



Prince's Trust

Enterprise Relief Fund:

Application Form



Enterprise Relief Fund: Application Form

Completing the application form

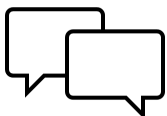
To help us understand your current situation as a result of coronavirus, **please submit the following information with your application form:**

1. Completed **online Profile form** (The link for this can be found on the Enterprise Page on The Prince's Trust [website](#) and is based on the region in UK that you live in).
2. Documents you'll need to email to princestrust@custhelp.com
 - Completed **Enterprise Relief Fund Application Form**
 - A current **cashflow forecast**
 - Your 12 month cashflow forecast should show:
 - Your cashflow for 6 months of trading pre-covid (October 2019-March 2020)
 - how your cashflow is going to be affected 6-months post-covid lockdown (June 2020 - November 2020)

You can find a template cashflow forecast on our [website](#), if you wish to use it:

- **Personal survival budget**; this should be:
 - For the next month, based on your current situation.
- **Proof of Trading**; this should be:
 - If you are registered as self-employed; Unique Tax Reference (UTR) from HMRC Gateway Portal and Screen shot detailing years of tax returns submitted
- **3 months personal or business bank statements** (for the account from which business transaction come from); statements must cover:
 - The previous 3 consecutive months from grant submission date

Need extra support?



We have a team of advisers on hand to help you with your application. If you need a bit of help with your application, please get in touch. We'll match you to an adviser who will help you work through any questions you have. Please still submit your application with what you can complete and then we can help with anything you are unsure of.

If you have any questions or need support with your application, you can get in touch with us on **0800 842 842** (free from landline) or via webchat [here](#).

What grant funding is available?

There are three grant products available to young entrepreneurs who choose to apply for support through the Enterprise Relief Fund to support their business. If support is needed in more than one of the areas outlined below, you can apply for more than one type of grant. Only one application is required when submitting a request for more than one grant type.

If your business has been affected by the Coronavirus crises but you are starting to open up again and need support to help you to do this, or perhaps to sustain your business through any ongoing reduced trading levels, a grant can help to cover these costs. This applies to each of the available grants below.

As the funding available is limited, each application will be reviewed on a case by case basis to assess whether the amount requested is what's needed to support each business. The Prince's Trust asks that grant applications are realistic and that you take the time to clearly demonstrate how you intend to use the grant to support your business.

Types of grants available to young people

1. Business Diversification Grant

Grants to support business innovation and diversification to meet a new potential source of sales, which has opened-up due to present circumstances. For example, to cover cost of new technology, equipment or marketing.

The application process will explore how the business intends to diversify, and into what area. In the application, you should set out what you intend to do, costings for what the grant would be used for and what the intended outcome is.

2. Business Crisis Sustainability Grant

Grants to support businesses with unexpected expenditure that cannot be covered by the government's schemes. Examples of how this grant could be used are:

- Where a business has purchased a piece of equipment and payment is now due, but due to the current situation the business does not have the cash flow to make this payment
- Where an essential piece of equipment has failed and needs repair or replacement for the business to carry on trading

3. Working Capital Grant

Grants can cover **up to three months** of fixed costs (regular bills), from the point of application, where it's not been possible to get a payment holiday.

Examples of fixed costs that could be covered are:

- Insurance
- Subscriptions
- Rent for a studio or workspace
- Accountancy fees
- Website
- Loan repayments (only where repayment holiday can't be agreed with the lender)

If you have received an Enterprise Relief Fund Grant earlier in the crisis, you can apply for a second grant subject to the availability of funds.

Date of application submission (DD/MM/YYYY)	
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Personal and Business Details

Please complete in **BLOCK CAPITALS**

Full name		Frontline Interaction ID (PT Staff only)	
Business name		Prince's Trust Business Mentor name (if applicable)	
Residential Address:			
Building name or number			
Street address		Address line 3 (optional)	
Town/City		County	
Country (i.e. UK)		Post code	
Other details:			
Contact number		Mobile number	
Business start date		Date of birth	
Place of birth		Nationality	
Email address			
Website address			
Gender	<p>Male <input type="checkbox"/> Female <input type="checkbox"/> Trans Male <input type="checkbox"/></p> <p>Trans Female <input type="checkbox"/> Prefer not to say <input type="checkbox"/> Other <input type="checkbox"/></p>		
If Other please specify			



What is your legal structure?	Sole trader <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Company <input type="checkbox"/>
Company registration number	
If your business is a Partnership or Limited Company, please give us the full names of the other partners or company directors	

