



**HAMBLETON DISTRICT COUNCIL**

**MICRO LOAN SCHEME**

**APPLICATION FORM & GUIDANCE NOTES**

Applicants are requested to fill in the application form as fully and clearly as possible.

On completion of the form, please return the form **with references** to:

Judith Turner, Economic Development Officer  
Hambleton District Council  
Civic Centre  
Stone Cross  
Northallerton  
North Yorkshire  
DL6 2UU.

For further information please call 01609 767050      or  
e-mail: [judith.turner@hambleton.gov.uk](mailto:judith.turner@hambleton.gov.uk)

## **Hambleton Micro Loan – An Introduction**

Hambleton District Council has a duty to work in partnership to prepare a Community Plan to promote or improve the economic, social and environmental wellbeing of the area. The Hambleton Community Plan has been developed and prepared by the Hambleton Local Strategic Partnership, which includes representatives of key sectors and interests in Hambleton and reflects a balance between public, private, community and voluntary sectors. The aim of the Community Plan is simply to improve the quality of life for everyone in Hambleton and is based on the things the community has told us are important to them.

The Hambleton Strategic Partnership has identified 5 cross-cutting themes which reflect the priorities expressed by local people and together will help us achieve the Community Plan vision. These five themes are:

- People
- Places
- Prosperity
- Safe
- Healthy

The aim of the Prosperous theme is as follows...

“A community with a sustainable and productive economy, where businesses have the support they need to thrive and which is attractive and welcoming to visitors”.

Each theme has a group, who are responsible for the delivery and implementation of an Action Plan for each thematic priority of the Community Plan. The Prosperous Theme Group includes members from local businesses and it was through this ground that the Micro Loan Scheme was born – as they had identified a gap in support for small, start up businesses. For more information on the Community Plan, Hambleton Strategic Partnership or the Prosperous Theme Group please contact the Community Planning team on 0845 1211555.

### **Funders**

Hambleton Strategic Partnership managed to secure funding to finance the scheme and our thanks go to Yorkshire Forward and North Yorkshire County Council for their financial contributions; and Business Link Yorkshire and the members of the Prosperous Theme Group for their in-kind contributions. The fund will be managed by Hambleton District Council on behalf of the Hambleton Strategic Partnership.

### **Eligibility**

The District Council may offer Interest Free Loans to small businesses (employing less than ten people, or the part time equivalent), where job creation prospects warrant such assistance. Firms in the manufacturing, service, IT/ Digital or tourist sectors, which are either setting up, or proposing significant expansion are eligible to apply. Although personal/professional services and retail outlets are generally excluded from the scheme, in certain circumstances, applications may be considered from firms exporting professional and technical services outside the District. The approval or refusal of a loan application is at the discretion of the Prosperous Theme Group.

### **Scope of the assistance**

Applications can be made for help towards the following costs:

1. The provision and adaptation of appropriate buildings. This can include building work, conversion works; fitting out costs but excludes purchase or lease of premises.
2. Installation and provision of services to premises.

3. Purchase and installation of machinery and equipment (not lease of equipment)/
4. Training of personnel in special circumstances only.
5. Initial design and production costs for marketing (not 'on costs') such as printing leaflets.
6. Assistance towards the purchase of ICT equipment (hardware and software) and ICT development.
7. Consultancy fees in special circumstances only.

### **Location**

The business trading address must be located within the boundaries of Hambleton.

### **How much?**

The Micro Loan is an interest free loan of up to £2,500 paid back over a period of 12 months (3 month payment holiday). The period will commence from the date of the offer letter, and the due date for the first payment will be 3 months from this date, and monthly thereafter for 9 months, until the loan amount is repaid in full. Assistance will only be paid where no other sources of assistance are being provided to the extent that more than 50% of the project costs are covered.

A schedule of repayment will be agreed with each successful applicant and will form part of the offer letter. All payments will be taken by Direct Debit from the business account at the agreed intervals on the schedule. If an applicant runs into difficulties with repayments, they must contact the Council immediately and we will do our best to assist in resolving the problem. However, should the applicant default in payments and 21 days have passed since the due date, the Council holds the right to demand that all outstanding funds are paid in full immediately and forfeit the repayment schedule.

**\*Note. All cheques from the Council to the applicant will be made payable to the business.**

### **Applications**

Projects will only be considered when a detailed case has been prepared and submitted by the applicant. This should include:

- I. Full details of the proposal.
- II. An estimate of the specific costs for which assistance is sought.
- III.3 references – bank, trade and character references. Where a business reference is not available, a second character reference should be provided.
- IV. Where appropriate, advice should be sought and consultations undertaken with other bodies such as Yorkshire Forward or The Yorkshire Tourist Board.
- V. An assessment of the business by a Business Advisor - Business Support & Development Ltd.

### **General conditions of the scheme**

1. The business trading address of the company must be located within Hambleton District, and preferably the private address of the principal of the business.

