

# Creative England Business Loan Fund

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## Application Guidelines

## **Business Loan Fund background information**

### **Overview, aims and objectives**

Creative England operates with the core purpose of supporting the sustainable growth of independent creative businesses, and the talent that feeds them. The Creative England Business Loan Fund intends to stimulate business growth and development in creative and digital SMEs.

It supports companies who are experiencing difficulties in accessing finance due to high levels of risk or uncertainty around the outcome of projects. It is targeted at companies with demonstrable high-growth potential which want to make a step-change in their development.

In line with the Regional Growth Fund objective, this funding is only available to companies based in the English regions, outside of Greater London. (The Office for National Statistics defines Greater London as “...32 actual London boroughs, with a status similar to metropolitan districts, and also the City of London, which is a City Corporation and has a number of additional roles. London boroughs are subdivided into electoral wards.”)

[https://geoportal.statistics.gov.uk/Docs/Maps/London\\_boroughs\\_\(Eng\)\\_2013\\_map.pdf](https://geoportal.statistics.gov.uk/Docs/Maps/London_boroughs_(Eng)_2013_map.pdf)

Applications will need to demonstrate the company’s desire and ability to grow through the delivery of high-quality, commercially astute projects which result in **the creation and safeguarding of full-time jobs (minimum of 12 month contract)**

### **How much is available?**

- Creative England Business Loans are distributed as secured loans of £50,000 to £250,000.
- Applicants must demonstrate that the balance of the project costs (50%) will be provided as either a contribution from their own resources or from third parties. All funds are subject to the availability of funding and are discretionary. There is no guarantee that an applicant will be offered an investment even if the business and project is eligible.

### **Who can apply?**

- All established businesses within the Digital Creative sector are welcome to apply as long as they meet the eligibility criteria.
- Each company can only make one application to the fund unless authorised to reapply.
- Your company should aspire to grow through your proposed activity and evidence of your capacity to support, nurture and exploit this growth potential will be essential to making a compelling bid. You will need to demonstrate both a clear route to market and your ability to realise the growth potential of your proposed activity in terms of jobs creation.

#### KEY POINTS:

- ✓ The Creative England Business Loan is delivered by Creative England with the support of the UK Government Department for Business, Energy & Industrial Strategy through its Regional Growth Fund (RGF). The objective is to promote economic growth by providing secured low interest loans. While the loans are not a grant and repayment of the funds will be required, the loans are better than commercial loans because:
  - In the current economic climate commercial loans can be hard to obtain for businesses.
  - A business may succeed in a loan application even if unable to obtain a commercial loan due to the additional expertise Creative England is able to draw upon.
- ✓ The primary objective of the RGF is the creation and safeguarding of jobs and evidence of your capacity to grow as a company will be crucial to the success of your application.
- ✓ RGF is also keen to secure private sector investment which is why the match funding must come from private sources and why we will also track further follow-on investment.
- ✓ Creative England will make available low-interest business loans between £50,000 and £250,000 per application. These loans will be matched 50% by the applicant company; so for example, a loan request of £50,000 must be matched by £50,000 additional private funding.
- ✓ A small arrangement fee of 5% of the loan value will be charged to cover assessment, due diligence, legal, and administration costs.
- ✓ All successful applicants are required to repay the loan in full. Creative England will require certain security to be provided to ensure compliance with that obligation. In the event of non-repayment or other default Creative England may charge additional interest on the loan and take steps to enforce its security and recover the debt owed to it. Further details will be provided in due course to successful applicants.
- ✓ Creative England Business Loans are available to companies operating and registered outside of Greater London in the English regions.
- ✓ Any money that Creative England receives back from companies will be used to support the industry, and will be reinvested into other creative, digital companies. Creative England will not profit from this charge.

Priority will be given to projects which:

- support the development of existing or new technology, products and services which will meet emerging client demand, provide a significantly better service and enhance the company's competitive edge.
- invest in innovation enabling companies to exploit new business opportunities with new or existing clients
- encourage a company to invest by being able to offer co-funding to the project, thereby reducing the financial commitment and risk they'd otherwise face developing the project alone.
- demonstrate the creation of new, sustainable employment.

The guidelines below contain all the questions in the (online) application form. You might find it helpful to print a copy and refer when completing the online form.

#### **Expression of Interest (EOI) form guidelines:**

Please read the full guidelines set out here before completing the EOI form. The EOI form collects company details and has a small section regarding your proposal, please ensure you complete the form correctly and explain the proposal within the word limits.

#### **Full application form guidelines:**

##### **Section: The applicant company**

We will use the information you provide in this section for due diligence and subsequent contract development, therefore please ensure all company information is accurate. Please note that the loans are only available to small and medium enterprises (SME) as defined by the European Commission.

An SME will feature the following characteristics:

- Has fewer than 250 Employees
- Has either (1) an annual turnover not exceeding €50 million (approximately £39 Million) or (2) an annual balance sheet total not exceeding €43 million (approximately £33.5million);
- 25% or more of the capital or the voting rights are not owned by one enterprise, or jointly by several enterprises falling outside this definition of an SME.

For further advice on business types please visit the European Commission Website for guidance and an online "SME Checker":

<http://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition/>

Please note that Creative England Business Loans are not available to local authorities or academic institutions.

If you have any questions regarding eligibility please email [kate.adam@creativeengland.co.uk](mailto:kate.adam@creativeengland.co.uk)

**Section: Your proposal**

**Amount requested**

Please enter an amount of £50,000 - £250,000 in whole pounds.

**Project title**

Please give the full title for the project that is the subject of this application.

