



CART LOAN APPLICATION GUIDANCE NOTES

In order that we can deal with your loan application as quickly as possible, it is important that all the information requested is provided.

Who can apply for CART funding?

In order to be eligible for a CART loan, you must:

- Live in Cumbria
- Recently have been declined by a High Street Bank, for finance.

We must have written confirmation of this decline, so it is important that you get a letter from the bank.

How much can I apply for?

- You can apply for a CART loan from £1,000 to £50,000 over a maximum repayment period of 10 years.

A sample table of monthly loan repayments, at the current rate of interest, is included in your pack. This should help you decide how long you require the loan and ensure the repayments are compatible with your cash flow projections.

Loan application form

There are two different types of loan application forms, for a **Sole Trader or Partnership** and also a **Limited Company**. Please check that the correct application form has been received or downloaded from our web site.

If any section is not completed, the application will be returned to you, so it is important that you check the form carefully before submitting it to us.

If you have a question regarding any section of the form, please do not hesitate to contact us on 01768 867118.

Accompanying Business Plan

A Business Plan is required to be submitted with your loan application. If this is a **new business** the plan needs to include:

- Details of the services and /or products your business will offer
- Description of your client base
- Evidence of a market for your product
- Details of your competitors and how your product or service is different
- How you intend to promote your business
- Pricing – how much you intend to charge for your goods and services
- Finances – a comprehensive breakdown explaining how you have arrived at your sales projections, details of purchase costs and overheads. This should be accompanied by a Monthly Projected Cash flow for at least 12 months and a Projected Profit and Loss.
- You will also need a quote for business insurances, such as public liability / employers' liability / professional indemnity.
- Quotes for capital expenditure in relation to the project.
- If your business is a limited company we will need you to complete a director's detail sheet, for each director, which is attached to your application form.

If you require assistance with your business plan, you can contact the Enterprise Agency covering your area.

Barrow in Furness

Furness Enterprise www.furnessenterprise.co.uk

Address: Waterside House, Waterside Business Park, Bridge Approach, Barrow-in-Furness, LA14 2HE

Tel No: 01229 820611

Carlisle & Copeland:

Cumbria Chamber of Commerce www.cumbriachamber.co.uk

Address: 3rd Floor, Broadacre House, 16-20 Lowther Street, Carlisle, CA3 8DA

Tel No: 0845 22 600 40

Eden and South Lakeland

CREA (Cumbria Rural Enterprise Agency) www.crea.co.uk

Penrith Address: Rural Enterprise Centre, Redhills, Penrith, CA11 0DT

Tel No: 01768 891555

Kendal Address: Lake District Business Park, Mint Bridge Road, Kendal LA9 6NH

Tel No: 01539 726624

West Cumbria

WCDA (West Cumbria Development Agency) www.wcda.co.uk

Address: West Cumbria House, Jubilee Road, Workington, CA14 4HB

Tel No: 01900 65656

If you are an **existing business**, you may submit a briefer plan with your loan application which includes:

- Details of why funding is required
- If it is for a new project, we will require a description of what you want to do, evidence of customer demand and how you intend to market your new product / service.
- Finances – a comprehensive breakdown explaining how you have arrived at your sales projections, details of purchase costs and overheads. This should be accompanied by a Monthly Projected Cash flow for at least 12 months and a Projected Profit and Loss.
- A copy of your most recent business insurance certificates.
- Your last 2 years annual accounts, up to date management accounts and business bank statements for the past 6 months.
- Quotes for capital expenditure in relation to the project

Additional Information Required for all types of business

In all cases, we also require:

- An up to date Curriculum Vitae for each applicant, or in the case of a Limited Company, for each of the key personnel.
- If your proposed or existing premises are leasehold, we will need a copy of the lease to accompany your application.

Partnerships

- A copy of your partnership agreement (if applicable)

Limited Companies

- We require a copy of your Certificate of Incorporation and Memorandum and Articles of Association.
- Limited companies should also provide
 - Confirmation of the amount of the Company's Issued Share Capital
 - Names of the shareholders of the business and the amount of their shareholding

What is the next stage?

- Once we are satisfied that all the relevant information has been received, one of our Loan Fund Managers will contact you to arrange an appointment to meet with you at your home or business premises.
- The Loan Fund Manager may request further information to support your application, and as soon as this has been received your application will be submitted to the CART board of directors for a decision to be made.
- If your loan application has been successful you will receive a letter of offer within a few days of the decision.
- The loan will be paid directly to your **business bank account**, so it is important that you have one, otherwise it will cause a delay in you receiving the monies.