Banks Details for Grant Payment

This must be a personal account in the name of the applicant

Bank name			
Building name or number		Street address	
Address line 3 (optional)		Town/City	
County		Post code	

Bank account name		Unique Tax Reference number	
Bank account number		Bank account sort code	

Please indicate below which grant you wish to apply for and the amount (£) you are applying for (please see guidance on front page for grant specific information)

Business Diversification Grant	<input type="checkbox"/>	Grant Request (£)	
Business Crisis Sustainability Fund	<input type="checkbox"/>	Grant Request (£)	
Working Capital Grant	<input type="checkbox"/>	Grant Request (£)	

Total grant request (£)	
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Government Support Packages

The Fund will be used to complement the package of support for businesses and the self-employed, announced by the Government in March 2020 **Please tell us if you have applied for any of the following support packages and if you have been successful in your application(s).**

Scheme	Funding Source	I have applied for this scheme	My application was successful
Self-employment Income Support Scheme	HMRC	<input type="checkbox"/>	<input type="checkbox"/>
Please tell us why you have not applied or have been unsuccessful			
Business Rate Holiday for Retail, hospitality or Leisure businesses	Local Authority	<input type="checkbox"/>	<input type="checkbox"/>
Please tell us why you have not applied or have been unsuccessful			
Cash Grant Scheme for Retail, hospitality or Leisure businesses	Local Authority	<input type="checkbox"/>	<input type="checkbox"/>
Please tell us why you have not applied or have been unsuccessful			
Small Business Grant Scheme	Local Authority	<input type="checkbox"/>	<input type="checkbox"/>
Please tell us why you have not applied or have been unsuccessful			
Coronavirus Business Interruption Loan Scheme	Banks	<input type="checkbox"/>	<input type="checkbox"/>
Please tell us why you have not applied or have been unsuccessful			



Prince's Trust

Loan repayment holiday: from our Growth Company Business Finance (Our finance partner for loans)	Funded by Start Up Company Loans	<input type="checkbox"/>	<input type="checkbox"/>
Please tell us why you have not applied or have been unsuccessful			
Local Schemes or Support Packages (Please indicate what you have applied for)		<input type="checkbox"/>	<input type="checkbox"/>
Please tell us why you have not applied or have been unsuccessful			
Please list any other business finance support you have applied for			

Current Business Overview

1. Current Business Situation

Please provide a short overview of your current business issues specific to the Covid-19 outbreak

1. Give a description of your current business activity to include products/services/staff employed

2. How has the outbreak affected your sales and sales forecast and cashflow? (where possible please be as specific as you can)

3. If you have a current loan relating to your business have you been granted a repayment holiday and this was successful, please give details of payment holiday terms

2. About You

Please provide some information on your personal survival budget and how the current business situation has affected this

1. Do you have a rent/mortgage and are you able to still pay this?

2. Have you applied for or currently receive DWP benefits?

3. Are you utilising family support for finance or existing savings?

Business Diversification Grants Only

You only need to fill this section out if you are applying for a Business Diversification Grant

1. What is Your Idea?

Outline your idea for business diversification that you think can meet a new potential source of sales, which has opened-up due to present circumstances.

2. Market Overview

What makes you believe that there can be sufficient demand for this idea to build a viable and sustainable business proposition? In evidencing your belief, please provide:

1. Summary of the market in which you will operate – based on desktop research you conducted.
Covering: the market size, growth and key trends in the relevant market for your idea
2. The primary research you have already conducted / will conduct as part of the idea testing (e.g. surveys (physical or online), focus groups, indications of interest, social following)

1.	
2.	



3. Market Strategy

Who are your intended customers for this idea and how will you reach them?

Please provide information on:

1. The intended customer profile – what does your target customer look like? (*you could have more than one customer group*)
2. The anticipated route to market (*e.g. selling directly to the customer through a website or market stall, or selling indirectly via a distributor or retailer*)
3. The proposed sales and marketing strategy (*how will you get your target customers' attention and then convert them into paying customers?*)

1.
2.
3.

4. Competitive Landscape

Who will be your key competitors and how will you compete with them? Please cover:

1. Who are the direct competitor groups and/or the main alternatives to your solution? (*is the industry fragmented, consisting of many small participants? Or are there few major competitors controlling it?*)
2. What are their perceived strengths and weaknesses by group? (*e.g. very attractive pricing but poor-quality products with artificial ingredients and poor customer service*)
3. How will you compete with them? (*e.g. "we will be an aspirational independent brand with all-natural ingredients and plastic-free packaging"*)

1.