**What is the proposal?**

Please include details of the opportunity that your proposal seeks to exploit. Please describe the size of the market, the proportion of that market which is relevant to your business plan and your likely return on investment.

**Project team**

Please outline the key staff who will be working on the project, describe their roles and their experience.

**Section: Finance**

**Throughout the finance section please enter all monetary values with no currency signs or commas.**

**Total project budget**

Please enter the amount you are planning to spend on the project, including the loan amount requested in this application.

**How much match funding are you bringing to the project?**

The maximum investment through the fund is 50% of total development costs, so you will need to find 50% either through alternate external or internal investment. Please also describe where it is coming from.

**Have you received any state aid in the last 3 fiscal years?**

Please detail the amount of state aid you have received in the past 3 fiscal years. Please note that state aid can include grants, subsidised loans and rent, business support and investment through tax-efficient scheme such as SEIS. The Creative England Business Loan operates under 'De Minimis' State Aid rules. This means that a private company cannot receive over €200,000 worth of public sector support granted under 'De Minimis' from whatever source in any three year rolling period. For further advice on De Minimis and State Aid please use visit the Department of Business, Innovation and Skills website: [www.gov.uk/state-aid](http://www.gov.uk/state-aid)

The value of the state aid will be calculated at the point of awarding the loan to the company and will be based on the difference in cost between a commercial loan and a loan through this project.

**How do you plan to pay the loan back and what is your repayment plan?**

Please tell us your proposed repayment schedule, and provide evidence of your pipeline.

**Please provide us with a revised cash flow and revenue projections, clearly labelling any investments and Creative England repayments.**

(Please attach file)

**Please provide us with your latest set of full accounts.**

(Please attach file)

**Please provide us with your latest set of management accounts.**

(Please attach file)

### **Section: Timescales and deliverables**

**Please set out the key milestones and proposed outcomes.**

Please provide a short project plan which should demonstrate your ability to effectively manage your project.

**Please provide us with a business plan to support your proposal.**

(Please attach file)

### **Section: Jobs**

This programme is interested in job creation and safeguarding vulnerable jobs. For every £10,000 Creative England loans, we require companies to safeguard and / or create at least one job. For example if the application is for a loan of £70,000 it is expected that this will create and safeguard 7 jobs.

#### **Number of employees:**

How many employees does the company currently have? NB: for part time employees please provide full time equivalent. Please note that the RGF regulations state:

Full-time job (FT) = 30 hours or more per week; minimum of 12 months contract

Part-time job (PT) = more than 15 hours, but fewer than 30 hours per week;

Two part-time jobs of 15-29 hours per week = one full-time equivalent (FTE).

#### **How many jobs are you planning to safeguard?**

These are jobs that will be maintained as a result of the investment. Jobs are considered safeguarded where there is real threat that they will be lost within 12 months if funding support is not provided.

#### **How many jobs are you planning to create?**

Please note; a role can be counted as a job created once the position has been filled for at least 12 months. You have two years from the date of the Business Loan investment to create any contracted jobs.

Written confirmation of this may be required if the application is successful.

### Application process and deadlines

- Applications will be open a rolling basis
- EOIs will be assessed and applicants notified with successful applications being put forward to full application stage
- Assessment of full applications will be conducted
- Background internal due diligence will be carried out and proposals shortlisted
- These will be presented at monthly investment Committee meetings chaired by Creative England CFO, where we ask you to come in and present your proposal.
- Decisions will be communicated to applicants shortly afterwards and further due diligence will be carried out
- Funding agreements will be issued on successful completion of Due Diligence

### Assessment

Once we have received your application, it will go through a formal assessment process. This will be undertaken internally by Creative England and, where appropriate, externally by appropriately qualified independent professional advisors.

The assessors will consider, amongst other things:

- The viability and track record of the applicant company
- The quality of the creative elements
- Cost efficiency and value-for-money for job creation and safeguarding
- The viability of your business plan
- The likelihood of growth and jobs creation and the timeliness of these outcomes
- The availability of key talent
- The market viability of the project and the likelihood of it realising its sales targets
- The likely long-term economic impact of the project should it proceed
- The fit with the strategic aims of the Regional Growth Fund
- The commercial competence of the proposal and the ability to repay the loan.
- The provision of match funding and ability to repay the loan

### Decision Making

For all applications a full assessment report together with a recommendation from our Fund Manager will go to the Investment Panel for a final decision on whether or not to invest.

### Offer

If your application is successful, you will be made a formal offer in writing which sets out the level of financial assistance agreed and the conditions under which it will be made.

If your application is unsuccessful, we will let you know the reasons why and offer you feedback on your application. There is no appeal against the decision itself but if you have concerns about any aspect of the application process, Creative England has a detailed Complaints and Appeals Procedure in place. Details are available on request.

### Business terms

Initial offers made to companies will be subject to due diligence and will remain open for a period of one month. The offer must be accepted within this time frame or will become void. On successful completion of due diligence a final loan agreement will be issued.

Arrangement fee: In order to cover Creative England's legal and due diligence, we will charge a small arrangement fee of 5% of the total loan value. Creative England strives to keep this fee to the bare minimum needed to cover our costs and generates no profit whatsoever from the loan. All repaid loan monies will be put back into future loans in effect creating a 'revolving fund' to enable us to support creative business in the future.

### **Monitoring & evaluation**

If your application is successful, we will monitor your progress for 3 years. This will allow us to measure the effectiveness of the loan in meeting its strategic aims.

### **Contact details**

For further guidance please contact:  
[kate.adam@creativeengland.co.uk](mailto:kate.adam@creativeengland.co.uk)