

Capital for Enterprise Ltd

Enterprise Capital Funds

Guidance for applicants

Third Round

April 2008

ENTERPRISE CAPITAL FUNDS (ECFs) – GUIDANCE FOR APPLICANTS

April 2008

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PART 1: OVERVIEW

(i) Introduction

This guidance (“Guidance”) provides advice to those organisations interested in bidding to manage an Enterprise Capital Fund (“ECF”). The design and structure of ECFs is the result of an extensive consultation the results of which are available at www.berr.gov.uk.

As of 1 April 2008 responsibility for the management of ECFs along with BERR’s other equity funds and the Small Firms Loan Guarantee (SFLG) transferred to a new body Capital for Enterprise Limited (CfEL). This change will bring about improvements in the way funds are managed and selected but does not change the nature of the funds or their policy objectives.

(ii) Objectives of the ECF programme

The overall aim of the programme is to increase the availability of growth capital to small and medium-sized enterprises (“SMEs”) affected by the ‘equity gap’, so helping to alleviate what would otherwise remain a significant barrier to enterprise and to productivity growth. This will be achieved by:

- providing Government funding for a new investment product that encourages an increased flow of private capital into the equity gap; and
- lowering the barriers to entry for entrepreneurial risk capital managers seeking to channel finance and mentoring to SMEs, so helping to foster the development of a sustainable skills base in this part of the market.

Government investment in ECFs is being allocated through the competitive process, described later in this Guidance. This will enable Capital for Enterprise Limited to select applications that are judged to offer the best overall value for money in achieving Government’s objectives.

(iii) The equity gap

An equity gap arises where businesses with viable investment propositions are unable to attract investment from informal investors or venture capitalists. *Bridging the finance gap: next steps in improving access to growth capital for small businesses* set out evidence of an equity gap facing businesses seeking to raise modest sums of risk capital, and presented the Government’s view of the structural causes of this gap.

The severity of the equity gap varies according to a number of factors; for example, the characteristics of the business seeking investment (such as its business sector, stage of development and location) can be at least as important as the amount of finance being sought.

Even so, the available evidence suggests that the equity gap is most often a constraint for businesses seeking up to £2 million of growth capital, and especially those seeking less than

£1 million. The *Bridging the finance gap* consultation process highlighted that, while the risks and information asymmetries associated with investment in early-stage businesses are often particularly high, established businesses (including those in ‘traditional’ sectors) can also be affected by a shortage of risk capital, for example, when seeking investment to modernise or diversify their activities.

(iv) Key features of Enterprise Capital Funds

This section provides an overview of the key features of ECFs, with fuller details provided later in this Guidance.

(a) Number and size of funds

The Government envisages that it will approve around three new funds in this ECF round; the final number selected will depend on the type, number and quality of bids received. There is no maximum fund size for an ECF, but the Government will commit no more than £25 million to a single fund.

(b) Purpose of funds

Each ECF will be a privately managed fund, established specifically as an ECF, for the purpose of investing equity or quasi-equity (Mezzanine) capital in SMEs affected by the equity gap. ECFs will be fixed-life funds, extendable only with the consent of the Government and other investors; they will not be ‘evergreen’ funds that continually recycle investment returns. The instruments of ownership of an ECF will not be tradable on public markets.

To help ensure that ECFs attract additional capital to the equity gap, rather than merely displacing investment that would otherwise have been channelled through the Enterprise Investment Scheme or Venture Capital Trusts, the Government will not be offering tax incentives to ECFs or their investors. Nor will the Government support propositions that have already raised sufficient private capital to operate as a commercially viable fund.

(c) Fund structures

For the purpose of this Guidance, the Government is assuming that applicants will wish to structure their funds as English limited partnerships (“LPs”). This is a widely-used structure for funds that are managed by professional fund managers on behalf of ‘passive’ third-party investors, and feedback from the Pathfinder and second round competitions shows that the structure is likely to be suitable for most applicants.

Suitably modified, the LP structure might also be appropriate for groups of investors wishing collectively to manage their own portfolio of investments through an ECF. Following consultation the Government made a series of changes to the financial services regulatory system that should enable an owner-managed ECF to operate without the need for authorisation under that system, under certain pre-defined circumstances.

(d) Capital flows

The Government will commit to providing *up to* two thirds of the money in an ECF, with the remainder to be raised from private investors. In general, funds will be drawn down into each ECF on a ‘side-by-side’ basis from the Government and private investors, according to their respective shares of the total funding committed to the ECF.¹ Once the ECF has met its expenses and liabilities (including fund management fees), subsequent proceeds from investments will be distributed to investors:

1. **first**, as a prioritised return to the Government, equivalent to interest charged on the Government funds drawn down into the ECF. The rate applicable for this round will be 4.5 per cent;
2. **once all payments under (1) above have been made**, as repayment of capital to the Government and to private investors; and
3. **once all payments under (2) above have been made**, as distribution of profits to private investors, the Government and (where appropriate) as carried interest to the fund managers.

