

# The Scottish Borders Business Fund 2019-20

## Financial Assistance for Small Businesses

### EXPRESSION OF INTEREST FORM

*The Scottish Borders Business Fund is available to fund projects from existing small businesses (less than 50 full time equivalent employees) that are located in or are looking to locate in the Scottish Borders, providing grant funding of up to 50% of a project's cost to a maximum of £4,000 contribution of eligible costs.*

- Please refer to the **GUIDANCE FOR APPLICANTS** for further information.
- Complete form in **BLOCK CAPITALS** or typescript, and black ink.
- No project should start or commit expenditure before receiving approval of grant.

#### 1. Contact Information

Unless otherwise indicated the business details will be used for all correspondence:

	Business	Main Contact
Name		
Position of Contact		
Address		
Town		
Post Code		
Telephone No		
Mobile No		
Email		
Fax		
Website		N/A

#### 2. Trading Status:

Existing Business in the Borders  Business Relocation\*

\*If relocating or starting up, when do you expect to commence trading in the Borders? \_\_\_\_\_

#### 3. Company Structure:

Sole Trader  Partnership  Limited Company  If Other, please specify: \_\_\_\_\_

4. **Employees:** No. full time\*: \_\_\_\_\_ No. part time/ seasonal\*: \_\_\_\_\_ (\*include Partners & Exec Directors)

5. **Current Turnover:**  **Date of year end:**

6. **Business Type** (please describe the type of business you operate)

--

7. **Project Description**

Please give a brief description of your project (max 500 words), describing what you intend to use the funding for, and the reason why funding is being sought.

--

8. **Project Costs/ Timescales**

Total estimated project costs:	£
Estimated grant request:	£
Other funding and source:	£

Estimated Project Timescales:	
-------------------------------	--

9. **Project Outputs and Outcomes**

Please give a brief description (max 500 words) of the likely results and benefits of your project (e.g. the projected increased level of sales and/ or profitability; new product/ process improvements, job creation, etc).

--

8. **Eligibility Checklist**

	Yes	No
Is the business located in the Scottish Borders?	<input type="checkbox"/>	<input type="checkbox"/>
Does the business employ less than 50 full time equivalent employees?	<input type="checkbox"/>	<input type="checkbox"/>
Is this a new project which has not yet commenced? <i>(retrospective assistance will not be given under any circumstances)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Can the applicant demonstrate that they have explored all other appropriate sources of conventional funding?	<input type="checkbox"/>	<input type="checkbox"/>
Can the applicant provide evidence that the planned activity would not proceed or would be significantly delayed and/or reduced in scale without grant support?	<input type="checkbox"/>	<input type="checkbox"/>
Can the applicant confirm that match funding is in place?	<input type="checkbox"/>	<input type="checkbox"/>
Can the applicant provide evidence of a link between the activity to be funded and an improved performance of the business (e.g. improved sales and/ or profitability, etc).	<input type="checkbox"/>	<input type="checkbox"/>

**Applicants are reminded that the fund will not support:** running costs and general overheads, stock, routine repairs and maintenance, work undertaken to meet statutory requirements, vehicles or the VAT element of the cost of goods/ services.

**Please return the completed enquiry form to:**

Business Gateway  
Unit 205, Heart of Hawick  
Kirkstile  
HAWICK TD9 0AE

Tel: 01835 818226 Email: [info@bgborders.com](mailto:info@bgborders.com) Email: [info@bgborders.com](mailto:info@bgborders.com)