**Seed Fund** | Investment application form

Revision: V04

Date: July 10, 2019

Applicant

Location

Application version

Application date

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# Introduction

Please note that the following rules apply to this application:

* This document is intended as an initial step for the assessment of an application for investment from the Seed Fund, provided by the Limburg Business Development Fund (LBDF).
* The sole aim of the Limburg Business Development Fund is to structurally boost competitiveness and strengthen support structures for businesses in Limburg.
* For instructions how to submit your application: [www.liof.nl/en](http://www.liof.nl/en).
* Once you have submitted your application, you will receive confirmation immediately.
* Only complete, signed applications will be considered. An application is deemed to be complete if all fields have been filled in, the application form and SME declaration have been signed by an authorized person, and a business plan has been enclosed. If your application is complete, you will receive confirmation of receipt. If your application is not complete, you will be informed of this.
* You may wish to support your application by enclosing additional documents for the LBDF business developer.
* An LBDF business developer will contact you to inform you what additional information is required and how your application will be processed further. Once complete, your application will be assessed by the LBDF. The investment you have requested will then be approved or declined following assessment. The applicant will be informed of the LBDF’s decision.

# Management summary

*Please provide a concise summary of your innovation project, including a clear description of the reason/problem, the objective(s), the innovative nature, the market perspective, the economic impact, and the financing requirements.*

# Applicant details

### 1.1. Your business

|  |  |
| --- | --- |
| Name of business |  |
|  |  | *If different* |  |
| Business address |       | Postal address |       |
| Postal code |       | Postal code |       |
| Town/city |       | Town/city |       |
|  |  |  |  |
| Chamber of Commerce reg.nr. (“KvK”) |       | Place of Registration |       |
| Legal form |       | SBI code |       |

 IBAN

|  |  |
| --- | --- |
| Business sector(s)  | [ ]  Agri / Food |
|  | [ ]  Chemicals / Materials |
|  | [ ]  Finance / Administration |
|  | [ ]  High-tech Systems |
|  | [ ]  Life Sciences |
|  | [ ]  Logistics |
|  | [ ]  More than one of these sectors |

### 1.2 Your contact details

|  |  |
| --- | --- |
| Title | [ ]  Mr [ ]  Ms |
| Surname |       | Initial(s) |       |
| Position |       |  |  |
| Telephone |       |  |  |
| Email |       |  |  |

### 1.3 Your profile

*Please provide a description of the entrepreneur(s), the business, and how it has developed. Describe the structure of the business and specify any affiliated legal entities (e.g. shareholders, affiliates, subsidiaries, and holdings) in an organization chart. Also state the percentage of affiliation of such legal entities.*

### 1.4 Business analysis

*Describe your current situation: key products/services and processes, business models, market, customers, and competition. Also provide figures to indicate the scope or size.*

# Signature

By signing this application, you as the undersigned applicant declare the following:

* You are authorized to sign and submit the application.
* All details you have provided are true.
* You are responsible and liable for ensuring activities forming part of this application are carried out properly and for complying with the terms and conditions and obligations associated with the Seed Fund.
* You have read the financing regulations applicable at the time of signing this application (see [www.liof.nl/en](http://www.liof.nl/en)).
* You will cooperate with the assessment of the impact of your innovation project on request.
* You will cooperate with LBDF publications and PR activities on request.
* The innovation project has not already started prior to submitting this application.
* All alternative financing options have been explored and exhausted.
* Any suppliers whose costs you have claimed are not a parent company, subsidiary, or affiliate, as defined in company law, and there is no family relationship with any such suppliers.
* You have not been suspended from trading or declared bankrupt.
* You comply with the standards under the *Bibob* (Public Administration (Probity Screening) Act) and/or integrity policy for the Province of Limburg also if the legislation does not apply.
* You comply with the standards under the corporate social responsibility policy of the Province of Limburg.
* You are familiar with and comply with the rules on state aid for companies.
* Your company meets the European conditions for SME status (see Appendix 1).

|  |  |  |  |
| --- | --- | --- | --- |
| Town/city | Date | Name | Position |
|       |       |       |       |
|  |  |  |  |
| Company stamp/logo |  | Signature |  |

# Appendix 1 SME declaration

According to [Micro-, small- and medium-sized enterprises: definition and scope](https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=LEGISSUM%3An26026), the European Commission defines a medium-sized enterprise as having fewer than 250 FTEs and a small enterprise as having fewer than 50. An enterprise must be independent and have limited annual turnover. The criteria above apply to a company as a whole, including any subsidiaries.

For more information, see the [User guide to the SME Definition](http://ec.europa.eu/regional_policy/sources/conferences/state-aid/sme/smedefinitionguide_en.pdf). This brochure contains clear examples of how the total figures for number of employees, turnover, and balance sheet total is calculated for an enterprise, including subsidiaries and affiliates. Please read this brochure carefully before providing the figures.

By signing this document under the ‘Signature’ section, the applicant declares that he/she has read and accepted the rules on the SME status for enterprises.

The applicant declares the following figures to be true for his/her enterprise,      , in the previous financial year 20  :

|  |  |
| --- | --- |
| Number of FTE (<250)  |       |
| **AND** |  |
| Annual turnover (<€50m) |       |
| **OR** |  |
| Balance sheet total (<€43m) |       |