2.

3.

5. Operations

How will you produce your products or deliver your services? Please provide an outline of:

1. Operations and logistics summary: Where will you conduct your business? (*e.g. factory, office, home*), how will you produce your products or services? (*e.g. by yourself or outsourced?*), how will you get the products or services to your customers? (*which distribution channels are you using?*)
2. Any potential suppliers and third parties you will need to deal with. What will they be supplying and why are they relevant to your business? (*e.g. suppliers of raw materials, outsourced manufacturing partners, delivery companies, distributors*)

1.

2.

6. Project Management

How will you manage the project and measure success?

1. What does success look like and how will you determine if the project has been successful? (e.g. *completing a product prototype or having a certain number of indications of interest*)
2. What will be done in case of success (e.g. *prototype, beta, launch*)
3. What will be done in case of failure (e.g. *refine and re-test the idea, move onto a new idea*)

1.
2.
3.

Financial Considerations (All Grants)

Use of Funds

Please provide a breakdown of how the grant will be used. This should include the specific items and their associated cost.

Financing

If the idea requires more money than is being requested in grant funding, please detail where the additional funding is coming from and whether it has been secured.

Outcome Considerations (All Grants Except Business Diversification Grant)

You don't need to complete this section if you are only applying for a Business Diversification Grant

Outcome of Grant Support

Please provide an explanation of how the grant funding will affect your ability to maintain trading or remain solvent; areas to cover are:

1. Financial impact on your business

2. Wellbeing impact on you

3. Sustainability of the business



Declaration and Agreement

General Declaration

I submit this application to The Prince's Trust and confirm that the information I have given is true and complete, and I do not know of any expected changes to the details given. Any subsequent changes in detail will be notified to The Prince's Trust within one month of the change. Where the information has been provided from the knowledge of, or assistance of a third party, then I accept full responsibility for it.

I agree that The Prince's Trust may make any checks that they feel necessary regarding this information in order to help allow a decision on the application for funding.

I understand that all information relating to this grant application provided by me to The Prince's Trust will be treated as commercially confidential and handled in accordance with the data protection principles laid down in the General Data Protection Regulation and Data Protection Act 2018. With this understanding:

- I authorise The Prince's Trust to disclose any relevant and necessary information relating to me or this application to relevant third parties (including credit reference agencies, and partner organisations).
- I authorise The Prince's Trust to obtain any information concerning my business and financial affairs from any other person providing financial facilities to me. This may include sharing personal data with volunteers who may assist in reviewing or processing applications or who may assist me in completing and submitting my application.

Mentee Agreement

For the purposes of this section the applicant is referred to as Mentee.

1. Background

1.1 The Prince's Trust has a network of Business Mentors. The Prince's Trust will seek to match the mentee to a business mentor if they indicate that they'd benefit from this support. Should ongoing support be provided The Prince's Trust will take all reasonable steps to ensure (a) that the Business Mentor has the skills and/or experience relevant to support the needs of the Mentee, and (b) that the Business Mentor understands to refer the Mentee to The Prince's Trust if the Mentee is in need of support beyond the skills and experience of the Business Mentor.

1.2 Clause 2 below sets out the roles and responsibilities of the Mentee, should a Business Mentor be appointed to provide support to the Mentee. By signing this agreement, the Mentee confirms that they have read and agree clause 2. In the case of businesses where there is more than one Mentee, all Mentees should sign.



2. Business Mentoring relationship

2.1. The Mentee agrees to proactively maintain regular contact with the Business Mentor, meeting at least once a month for the period in which the support is provided.

2.2. The Mentee understands that the Business Mentor can only provide mentoring support and business guidance but not business consultancy (see Business Guidance note below).

2.4 The Mentee understands that the Business Mentor is providing support and guidance to the Mentee on a voluntary basis. The Mentee therefore agrees to collaborate and cooperate with the Business Mentor at all times and to cooperate with any reasonable request that they may make of the Mentee, in relation to the mentor support.

2.5. The Mentee agrees to work collaboratively with the Business Mentor to identify goals and actions in order to support the development of their business/ business plan.

2.6. The Mentee agrees to work collaboratively with the Business Mentor to ensure that the Mentee's on-going personal development needs, and training if appropriate, are being supported. This may include identifying additional sources of specialist business support, either internally or externally.

