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**PLEASE COMPLETE IN BLOCK CAPITALS**

Organisation name:

Address (including postcode):

Postcode:

Tel:

Email:

Contact name  
and position held:

Constitutional status  
(e.g. Company Limited by Guarantee):

List Directors/Committee Members/Trustees. Please attach brief Pen Profiles:

Loan amount required:

Repayment term proposed / source of repayment:

Security offered (assets held and proposed as loan collateral):

Key activities/specific services provided:



Financing Social Enterprise

Brief History and Geographical area served:

Loan purpose:

Existing bank balances/loans/HP etc:

New Jobs Created:

Current Jobs Retained:

PT

FT



## Loan Application Procedure

The Ulster Community Investment Trust (UCIT) lending process is simple and straightforward:

- Contact UCIT and speak to a business advisor.
- Using the UCIT website ([www.ucitltd.com](http://www.ucitltd.com)), download, complete and return an application form. The application form is also available in paper format by contacting a member of UCIT staff.
- To develop the proposal, a UCIT business advisor will contact you to arrange a visit to discuss your application further.
- When the proposal is completed, it will be submitted to the UCIT Lending and Investment Committee.
- If approved, a UCIT Letter of Offer, which sets out the terms and conditions of the loan, is issued to the borrower.

- Letter of Offer, if accepted, is signed and returned to UCIT by the borrower.
- Security conditions are put in place by both UCIT solicitors and the borrower's solicitors.
- Upon approval of security conditions, loan funds can be released.

If you require assistance at any time during the process, please contact a member of our team.

## Application Form

It is important that you provide as much information as you can about your project in support of your application.

**Please do not be deterred by the number of areas referred to in these guidelines. Some may not be fully relevant to your particular project.**

- 1**
- Organisation name and contact details
  - Constitutional status
  - Principal officers
  - Key activities/specific services
  - Applicant history/geographical area served
  - Amount of loan applied for
  - Summary of loan purpose
  - Proposed repayment term
  - Security offered
  - Existing banking/borrowing arrangements
  - Current/new job rates

**2 Capital requirements**

- Project costs
- TOTAL

**3 Source of funds**

- Project sources of funding
- TOTAL

**Supporting documents/information**

Such as:

- Past 3 years audited accounts
- Consultancy/Business plan
- Letters of offer from grantors
- Letters of interest from potential lessees
- Memorandum and Articles of Association or Constitution, Certificate of Incorporation etc
- Any other information, which you feel is relevant to the loan application

**When this application form has been completed, please ensure it is signed and dated before posting it to Ulster Community Investment Trust (UCIT)**