CART LOAN APPLICATION PACK

LIMITED COMPANIES

COMPANY DETAILS

Name of Company

Trading Address

Address Line 1
Address Line 2
Address Line 3
Postcode

Phone Landline
Fax
Mobile

E-mail Address

Web Site

Registered Office

Address Line 1
Address Line 2
Address Line 3
Postcode

Is this Company part of a Group of Companies ?

Is this Company an Associated Company ?

Is this Company a Subsidiary Company ?

CONTACT DETAILS

Full Name
Position

Address If Different From Above

Address Line 1
Address Line 2
Address Line 3
Postcode

Phone Landline
Fax
Mobile

E-mail Address

COMPANY INFORMATION

Company Registration Number

Date Incorporated
Accounting Year End
Issued Share Capital
Shareholding: Names

No of Shares held

Accountants
Bank
Solicitors

Number of Employees F/T P/T

THE BUSINESS

Describe your existing business or your idea for creating a new business

HOW MUCH DOES THE COMPANY WISH TO BORROW FROM CART ?

£

REPAYABLE OVER WHAT PERIOD ?

Months

CART LOAN APPLICATION PACK

LIMITED COMPANIES

THE BORROWING REQUIREMENT

Explain why the Company needs to borrow (not more than 100 words)

Who have you approached to help finance this project ?

Has the Company been refused or offered less than the full requirement ?

Has the company received any independent professional advice on the proposed borrowing ?

If 'Yes' from whom ?

KEY PERSONNEL (provide details of key workers in the business)

Name	Position	Qualification/Experience
	Director	
	Director	
	Company Secretary	
	Employee	
	Employee	
	Employee	

Does the Business Have
Keyman Insurance

Who is Covered

Does the Business Have Any Staff Training Requirements

CART LOAN APPLICATION PACK

LIMITED COMPANIES

YOUR PRODUCTS AND/OR SERVICES

List Your Main Products
and/or Services

List Your Main Competitors
and Their Location

How Do You Set Your Prices

Are Your Competitors Cheaper
or More Expensive

Why

Do Your Customers Pay Cash

Yes/No

Do You Give Your Customers Credit

Yes/No

Terms

Show the Value of Stock You Hold

Raw Materials

£

Finished Goods

£

Give Name & Address of Your
Main Supplier(s)

Do You Pay Your Supplier(s) By

Cash

Credit

What Are Their Payment Terms

YOUR MARKET

How Large is Your Market

Value (£000)

Number of Potential Customers

Who Are Your Customers

Where Are They Situated

How Do Your Customers Find You

Is Your Business Seasonal

In What Way

CART LOAN APPLICATION PACK

LIMITED COMPANIES

COMPANY DETAILS

Please complete for all Directors, continue on a separate sheet if necessary

Name of Director

Current Residential Address

Previous address (if less than 3 years at current address)

Date of Birth

Telephone Number

Mobile number

Email address

Number of shares in the Limited Company

Length of time as a Director of the Company

Are you a Director of any other Company(s)? If yes, which other Company(s)

Name of Director

Current Residential Address

Previous address (if less than 3 years at current address)

Date of Birth

Telephone Number

Mobile number

Email address

Number of shares in the Limited Company

Length of time as a Director of the Company

Are you a Director of any other Company(s)? If yes, which other Company(s)

CART LOAN APPLICATION PACK

LIMITED COMPANIES

PLEASE SEND WITH YOUR APPLICATION

- Confirmation of the amount of the Company's Issued Share Capital
- The names of the shareholders of the business and the amount of their shareholding
- The Company's up to date Business Plan
- A Curriculum Vitae for each of the key personnel
- Quotes/Invoices for business insurances (public liability/employers liability/product liability/professional indemnity)
- Quotes/Invoices for capital expenditure in relation to the project
- For existing businesses your last 2 years annual accounts, up to date management accounts and business bank statements for the last 6 months
- If the business premises are leasehold we will need to see a copy of the lease
- Evidence you have been turned down for finance or credit by your bank

DATA PROTECTION ACT 1998

Information provided to CART will be held in accordance with the Act and in compliance with data protection principles and for the purposes specified in our registration.

DECLARATION

I/We confirm that all information provided in this application is true to the best of my/our knowledge and belief. I/We agree that CART may verify any information and references provided to support this application and undertake credit reference or money laundering checks. The provision of false information or the withholding of material facts which prejudice an application will be deemed as fraud and CART will exercise all legal recourse, and where applicable, provide such detail to legal authorities and recover loans on demand. Decisions made on all lending applications are final.

Signed	(Director)	Signed	(Director)
Date		Date	

Please return your completed application to CART, The Office, Mardale Road, Penrith, Cumbria, CA11 9EH

CART is an Industrial and Provident Society registered under the Industrial and Provident Societies Act 1965, Register Number 29830R.

