



## **Westray Community Business Loan Application Form**

### **Guidance Notes**

#### **Section 1: Business Contact Details**

If this application is in relation to a business which you currently own all fields should be completed. If the application is in relation to an existing business which you don't currently own but are looking to purchase, and so don't have use of the business' contact accounts, please state your personal contact details for us to contact you on.

#### **Section 2: About the Business**

*Nature of the Business* – What does your business do? Is it a shop, manufacturing business etc.? Does your business have a particular focus or vision? What differentiates your business from others?

*Business start date* – For existing businesses this is the date which it was established. For start-ups the date which it will be established or start trading.

*Is this business a holding company or part of a group?* – Please answer yes or no.

*Business legal status* – Please tick the box which describes the legal status of the business.

*Island businesses are heavily impacted by transport links. How does/will your business work around the restricted transport & haulage links to & from Westray?*

– Since the logistics of island import/export and travel can be a heavy burden on island businesses it is important for you to demonstrate how your business can be viable under these circumstances. Please outline how your business will be able to work around the limited transport and haulage to and from Westray. For example, is your business reliant on the export and import of products? Have you ensured you have suppliers/ hauliers who can import/export what you require to/from Westray? Will the timings or any change in timings of ferries/planes impact your business? For example in the winter season ferries and flights are often delayed or cancelled in bad weather, how will you prevent your business from being impacted? You should also consider including this information in a business plan.

#### **Section 3: Loan Applicant Name(s)**

All individuals who will be named on the loan documents should be included in this section. The main contact/applicant for this loan should be listed first.

#### **Section 4: Loan Information**

*Total amount required £* - How money will your project cost in total? E.g. what is the total cost needed to establish your business or takeover an existing business?

*Amount required from the Westray Community Business Loan Scheme £* - What is the total amount you are applying for from Westray Development Trust? Bear in mind that it is



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Westray Development Trust's policy to lend no more than 70% of the total security available on any loan to the maximum of £200,000.

*Term* – How long do you need to borrow the money for? Please note the minimum term is 2 years.

*This loan will be used for* – Please tick the appropriate box(es).

*What are the other sources of financing you have applied for/secured for this venture?*

Have you applied for other funding for this? E.g. grants or bank loans. If yes, please tell us where the funding is coming from, how much it is and whether you have been awarded the funding or are still awaiting a decision. Please also state how much of your own funds are being put towards this venture.

## **Section 5: Business Assets & Liabilities**

Tell us about your assets and liabilities related to the business.

## **Section 6: Community Impact**

This is an important section for you to demonstrate your business' eligibility for the Westray Community Business Loan Scheme. The loan scheme has been established as part of the Trust's goal to "*Regenerate the community of Westray by the maintenance or improvement of the physical, social and economic infrastructure*". In order for your venture to be eligible for the scheme you must be able to demonstrate the public/community benefit the presence of your business in Westray will have. If your loan is successful you will be asked on occasion during the term of your loan to complete a community impact report for Westray Development Trust, therefore you should be honest in your estimations in this section. Each question is designed to ascertain your eligibility, how your business will contribute to the economic, social and cultural sustainability of Westray and how Westray Development Trust in turn would contribute to this goal by supporting your venture.

*Will this loan contribute to maintaining or creating employment in Westray? What form of employment?*

If you are taking over an existing business how many jobs will this safeguard? If you are creating a new business how many jobs will this create? Include yourself in these employment figures. If the nature of your business means employment can easily fluctuate, as in for example a restaurant or retail business, please state an estimate e.g. "*There will be a minimum of 1 full-time management role as well as 2x part-time shop assistant positions at all times. In busy periods this could increase to 3x part-time shop assistant positions or more*". You should also include in this section what the nature of employment would be. For example part-time or full-time? In this section it would also be beneficial if you could how the employment you are offering will benefit the community. For example part-time work at flexible hours can be attractive to parents working around school hours or young people seeking weekend or evening work. It could be that the employment you offer is attractive for new islanders to move to Westray and so boost our population. It would also be beneficial for you to highlight if the employment opportunities are skilled work requiring training. Therefore could your business contribute to 'up-skilling' in Westray?



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*Will this loan allow you to bring something new to Westray or improve a current provision?*

Does your business provide a service that is new to Westray?

Does a similar business already exist in Westray? How is yours different? Does your business improve a current provision that is limited?

If you are taking over a business are you maintaining a service? Will you be making any changes that would benefit Westray? What are these changes and how would they benefit the Westray community?

*Does your Business support other local industry/ business?*

Will you be purchasing from local suppliers? Or will you be able to supply local businesses? If your business is similar to others in Westray how will you ensure you will not negatively impact each other? Do you indirectly support the employment of other businesses?

*What other social, cultural, environmental or economic community benefits does/will your Business bring to Westray?*

Please include here community benefits you haven't already. For example;

Does your business benefit the social side of Westray? E.g. does your business provide an activity or meeting place for the community? Perhaps your business will specifically benefit youth or the elderly, reducing isolation?

Does your business contribute to the protection/preservation of the Westray environment? Perhaps you use compostable packaging or locally grown produce (less food miles). Perhaps your business is low waste or uses recycled materials.

Does your business contribute to the cultural sustainability of Westray? For example assisting in the continuation of a traditional industry or skill set? Perhaps your business is centred on Westray food and products?

## **Section 7: Signatures & Additional Documentation**

All applicants (as named in section 3) must sign and date the application for it to be considered.

Each applicant should also complete a Personal Statement Form.

Your application should also be accompanied by a current business plan and at least 2 years financial projections, though 3 years would be preferable. For existing businesses, you must include 3 years certified accounts and the most recent management accounts which should be no more than 3 months old.