



BUSINESS LOANS

Faraday Wharf, Holt St, Innovation Birmingham Campus, Birmingham, B7 4BB

Tel 0121 359 2444

Email ART@artbusinessloans.co.uk www.artbusinessloans.co.uk

Dear Sir / Madam,

Thank you for your interest in ART Business Loans.

The loan fund is a scheme that provides loans between £10,000 - £150,000 to West Midlands based businesses that have been unable to raise sufficient, if any funding from their bank.

The application process is quick and straightforward, just complete the attached application and return together with the information requested. If you submit the application with a business plan just mark the appropriate question with "see business plan"

We will start the assessment of your application once the full application is returned.

We endeavour to process your application within 21 working days.

If you need more information concerning the loan please ring ART Business Loans.

To enable your application to be assessed as swiftly as possible please ensure all the supplementary information requested is included.

Please send copy documents, not originals and remember to keep a copy of the application for your records

Yours faithfully

**Dr Steve Walker
Chief Executive**



BUSINESS LOANS

ART Business Loans - Standard Terms and Conditions

Eligibility

- The Loan is available to limited companies, sole traders, partnerships and social enterprises
- All applicants must have been declined by their bank for some or all of the required funding
- Most sectors will be considered where there is no moral, legal or ethical reason to exclude
- Activities that impact in disadvantaged areas are particularly welcome

Location

- The business has to be located in the wider West Midlands

Amount and Term

- Loans are available between £10,000 and £150,000
- Loans are advanced for periods from 6 months to 7 years, dependent upon purpose
- There are no penalties for early repayment

Social Investment Criteria

- All projects will need to show a social benefit and in the majority of cases this will be exhibited by creating or safeguarding employment

Interest Rate

- Loans are charged at the Bank of England base rate plus 10%--18% and will be determined by the level of assessed risk

Fees

- Fees for the taking of any security are levied on a cost basis
- Arrangement Fee is 5% and in most cases this can be added to the loan
- ART is a mutually owned member's society and each borrower has to invest in one share of £250. This amount can be added to the loan

Security

- Personal Guarantees are always required
- Security will be taken where it is available and felt necessary

Application Procedure

- Applications must be made on the standard ART Business Loans application form



BUSINESS LOANS

APPLICATION FORM

ABOUT YOUR BUSINESS

Business Name

Business Activity

Address including postcode

Landline Fax Mobile

Email

Ltd Company Sole Trader Partnership Other - specify

If Limited Company or Charity please quote registered number:

Main contact Position

BANK DETAILS

Bank Branch Sort Code

Managers Name Account number

PROJECT COST

Cost of Project £ Loan required £

Other funding applied for/secured £

Where from

Applicants contribution £

Where from

Purpose of loan - cash flow / asset purchase etc.

ABOUT YOUR BUSINESS

Is it an existing business: Yes No Date if trading commenced

Outline of the business planned / or short history to date if already trading

Who are/will be your customers

Have you any contracts/orders - provide proof if available

Who will be your competitors?

How will you market the business?

What experience have you of running this or any other business or what knowledge do you have of the sector planned

Who will be / are your key suppliers

Is there a Unique Selling Point of the business?

How many people will be / are employed by the business

Are you VAT registered: Yes No If yes is it up to date - please provide HMRC screen shots

Breakdown of how loan will be used

Business funding facilities currently in place - please detail

RESOURCES

Is it an existing business: Yes No Date if trading commenced

Where does the business operate from or intend to

Owned/Leased

Terms if leased

Existing business assets owned

Information required supporting the application

- C/V's for all partners/directors/sole traders if business trading for less than 2 years
- Bank decline letter - if available
- Accounts if already trading
- Management accounts
- Personal Credit Search on each director Experian/Equifax/Noddle
- Last 3 months personal bank statements or business statements if trading
- Confirmation of other funding if any
- Financial Forecasts - 1 years cash flow / profit & loss / Balance Sheet

EQUAL OPPORTUNITIES MONITORING

ART is committed to eliminating discrimination and increasing equality of opportunity in all aspects of its work. We strive to ensure that our loan application procedures are fair and that any loan offers made are solely on the basis of social value and viability. An applicant's race, religion, marital status, colour, gender, sexual orientation or disability, will not affect the allocation of the loan.

To assist us in maintaining our equal opportunities policy it would be appreciated if you could complete the details below. Management information will be purchased by collating this information; therefore it is important that we receive your information to enable us to make a comprehensive analysis of our application processes. All information will be regarded as confidential.

Ethnic Origin

- White European Black Caribbean Black African
- Mixed race white/black Black Other Indian Pakistani
- Mixed race white/Asian Bangladeshi Chinese Irish
- Other BME Other - specify

Gender:

- Male Female

Are you presently employed?

- Yes No

Are you registered disabled

- Yes No

DECLARATION AND AUTHORISATION

Have you ever been associated, personally or as an official with a failed enterprise? Yes No

If yes please give brief details

Have County Court Judgment's ever been recorded against you. Yes No

If yes please give brief details

I/We confirm that the information contained here and in any supporting papers is true and complete in every respect and that all material facts have been disclosed which may affect this application.

It is understood that these documents may form the basis of any contract between the applicant and ART Business Loans. I/We agree that ART Business Loans may use our name in its publicity material. I/We understand that no confidential information will be disclosed without my/our agreement.

Signature Date

Signature Date

PLEASE ENSURE YOU HAVE YOU ENCLOSED ALL THE SUPPLEMENTARY INFORMATION

Data Protection - ART is committed to complying with the Data Protection Act 1998. All personal data submitted will be processed by ART Business Loans or its agents for the purposes of providing information or services requested of ART.

ART Business Loans is the trading name of ART SHARE (Social Help Association for Reinvesting in Enterprise) Limited. a Community Benefit Society registered number 28537R Aston Reinvestment Guarantee Company Limited - a company limited by guarantee, registered number 2422872.Aston Reinvestment Company Limited- registered number 3030399. The registered address for all companies is Faraday Wharf, Holt St, Innovation Birmingham Campus, Birmingham, B7 4BB
www.artbusinessloans.co.uk T 0121 359 2444 E ART@artbusinessloans.co.uk

PERSONAL ASSET STATEMENT

Full Name:

Addresses during last 3 years:

Date of Birth Children and ages:

House Owner Yes No Market Value £

Jointly Owned Yes No Mortgage o/standing £:

HP/Leasing outstanding £:

Credit Cards etc. outstanding £:

Other loans/liabilities £

Guarantees given to 3rd parties £:

Savings & Investments £:

Assets minus liabilities £:

I certify that the information given is true and that I will notify ART Share Ltd of any changes that may affect any decision made or to be made.

I further authorise ART to make any other enquiries as deemed necessary:

Signature

Date