2. Loans will be repaid as follows - nothing to be repaid over the first three months following payment of the loan. The total amount of the loan to be repaid in 9 monthly instalments immediately thereafter.
3. Approval must be gained prior to eligible expenditure being undertaken and may be subject to specific conditions as may be deemed appropriate by the District Council. In cases of urgency, the Council may agree in writing to accept invoices dated before the approval but after the application date. However, this **will not** prejudice consideration of the application.
4. In cases where businesses or individuals have outstanding debts to Hambleton District Council, payment of funding will be withheld until these accounts are cleared.
5. The applicant must be able to demonstrate that they have secured any necessary permission or licences that may be required before any loan money is released. Copies of these will be required as evidence when a claim is made.
6. All loans are immediately repayable at the discretion of the District Council should the applicant:
  - a) Cease to trade by reason of the sale of the premises if work to them was loan aided or cease to trade within the District.
  - b) Sell the equipment aided by the Council.
  - c) Fail to pursue any 'Training Programme' or other scheme approved as part of the loan.
  - d) Not adhere to the terms and conditions attached to the loan by the District Council.
7. Applicants who receive assistance will be expected to grant Officers of the Council access to inspect items that have been the subject of aid, at reasonable notice, or provide such other information as may be considered necessary in order to monitor the effectiveness of the aid in generating new employment.
8. After a period of 12 months, the Council will ask the recipient to make a brief progress report on the use made of the loan and how the business has fared in meeting its goals and objectives specified in the original application.

<b>BUSINESS INFORMATION</b>			
Business Name:			
Address:			
Post Code:		Telephone No:	
Fax No:			
General Email:		Web site:	
Registered Office Address:			
Post Code:		Telephone No:	
Main business activity:			
Total No of Employees in company:	<b>Full time:</b>	<b>Part time:</b>	
Turnover (£):		Current Net Profit (£):	
Is the business currently more than 25% owned by another company?			YES / NO
If <b>Yes</b> give the total number of employees, turnover & name of group	<b>Employees:</b>	<b>Turnover:</b>	<b>Group Name:</b>
Type of Business:	Sole Trader / Partnership / Limited Company		
Company Number:			
Date Business Commenced Trading:			
List any partners/directors:			

<b>CONTACT INFORMATION</b>			
Point of Contact:		Position:	
Title:	Mr / Mrs / Miss / Ms		
Telephone No.:			
Mobile No.:		Email:	

<b>PROJECT COSTS</b>			
Total Project Costs:		Loan Requested:	
Source of funding:	<b>Funder</b>	<b>£</b>	<b>% of total project costs</b>
	Micro Loan Scheme		

If your business has received (within the last 3 years) or is applying for financial assistance through any other Public Sector source, please detail this in adjacent table.	Date	Amount	Funder	Purpose

**Business History:**

**What will the loan be used for?**

**How will this assist the business?**

**Please give details of indebtedness of the business (give details of whom and how much):**

Indebtor	Amount owing:

**Please detail any other information that you feel may be useful to the application:**

**Outputs (assuming this project goes to plan what impact do you anticipate in the following):**

Jobs to be created	Full time:	Part time:
Jobs to be safeguarded		
Increased Turnover		
Other		

References - To include bank, trade and character references		
<b>Trade Reference</b>	Contact Name:	
	Company Name:	
	Address:	
<b>Character Reference</b>	Contact Name:	
	Company Name:	
	Address:	
<b>Financial Reference</b>	Business Manager:	
	Name of Bank:	
	Account Holder Name:	
	Bank Address:	
	Account Number:	
	Sort Code:	

Declaration:	
I can confirm that the information contained in this application is correct to the best of my knowledge and belief and I understand that if I supply false/incomplete information or if I fail to notify HDC of any relevant changes of circumstance, any money outstanding to the Council will be recovered in full.	
I declare that the project proposed is not the subject of other applications for financial support, other than those detailed within the application form.	
I understand that there is no automatic entitlement to financial assistance towards the project.	
I agree to participate and provide feedback during the project as agreed with the Business Advisor.	
I authorise the Council to verify any information provided and confirm that they can check my accounts to ensure that they are up to date (Council Tax, non-domestic rates, etc).	
<b>Signature of Applicant:</b>	
<b>Name (block capitals):</b>	
<b>Date:</b>	

Data Protection Act 1998	
I understand that the information I provide will be held securely by Hambleton District Council and will be treated as strictly confidential. All information provided will be processed for the purposes of the Micro Loan Scheme administration and approval procedures only.	

**For internal use only:**

Date application received at Hambleton District Council: \_\_\_\_\_

Date loan Agreed/Declined: \_\_\_\_\_

**Business Adviser Declaration:**

I have reviewed the Business Plan/Objectives/Financial Forecasts

I am happy that this project works towards those objectives and forecasts

I view the risk associated with this application/project as (please circle):

*high / medium / low*

Further Comments:

**Signature of Advisor:**

<b>Name (block capitals):</b>	
<b>Date:</b>	