

Application for the Financial Assistance Scheme

Please complete in BLOCK CAPITALS and in black ink, before returning to:

Enterprise Support Team, Department for Enterprise, 1st Floor, St George's Court, Upper Church Street,
Douglas, IM1 1EX
T: +44 1624 687333
E: enterprisesupport@gov.im

The Enterprise Support Team can provide you guidance regarding eligibility, ensuring you receive all the support available to you to grow your business.

A business plan with a project summary must be submitted along with a completed application form. The plan should include:

- expenditure in respect of which financial assistance is sought;
- background and current or proposed location of the business;
- CVs and relevant experience of the management team;
- details of the business: (date of registration, shareholders (to include percentages of shares owned), directors, beneficial owners etc. and links to other businesses, if any);
- business model, together with short and long term objectives, key customers, confirmed orders etc.;
- employment structure including numbers of employees, types of jobs, wage rates etc.;
- information as to premises - whether owned or rented and the location. Where premises are rented or leased, details of owners and annual costs (including rent and any service charge contributions and/or other regular outgoings);
- marketing plan including whether customers are off-Island or on-Island;
- financial information including: -
 - copies of audited accounts for the previous 3 years (if applicable);
 - projected profit and loss forecasts for the next 3 years together with an explanatory narrative;
- a list of all items in respect of which assistance is being requested together with the cost of each (net of VAT) and an explanatory narrative;
- a summary that links the business plan, financial statements, marketing plan and the application together to show clearly 'at a glance' how the potential assistance would benefit the business and the Island;
- any other relevant information, particularly as to any potential risks to the business.

Where financial assistance requested is £100,000 or above cash flow forecasts for three years **must** be supplied together with an explanation of the assumptions used. In such circumstances, Treasury approval of the application will also be required.

Section 1: To be completed by ALL applicants

Please tick as appropriate		Start-up		Sole Trader		Partnership		Public Limited Company	
Limited Company		Other - please specify							

Main Point of Contact

First Name(s)									
Surname									
Address									
						Post Code			
E-mail									
Direct Dial					Mobile				

Section 2: Company Details - please complete

Trading Name									
Company Registration No.				VAT No.			Business Tax Reference No.		
Registered Company Address							Post Code		
							Post Code		
E-mail									
Web									
Bank Name									
Bank Address									
						Post Code			
Account Name				Sort Code			Account No		
Accountant									
Accountant Address									
						Post Code			

Please tell us your Market Sector

Aerospace		Financial/Professional Services		ICT / e-Business	
Aviation / Maritime		Bio-Med		Manufacturing (general)	
Clean Tech		Space		Creative Industries (inc. Film)	
Tourism / Leisure		Engineering		Food and Drink	
Fin-Tech		Other - please specify			

Section 3: Financial Assistance Scheme

Please provide details of any previous Government assistance received or contracts tendered for below:

Type of Grant	Total Cost	% Grant	Grant Request £
Building			
Plant and Machinery			
First Year Expenses			
Marketing			
Training			
Rent Reduction			
Relocation Incentive			
Graduate Role Incentive			
Seasonal Worker Incentive			
Other			
Total			

The balance of the finance required in the sum of £: Will be sourced by the following means:

Share Capital		Bank Loans/Overdraft	
Loan Capital unsecured		HP Finance	
Share Capital (paid-up)		Profits generated from operations	

Section 4: Directors and Ownership

Name	D.O.B	Nationality	Country of Residence	Shareholder %	Director

Section 5: Declaration - to be completed by ALL applicants

Please tick each box to confirm / declare to be true, or if applicable, that each will be true once business is operational

I/We confirm that I am/we are duly authorised to make this application and that the business is trading lawfully and is not operating in contravention of any statutory requirement relating to its trade or business. The business' conduct (to the best of my/our knowledge) is not detrimental to the environment of the Isle of Man, nor is it likely to bring the Department into disrepute.

I/We am/are authorised by the company and hereby apply for Government assistance as described above.

I/We declare that the information given in this application is correct.

I/We declare that I have disclosed to the Department the beneficial owners of the company/business.

I/We grant permission to the Department to use anonymized details for the purposes of marketing.