2.7. The Mentee agrees to provide information to the Business Mentor to inform regular Feedback Reports as required.

2.8 The Mentees agree that no home visits with the Business Mentor should take place under any circumstances, and that all meetings will be held online or over the telephone.

2.9 The Mentee understands that the relationship with the Business Mentor is a professional yet friendly mentoring relationship, and so neither party should invite friends or family to any meetings unless previously agreed.

2.10 The Mentee agrees that no transportation lifts for either party should take place under any circumstances.

2.11 The Mentee agrees to contact The Prince's Trust via their Prince's Trust contact if they feel that the relationship with the Business Mentor is not sufficiently positive for this agreement to work effectively or if there are any other concerns regarding the relationship with Business Mentor.

2.12 The Mentee agrees to keep the Business Mentor and The Prince's Trust informed of any relevant changes to the Mentee's personal and business details. Such changes might include a change of name, home or business address, telephone number or bank account.

3. Liability

3.1. The Mentee is not obliged to act on any information, suggestion, advice, or guidance given by the Business Mentor as part of the services; if they choose to do so, the Mentee does so their own risk. The Mentee hereby unconditionally and irrevocably waives any rights of action they may have as against the Business Mentor in relation to any such information, suggestions, advice, or guidance.

3.2. The Mentee acknowledges that any services provided by The Prince's Trust and the Business Mentor in relation to this agreement are provided free of charge and in good faith. Neither The Prince's Trust nor the Business Mentor will be liable to the Mentee or to any third party for any loss, damage, costs or liabilities suffered as a result of this agreement, the existence of the relationships between the parties or the services provided. Nothing in this clause shall limit or exclude any liability for death or personal injury, or which results from fraud.

3.3. The Mentee acknowledges that The Prince's Trust is not liable for the services provided by the Business Mentor or for any acts or omissions of the Business Mentor.



4. Confidentiality

4.1. The Mentee and The Prince's Trust will keep in strict confidence all and any information of a confidential nature which it obtains about either of the other parties as a result of the arrangements contemplated by this agreement. This clause will not apply in relation to any information that is already available in the public domain other than as a result of a breach of this clause by any party. If the Business Mentor is not an employee of The Prince's Trust, The Prince's Trust shall ensure that the Business Mentor enters into an agreement containing the obligations set out in this clause.

4.2. If the mentor has any concerns about the safety or welfare of a young person, the mentor will report this to the Trust in line with safeguarding policies

5. Miscellaneous

5.1. Nothing in this agreement constitutes a partnership or joint venture of any kind between any of the parties.

5.2. A person who is not a party to this agreement will not have any rights under or in connection with it.

5.3. This agreement is governed by, and construed in accordance with the law of the place where the Mentee is living at the date it is signed, whether the law of England and Wales, the law of Scotland or the law of Northern Ireland, and the Mentee and the Business Mentor irrevocably submit to the exclusive jurisdiction of the courts in that place.

5.4. Clauses 3, 4 and 5 will survive termination of this agreement.

Use and Disclosure of Information

When considering your application, The Prince's Trust will search the files of credit reference agencies and fraud prevention agencies to carry out identity checks and may also carry out anti-fraud checks to prevent and detect crime and money laundering. Credit reference agencies will supply to us, public information such as electoral register information and fraud prevention information on applicant's current and previous names, addresses and dates of birth.

When credit reference agencies receive a search from The Prince's Trust, they will place a search "footprint" on your credit file whether this application proceeds. If the search was for a credit application the record of that search (but not the name of the organisation that carried it out) may be seen by other organisations when you apply for credit in the future. Credit reference agencies may create a record of the name and address of your business and its proprietors if there is not one already.

Information provided by us, other organisations and fraud prevention agencies about you and your financial associate(s) and your business (if you have one) to credit reference and fraud prevention agencies may be supplied to other organisations and used by them and The Prince's Trust to:

- Verify your identity if you or your financial associate applies for other facilities including all types of insurance applications and claims.
- Assist other organisations to make decisions on credit, credit related services and on motor, household, life and other insurance proposals and insurance claims, about you, your partner, other members of your household or your business.
- Take responsibility for your personal, your partner's and/or business' accounts and insurance policies (if you have one/any).
- May trace your whereabouts and recover payment if you do not make payments that you owe.
- Conduct checks for the prevention and detection of crime including fraud and/or money laundering.



- Undertake statistical analysis and system testing.

