**SBCI COVID-19 WORKING CAPITAL SCHEME BUSINESS PLAN GUIDANCE**

You must provide a separate Business Plan when applying for a loan under the SBCI COVID-19 Working Capital Scheme (the “Scheme”). The requirement for a Business Plan under the Scheme is to assist you in reviewing your business and to plan your response to the COVID 19 challenge.

The template below sets out the suggested headings to be used in the preparation of your business plan and the content. The level of detail will be determined by the complexity of your business, the level of finance being sought and the finance provider’s prior knowledge of you and your business. Complex businesses with multiple products and outlets may require more detailed plans than less complex businesses and where the applicant is well known to the financial provider. It is expected that entities applying for loans <€150k would require no more than a one page of business plan.

While welcome, it is not expected that the services of an accountant and/or a financial advisor will be required in order to complete the business plan.

1. **Executive Summary**

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| * Outline the amount of the loan being requested and its purpose. * If you have selected *Innovation Criteria 1* please provide details on how the loan will be used to help your business, in particular, set out how you intend to spend at least 80% of the Scheme Loan on research or innovation activities associated with your response to the Covid-19 challenge. Detail the expenditures and activities to be undertaken that meet this criterion. |

1. **The Business**

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| **Brief description of the business and the impact of Covid-19.**  History of the business, key milestones. Goals and overall strategy of the business.  How is Covid-19 impacting current or future cash-flows? |

1. **Products, services, customers & marketing**

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| **Describe the key products or services**  Describe each product in terms of life cycle, target customers, geographical split of sales, distribution channels, marketing. |

1. **Financial Information**

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| **Latest Financial Accounts**   * Details of the business’s funding (loans, security, and finance providers). * Financial projections if available |