Applicants must specify the terms for capital repayment under (2) and the profit-sharing ratio and any carried interest arrangements under (3). Repayment of capital under (2) shall be on terms that are no less favourable to the Government than to the private investors. Further details of the capital flows are given in Part 3. Bids will be expected to offer a fixed profit share to Government throughout the distribution of profits (3 above) regardless of any arrangements for profit share to the fund managers.

(e) Investment restrictions

The Government has established some overarching restrictions to constrain all ECFs to invest within the equity gap, including a £2 million upper limit on the size of the initial funding round in which an ECF may participate and a requirement that each investment should be predominantly related to, or for the benefit of, the economy of the UK.

Part 2 provides more detail about these and other restrictions that will apply to all ECFs. Such restrictions will not be enshrined in legislation, but will be enforced through the limited partnership agreements that govern the operation of each ECF.

Within these overarching boundaries, applicants will be required to set out their investment strategy as part of their applications. They will also be required to demonstrate that their strategy would target companies that would otherwise be affected by a shortage in the supply of risk capital. Successful applicants will be selected partly on the basis of their proposed investment strategy, and this more detailed strategy (as well as the overarching scheme restrictions) will form part of the investment mandate that is included in the legal agreements

¹ The exception is that, where private capital is being sourced from individual investors, it may be prudent for some or all of that private capital to be drawn down earlier than would normally be the case with institutional investors.

for each ECF. A successful applicant who fails to close their fund on the basis of the agreed investment strategy should not expect to be able to negotiate these terms with the Government. The proposed investment strategies must therefore be both commercially viable and attractive to investors.

(v) The application process

Capital for Enterprise Limited has looked carefully at the way the bidding for the first two rounds of ECFs worked and concluded that only minimal changes are needed for this third round in terms of the information sought at each particular stage.

There was a simplification of the process following the Pathfinder round that introduced an initial five page summary bid in place of the 'full' bid at the initial assessment stage. The summary bid process appears to have worked well in reducing the bureaucracy associated with bidding without losing any of the rigour needed in assessment and so it will continue for this third round. Initial bids must contain the information set out below and will be used to assess which proposals will go forward to the next stage of assessment, when additional information will be sought.

If a bid progresses through the initial stage further information as set out in Part 5 of this Guidance will be required. Bidders are advised to review this section carefully before they submit their initial proposal to ensure they can provide the level of detail that will be required.

There will be no formal closing date for this round which has the potential to extend beyond a single funding year. However, those wishing to bid are **strongly advised to contact the Capital for Enterprise team before 30 June 2008**. CFEL reserves the right to impose a closing deadline at a later date but will provide at least two months notice of this to those who have met with the team before the 30 June deadline above. A similar process is likely to be established in April 2009 and again in April 2010.

(a) Applications

Mandatory information required in the initial bid (no more than 5 Pages)

- Details of the proposed ECF's investment strategy including, target sectors and investment stages, investment structures and any co-investment agreements, length of investment period and proportion of funding reserved for follow on investment.
- Summary CVs (as an annex) of key investment personnel involved in the fund and details of their proposed role within the ECF.
- Details of any investment track record; either from the bidding team or individuals within the team (supporting information may be included as an annex).
- Details of private investors willing to back the fund (evidence of commitment e.g. letters of support may be attached as an annex).
- Details of management fee, start up costs and any other fees and costs that will be charged to the fund and details of all fees likely to be charged to investee companies by the fund or linked organisations.
- Level of Government funding sought and level of private investment.

- Details of the Government's fixed profit share (this must be a fixed number that will apply throughout any and all distribution of profits) and how any other profits are to be distributed.
- Acknowledgement that the bidder has read and can accept the terms of the Government's draft ECF limited partnership agreement.
- Confirmation that the bidder has read this Guidance and accepts the terms herein.

If your application is taken forward following appraisal of the information provided in this initial bid you will be asked to submit all the information set out in Part 5 of this Guidance.

Applicants must submit 4 copies of the mandatory information detailed above for their proposed ECF, containing the information described above, along with an electronic version that is Word and Excel compatible. Applicants may be sifted out of the competition solely on the basis of this initial bid.