If you give The Prince's Trust false or inaccurate information and we suspect or identify fraud we will record this and may also pass this information to Fraud Prevention Agencies (FPAs) and other organisations involved in crime and fraud prevention.

What we do and how both we and credit reference and fraud prevention agencies will use your information is available upon request. By confirming your agreement to proceed you are accepting that we may each use your information in this way.

How to Find Out More

This is a condensed version and if you would like to read the full details of how your data may be used please visit our website www.princes-trust.org.uk or phone 0800 842 842 or ask one of our staff. You can contact the credit reference agencies currently operating in the UK; the information they hold may not be the same, so it is worth contacting them all. They will charge you a small statutory fee.

CallCredit, Consumer Services Team, PO Box 491, Leeds, LS3 1WZ or call 0870 0601414

Equifax PLC, Credit File Advice Centre, PO Box 3001, Bradford, BD1 5US or call 0870 010 0583 or log on to www.myequifax.co.uk

Experian, Consumer Help Service, PO Box 8000, Nottingham NG80 7WF or call 0844 4818000 or log on to www.experian.co.uk

Data Protection Statement

Your personal information will be treated as confidential and only disclosed:

- At your request.
- As reasonably required by The Prince's Trust to open and manage your account/facilities with us.
- In the public interest.
- To prevent fraud or by order of the courts.

You are entitled to a copy of the information we hold about you by writing to The Prince's Trust and requesting it. By signing this application, you agree that we can use your information in this way.

Your data may also be used for other purposes for which you give your specific permission or, in very limited circumstances, when required by law or where permitted under the terms of the General Data Protection Regulation and Data Protection Act 2018.



Additional Information Required Upon Submission of Application

Please tick to confirm you have submitted the additional required information that is outlined in this application

Online Profile Form

Current cashflow forecast

Personal survival budget

Proof of Trading

3 months personal or business bank statements

Signature

By signing below, I agree to the processing of my personal information as set out in this document.

Type your name in the field provided to submit an electronic signature.

This has the same effect as if you had physically signed it).

Important notice:

In applying for a grant, you clearly accept that all decisions are at the sole discretion of The Prince's Trust and as such they reserve the right to decline any application, which in the opinion of The Prince's Trust alone, carries an unacceptable risk.



Further Contact

I would like The Prince's Trust to contact me to undertake research or to tell me about other services that The Prince's Trust, or its partner organisations currently or may in the future provide.

Tick your preferred method of contact.

Please contact me by:

Phone Email

I would like NatWest to contact me about other products or services similar to this, that may be of interest to me.

Tick your preferred method of contact.

Please contact me by:

Phone Email

Acceptable Forms of Documentation

You may be required to provide your identification document, proof of address or proof of bank, all the information provided on this application form needs to match the document in order for The Prince's Trust to complete our checks acceptable documents are detailed below:

Proof of identification:

- One original, photographic proof of identity which confirms your full name and date of birth.

Acceptable documents include:

- a valid British/EU passport
- a valid non-EU passport with proof of UK residency
- a UK driving licence or a provisional driving license
- EU/EEA ID card (if used, 2 proof of address documents must be provided)
- Military ID card

Proof of address:

- One original proof of residential address which is in date according to the guidance below.



Acceptable documents include:

- utility bill (gas, water, electric, broadband or landline but not mobile phone or internet), *dated within the last 3 months*
- bank/building society/credit card statement (hard copy only; internet banking or letters not accepted) *dated within the last 3 months*
- council tax bill or housing benefit entitlement letter dated within the last 12 months
- HMRC or DWP (e.g. confirmation of benefits but not P60/P45) letter *dated within the last 12 months*
- a UK driving licence or a provisional driving license (if not used as Photo ID)

If you move address after being approved but before drawing down their loan a proof of address for your new address must be provided

Proof of bank account:

- One original proof of bank account such as:
- Bank statement
- Internet statements can be used for this, *but not for proof of address*

Prince's Trust Rationale (All Grants)

This section is to be completed by The Prince's Trust

Grant Proposer (This can be Enterprise Staff or a Business Mentor)

Full name			
Contact number		Contact email	

Please add justification for this grant being approved below

Enterprise Staff (Grant Approver)

Full name			
Contact number		Contact email	

Grant Status

Outcome	Please indicate one outcome
Approved	<input type="checkbox"/>
Deferred	<input type="checkbox"/>
Declined	<input type="checkbox"/>

Please add justification for this decision below including actions for regional staff if deferred or declined below