

SBCI BREXIT LOAN SCHEME BUSINESS PLAN GUIDANCE

You must provide a separate Business Plan when applying for a loan under the Brexit Loan Scheme (the “Scheme”). The requirement for a Business Plan under the Scheme is to assist you in reviewing your business and to plan for Brexit and future business strategies.

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 would require more detailed plans than less complex businesses and where the applicant is well known to the financial provider.

To assist in determining the level of detail that you should include, the headings have been presented in the form of core and optional sections with the core sections set out in **bold type**. The core sections must be completed for loans <€150K. All sections should be completed for loans >€150K

1. Executive Summary

- **Outline the amount of the loan being requested and its purpose. The purpose of the loan must be ‘Brexit’ related.**
- **Provide details on how the loan will be used help your business prepare for Brexit. If you indicate in the eligibility assessment, that one the following innovation criteria applies, these details should also be included in this section: -**
 1. **At least 80% of the Scheme Loan will be spent on research and innovation activities with the remainder on costs necessary to enable such activities. Detail the expenditures and activities to be undertaken that meet this criterion.**
 2. **You intend to enter a new product or geographical market, and the required investment is higher than 50% of average annual turnover in the preceding 5 years. Detail the expenditures and activities to be undertaken that meet this criterion.**
 3. **You intend to use the loan to invest in producing, developing or implementing new or substantially improved products, processes or services or production or delivery methods (including business models) that are innovative, and where there is a risk of technological, industrial or business failure as evidenced by an external expert. Detail the risks of failure and the expenditures and activities to be undertaken that meet this criterion.**

2. The Business

Brief description of the business

History of the business, key milestones. Goals and overall strategy of the business.

3. Products, services, customers & marketing

Describe the key products or services

Describe each product in terms of life cycle, target customers, geographical split of sales, distribution channels, marketing.

4. Staff Details

Set out employee numbers by broad function, senior management team and key personnel

5. Legal Status

Legal structure of the business e.g. limited company, sole trader, partnership, etc.

6. Names of Advisers

Name of Accountant

Other advisers relevant to the business e.g. solicitors, engineers, etc.

7. Suppliers

Principal suppliers and what products and/or services they provide. Details of terms of trade (not necessary if well known to the finance provider)

8. Business Assets (premises and equipment)

Location of business premises including value, debt, etc.

If premises are rented, detail the amount and lease details. Key equipment used for the business, detailing its value and how it is funded

9. Business Risks and response to risks

List the key risks affecting the business and how it responds to those

List key competitors and business position relative to them. Consider SWOT analysis of the business. What are the economic conditions the business is facing?

Is the business exposed to other risks e.g. foreign exchange or interest rate fluctuations?

10. Financial Information

Latest Financial Accounts

Details of the business's funding (loans, security, finance providers).

Financial projections