CART LOAN APPLICATION PACK LIMITED COMPANIES

For monitoring purposes could you please complete the following:

Sector in which your business will operate:

- | | | | | | |
|------------------|--------------------------|--------------|--------------------------|----------------------|--------------------------|
| Agricultural | <input type="checkbox"/> | Construction | <input type="checkbox"/> | Manufacturing | <input type="checkbox"/> |
| Service | <input type="checkbox"/> | Tourism | <input type="checkbox"/> | Transport | <input type="checkbox"/> |
| Wholesale/retail | <input type="checkbox"/> | Other | <input type="checkbox"/> | please specify)..... | |

- | | | | | | |
|-------|--------------------------|-------|--------------------------|------|--------------------------|
| Rural | <input type="checkbox"/> | Urban | <input type="checkbox"/> | Both | <input type="checkbox"/> |
|-------|--------------------------|-------|--------------------------|------|--------------------------|

- Your age: under 20 21 - 30 31 - 40 41 - 50 51 +

- Gender of applicant: Male Female

- Do you have a disability? Yes No

What is your ethnic origin?

- | | | |
|----------------------------------|---------------------------------|--------------------------|
| a) White | British..... | <input type="checkbox"/> |
| | Irish..... | <input type="checkbox"/> |
| | any other (please specify)..... | <input type="checkbox"/> |
| b) Mixed | White and black Caribbean..... | <input type="checkbox"/> |
| | White and black African..... | <input type="checkbox"/> |
| | White and Asian..... | <input type="checkbox"/> |
| | any other (please specify)..... | <input type="checkbox"/> |
| c) Asian or Asian British | Indian..... | <input type="checkbox"/> |
| | Pakistani..... | <input type="checkbox"/> |
| | Bangladeshi..... | <input type="checkbox"/> |
| | any other (please specify)..... | <input type="checkbox"/> |
| d) Black or Black British | Caribbean..... | <input type="checkbox"/> |
| | African..... | <input type="checkbox"/> |
| | any other (please specify)..... | <input type="checkbox"/> |
| e) Chinese or other ethnic group | Chinese..... | <input type="checkbox"/> |
| | any other (please specify)..... | <input type="checkbox"/> |

CART LOAN APPLICATION PACK

BUSINESS NAME :

Month 1 =	Pre Start	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12	TOTAL
	£	£	£	£	£	£	£	£	£	£	£	£	£	£
Income from														
Sales														
Loans														
Grants														
Cash Introduced														
VAT Repaid														
Other Sources														
A Total Income														
Expenditure on														
Cost of Sales														
Stock														
Bought in Services														
Delivery Costs														
Advertising & Promotions														
Wages Including NI														
Premises Costs														
Rent														
Rates														
Heat & Light														
Repairs & Maintenance														
Admin Costs														
Stationery														
Postage														
Telephone														
Insurances														
Professional Fees														
Finance Costs														
Bank Charges														
Bank Interest														
Bank Loan Repayments														
CART Loan Repayments														
VAT Paid														
PAYE/Nat Insurance														
Capital Expenditure														
Owner Manager Drawings														
Other Expenditure														
B Total Expenditure														
C Income less Expenditure (A-B)														
D Opening Bank Balance														
E Closing Bank Balance														



Columns

Show in 'Month 1 =' the first trading month included in the forecast.

Start up businesses should enter in the Pre Start column Income and Expenditure received or paid before the business has commenced trading.

Months 1 to 12 will contain the forecasted income and expenditure amounts relevant to the business.

Rows

Income

If the business has several Sales categories these should be included as separate lines in the forecast.

Where the business is VAT registered Sales Income should be shown inclusive of VAT.

If the business has received Loans or Grants from more than one source these should be shown as separate lines in the forecast.

Expenditure

Please add any cost headings appropriate to your business.

Where the business is VAT registered Expenditure amounts should be shown inclusive of VAT.

VAT registered businesses should record the amount of periodic VAT payments in the appropriate month.

PAYE and National Insurance deductions are payable to Revenue & Customs in the month following deduction.

Capital Expenditure is the amount spent on buying assets for use in the business.

Drawings are Owner Managers 'pay' without monthly deduction of PAYE and National Insurance.

Bank Balance

If this is a start up business the Opening Bank Balance (D) at the beginning of the forecast will be zero.

If this is an existing business the Opening Bank Balance (D) will be the Bank & Cash amount at the beginning of the forecast trading period.

After commencement of trading the Opening Bank Balance in each month will be the Closing Bank Balance from the previous month.

The Closing Bank Balance (E) is calculated by using the formula

$$\text{Opening Bank Balance (D) + Income less Expenditure (C)}$$