**Micro & Small Business Fund  
Introductory Questionnaire (IQ) **

Important: Please refer to the MSBF guideline notes  
before completing this Form.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1. Name & Address of Contact** | | | | | | | | | |
| Contact Title | | Mr/Mrs/Miss/other (please specify) | | | |  | | | |
| Contact Name | |  | | | | | | | |
| Full Business/Organisation Name | |  | | | | | | | |
| Address | |  | | | | | | | |
| Postcode | |  | | | | | | | |
| Tel No. | |  | | | | | | | |
| Email Address | |  | | | | | | | |
| Web Address | |  | | | | | | | |
| **2. Project Address (if different from above)** | | | | | | | | | |
| Business or Name of Organisation |  | | | | | | | | |
| Address |  | | | | | | | | |
| Postcode |  | | | | | | | | |
| **3. Business/Organisation Details** | | | | | | | | | |
| SME Status (micro/small enterprise)  (Ref: Definition in Guidance Note) | | |  | | | | | | |
| Annual Turnover | | |  | | | | | | |
| Date Commenced Trading | | |  | | | | | | |
| Status | | | Sole Trader |  | Partnership | |  | Limited Company |  |
| Other (please specify) | | | |  | | |
| Company Reg. No/Charity Number | | | |  | | |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **4. Scale of Business (No. of)** | | | | | | **Now** | | | | **After** | |
| Serviced Bedrooms | | | | | |  | | | |  | |
| Self-catering Units | | | | | |  | | | |  | |
| Bunkhouse | | | | | |  | | | |  | |
| Static Caravans | | | | | |  | | | |  | |
| Touring Pitches | | | | | |  | | | |  | |
| Visitor Numbers | | | | | |  | | | |  | |
| Other (specify activity) |  | | | | |  | | | |  | |
| Operating Period (months p.a.) | | | | | |  | | | |  | |
| **5. Quality Classification** | | | | | | **Now** | | | | **After** | |
| Grading | | | | | |  | | | |  | |
| Accreditation | | | | | |  | | | |  | |
| **6. Employment** | | | | | | **Now** | | | | **After** | |
| New Full-time | | | | | |  | | | |  | |
| New Part-time | | | | | |  | | | |  | |
| Safeguarded Full-time | | | | | |  | | | |  | |
| Safeguarded Part-time | | | | | |  | | | |  | |
| Average Salary | | | | | | £ | | | | £ | |
| **7. Project Description - Please provide brief details of project including how the project supports the scheme’s priorities see Section 3 of the relevant guidance Note.** | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **8. Reason for Development** | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **9. Planning Consents Obtained** | | | | | | | **Yes** | | **No** | | **N/A** |
| Outline | | | | | | |  | |  | |  |
| Detailed | | | | | | |  | |  | |  |
| **10. Proposed Development Timescale - Please note projects must be completed with all claims submitted by 31 December 2020. We would expect projects to be completed within two years of any offer of support made.** | | | | | | | | | | | |
| Start Date | | | |  | | | | | | | |
| Completion Date | | | |  | | | | | | | |
| **11. Summary of Project Funding & Cost** | | | | | | | | **£** | | | |
| Term Loans (specify source e.g. Bank) | | | | |  | | | | | | |
| Overdraft | | | | | | | |  | | | |
| Own Resources | | | | | | | |  | | | |
| Other Public Funds (specify) | | |  | | | | |  | | | |
| Shortfall (Visit Wales grant applied for) | | | | | | | |  | | | |
| **TOTAL** | | | | | | | |  | | | |
| Estimated cost of project | | | | | | | |  | | | |
| **12. Declaration** | | | | | | | | | | | |
| Welsh Government is the data controller for any personal information you provide. We will with your consent record your personal information to help us deal with your query, to provide you with access to relevant products and services, to communicate with you, and to enable us to improve the quality of our services. We may disclose your information to other business support agencies for these purposes. We will also use the information provided to make you aware of other business support products and services to notify you of changes to our service, or to ask your opinions. We will not pass on your details for any other purpose unless we are required to do so by law. We would like to remind you that you have a right to ask for your information to be removed from our records, see any information the Welsh Government hold about you, and to correct any inaccuracies in it. I consent to you proceeding on this basis. | | | | | | | | | | | |
| I/We confirm that we have read the relevant MSBF Guidance Note. I/We certify the accuracy of the above information to the best of my/our knowledge and belief. I/We understand, subject to any changes submitted to the Welsh Government in writing, that the information given above may be considered part of any application made. I/We understand that should I/We be invited to make a full application, that any costs incurred will be at my/our own risk and the Welsh Government will not be liable for any such costs should the application be unsuccessful. I/We understand that commencement of project work before Welsh Government approval may render the application ineligible. I/We understand the information on this form may be shared with other public bodies and external technical advisors where appropriate to allow us to reach a decision on the provision of funding, and monitoring compliance if funding provided. I/We agree to acknowledge and refer to the support of the RDP RCDF European funding in all publicity and media related to the project. | | | | | | | | | | | |
| Signature | |  | | | | | | | | | |
| Status | |  | | | | | | | | | |
| Date | |  | | | | | | | | | |