Shares				Market Value	£
.....				Market Value	£
Other significant assets (please specify)					£
.....					£
.....					£
Total Assets (Net of property mortgages) A					£
Liabilities	Name of Lender				Balance o/s
Bank Overdraft Limit				Balance
Bank/Other Loans				£
.....				£
Credit Cards Limit				Balance
..... Limit				Balance
HP/Personal Loans				£
Taxation (due date / /)				£
Other significant liabilities (please specify)				£
.....				£
Total Liabilities (Excluding property mortgages) B					£
Surplus A-B					£
Guarantees given/contingent liabilities					
£ To					

I certify that the above information to be a true reflection of my present circumstances and that I will notify SYIF of any changes that materially affect the above prior to a decision being made upon the application to SYIF.

Signed Date

Equal Opportunities Monitoring Form

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South Yorkshire Investment Fund is committed to developing positive policies to promote equal opportunities and prohibiting unlawful or unfair discrimination on the grounds of gender or ethnic origin. In order to ensure that these policies are being carried out, and for no other purpose, all applicants are asked to provide the information requested in this form. Non-completion will **not** affect your application. Ethnic group classification as provided by the Commission for Racial Equality.

Business Name (existing or proposed)

How many owner-managers are there/will there be in the company? _____

We would like to know the gender and ethnic origin of **all of the known owner-managers**, not just those of the person completing this form. In each box please provide the number of owner-managers that fit each category.

E.g. **Male 2** (If no owner-manager fits a category, leave the box empty.)

Gender

Male: Female:

Ethnic Origin

a) White
____ British
____ Irish
____ Any other White background (please write below)

b) Mixed
____ White and black Caribbean
____ White and black African
____ White and Asian
____ Any other mixed background (please write below)

c) Asian or Asian British
____ Indian
____ Pakistan
____ Bangladeshi
____ Any other Asian background (please write below)

d) Black or Black British
____ Caribbean
____ African
____ Any other Black background (please write below)

e) Chinese or Other ethnic group
____ Chinese
____ Any other (please write below)

Signature: _____ Name: _____ Date: _____