I/We confirm that no person involved in control of the company/business is disqualified for holding appointment as a director or a company secretary anywhere in the world or is the subject of outstanding executions in the Island or has criminal convictions whether imposed by a court in the Island or elsewhere for offences, which if committed in the Island are punishable with custody, regardless of the sentence actually imposed. *****(In determining whether a person has criminal convictions, any conviction which is spent for the purposes of the [Rehabilitation of Offenders Act 2001](#) (or would be had the conviction occurred in the Island) must be disregarded.)*** Please use the space provided on the following page for any explanation.

I/We confirm that the business is based in the Island (i.e. a significant number of the business' transactions are conducted from premises on the Island and that some or all of the persons employed or engaged by the business are Isle of Man staff.)

I/We acknowledge that if this application for financial assistance is successful, the financial assistance or part of it (at the Department's discretion) may become repayable in a number of circumstances including if this Application or any supporting documentation relevant thereto is shown to have been false, misleading or inaccurate in any material respect.

I/We understand that the support offered by 3rd Party contractors through Department Schemes does not constitute advice. I/we acknowledge it is then up to the applicant to seek independent advice and/or make its own decisions.

I/We agree to supply future information such as Review Questionnaires, employee numbers and other relevant financial information which relates to active contracts between the business and the Department, upon the request of the Department. I/We agree to comply with requests from DfE for information to help aid the future promotion and marketing of the schemes.

I/We understand and permit that the information I/we provide will be used by the Isle of Man Department for Enterprise in accordance with the [Data Protection Act 2018](#) for the purposes of administration, research, analysis and to inform me/us of relevant marketing information. The Department will not share my details with third parties without firstly seeking my permission.

I/We confirm that the business satisfies the probity requirements set out in this declaration and has an appropriate anti-bribery policy as required by section 10 of the [Bribery Act 2013](#).

I / We acknowledge that the Department for Enterprise collects and processes your personal information to allow public authorities to respond to requests for information made under the [Freedom of Information Act 2015](#). Should your personal information be subject to such a request, information will not be released into the public domain without your prior notification. The Department will where appropriate uphold all applicable exemptions in accordance with the [Freedom of Information Act 2015](#), [Data Protection Act 2018](#) & [Law Enforcement Directive 2018](#).

I/We understand that financial support is not available for any goods purchased or services provided before the date of application under any of the Department's schemes

I/We confirm that the Department may contact us by email with relation to the application

Signed:		Position in Company:	
Name in BLOCK CAPITALS:		Date:	

NOTE: The above Declaration must be signed by a Director or Company Secretary in the case of a Company, or by a proprietor or partner in the case of a firm. A false declaration will lead to a reclaim of all or part of the grant paid.

For the purposes of the regulations mentioned in this document:

“the Department” means the Department for Enterprise; and

“Isle of Man Staff” means persons resident in the Island who:

- a) are Isle of Man workers within the meaning of the [Control of Employment Act 2014](#);
- b) hold valid Isle of Man work permits under that Act; or
- c) are subject to conditions or restrictions on their employment in the Island by virtue of the Immigration Act 1971 (of Parliament) as that Act applies in the Island, and are employed there in conformity with those conditions or restrictions.

NOTE: If the application is on behalf of a company, please ensure that all Directors sign below:

Name:	Signed:	Position:
Name:	Signed:	Position:
Name:	Signed:	Position:
Name:	Signed:	Position:
Name:	Signed:	Position:
Name:	Signed:	Position:
Name:	Signed:	Position:
Name:	Signed:	Position:

Please use this space to explain in detail where the law hasn't been complied with regarding income tax or national insurance, value added tax, health & safety, planning, employment, immigration or work permits or any unspent criminal convictions.

To the fullest extent permitted by law, neither the Department nor its 3rd party contractors accept any liability for any loss suffered by the business as a result of any action or inaction taken by the business in relation to guidance offered.

Applicants to the Financial Assistance Scheme must comply with the criteria set out in the [Enterprise Act 2008](#) (Eligible Businesses) Regulations 2018 (as may be amended further or superseded from time to time) and any other eligibility criteria referred to in the regulations. The regulations can be viewed at: <http://www.tynwald.org.im/links/tls/SD/2018/2018-SD-0177.pdf>