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**GUIDANCE NOTES**

**BUSINESS LOAN SCHEME**

Inverclyde Council offers an interest-free loan fund of up to £5,000 at 0% interest spread over 3 years to businesses that are trading in the area.The purpose of this discretionary fund is **to encourage the creation and growth of small and medium sized businesses.**

If successful, the applicant will receive two copies of an offer letter, one of which should be accepted and returned to Business Development prior to the start of any work. The grant is paid retrospectively into a business bank account following receipt of evidence to show total project expenditure. Please note, applications cannot be considered for projects that have already commenced.

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

**Loans can be used to assist with working capital, for the purchase of equipment (new or used) and for refurbishment or expansion of commercial property.**

**Eligibility criteria**

Applicants are eligible if:

* they can demonstrate that their business is trading from an address in Inverclyde
* the business is operating in a sector where there is unlikely to be a high displacement of other local business
* they have attended a 1-2-1 meeting with a Business Adviser from Business Gateway Inverclyde

**Application process**

Applicants must submit:

* business plan
* one year cashflow projections
* evidence of trading status
* the last full year’s accredited accounts and up to date management accounts
* if the business is operating from commercial premises, evidence of ownership of a lease
* three quotes of project costs
* business insurance document
* an unredacted copy of a bank statement, dated within the past 3 months. The statement must also clearly show the name of the account holder, the account number and sort code
* **Experian report**

There is also an application form which will be issued following a meeting with a Business Adviser from Business Gateway Inverclyde.

**How long does this take?**

Following a meeting with a Business Adviser, once the application has been approved and requisite information submitted, payment is usually made within 20 working days.

**Next steps**

For further information E-mail: [businessdevelopment@inverclyde.gov.uk](mailto:businessdevelopment@inverclyde.gov.uk)