

# pre-investment

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**You will need to provide us with some basic information about your enterprise. It isn't as daunting as it may look! We can provide templates and guidance on preparing a business plan and cashflow.**

## Information we'll need:

### You and your organisation

- Certificate of Incorporation
- Governing Document (Memorandum and Articles of Association or constitutional document)
- An informal description of Directors /Trustees and any key people within the organisation

### The proposal

- Business plan
- Cashflow forecasts
- Quotes/tenders for proposed capital spend
- Job Descriptions for any new posts to be created

### Financial

- Bank statements (last 3 months)
- Annual accounts (last 2 years)
- Latest management accounts (Income and Expenditure and Balance Sheet)

### Other

- Bank letter saying they are unable to support an application for funding.



Sample Cash-flow and Business Plans can be found in our 'enterprise toolbox' on our website

Free to download,  
print and read

# post-investment

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## Information we'll need:

- Quarterly management accounts
- Annual accounts
- Annual report
- Evidence of all expenditure
- Declaration of Social Investment/Outcome monitoring
- Use of Funders' logos
- **For Jobs Created;** copy of job advert, copy of signed/dated contract of employment, or job offer letter to include name, salary details, start date and payroll information as evidence employment has commenced
- **For Jobs Safeguarded;** job description AND a written statement or letter on official company stationery signed by the chief executive or finance director, confirming that the post was at risk but is no longer and indicating how the funded activity has prevented the loss of the post