Proposals should be sent to:

Enterprise Capital Fund Bids
Capital for Enterprise Limited
9-11 London Road
Sheffield
S2 4LA

Tel: 0114 279 4392

Prospective bidders only can also contact the ECF team at enterprise@berr.gsi.gov.uk. **Please note that requests for business advice, direct investment or other support cannot be answered.** Businesses looking for such advice should contact their local Business Link.

(b) Selection process

Responsibility for selecting the successful applicants will rest with CfEL. Its decision will be informed by the findings of commercial, financial and legal due diligence and any other information or advice deemed necessary. All those involved in the process will be bound by appropriate confidentiality provisions.

Subject to the number of bids received and the depth of due diligence needed, CfEL hopes to inform short listed applicants within three months of receiving an initial bid. A position on the short list will not guarantee the award of an ECF as the process will remain competitive until the award of ECF status is made. Once approved to operate an ECF, applicants will have a **maximum** of six months to secure their full private capital commitments and put in place the necessary legal documentation to close their funds. It is intended that the draft partnership agreement available at <http://www.berr.gov.uk/files/file41229.pdf> will be used to establish the ECFs. This draft agreement has been updated in the light of experience from the Pathfinder and the second round and should not need to be changed other than to reflect bidding variables.

(c) Confidentiality

All information in the applications will be treated as commercially confidential. Except where required by law or where the consent of the applicant has been obtained, such information will not be disclosed to third parties other than those involved in assessing or advising on the applications or in other aspects of the management or evaluation of the ECF programme. The Government will retain applications after the bidding process is completed, for example to support any evaluation of the ECF selection process. This may involve passing certain details to carefully selected external researchers, who would be bound by strict confidentiality provisions.

PART 2: ECF STRUCTURES

This section provides a broad overview of how the Government envisages the limited partnership structures will operate. It considers two variants: the first is most likely to be suitable for funds managed by a third-party fund manager; the second is intended for groups of 'active' business angel investors wishing to manage their own investments through an ECF.

Prospective applicants should note that the legal, tax and regulatory positions will depend on the specific circumstances of each fund and its investors, and are advised to seek professional advice where needed. This Guidance is intended to provide guidance only, and should not be relied upon in place of such advice.

(i) ECFs targeting 'passive' investors

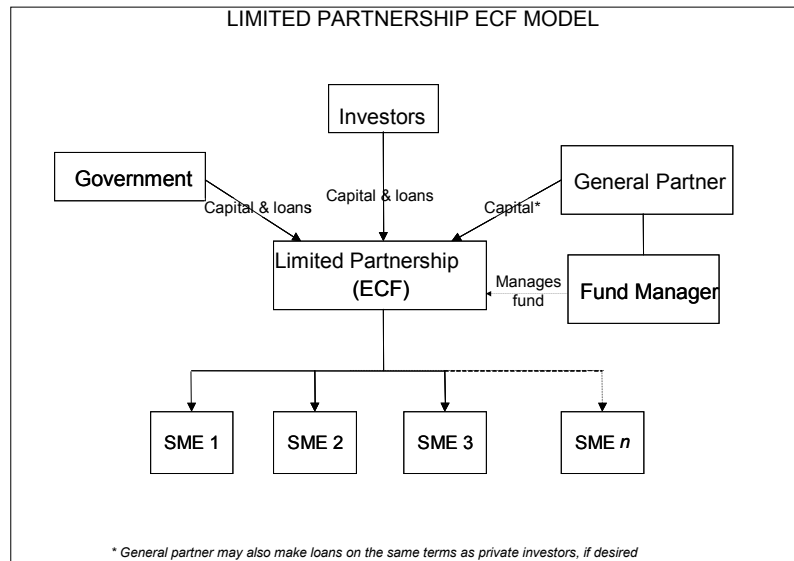
For professional fund managers seeking to manage capital invested by 'passive', third-party private investors, it is expected that the standard limited partnership structure will be appropriate. In this structure, the Government and other investors in the fund would be limited partners, and the general partner would appoint a fund manager responsible for managing the activities of the partnership. In order to preserve their limited liability, the limited partners do not become directly involved in the management of the fund.

(a) Structure of participation

The limited partnership must be established specifically for the sole purpose of investing as an ECF. The partnership must have a fixed lifetime, though the legal documentation may allow for extension with the consent of the Government and other limited partners. It is envisaged that most funds will adopt a ten-year lifetime with an option to extend for up to two years, in line with common practice in the venture capital industry, but the Government may consider alternatives where a suitable justification is provided.

The Government, private investors and carried interest recipients will each contribute a nominal amount of capital to the partnership, in proportion to their respective shares of the profits of the fund. As in a standard venture capital limited partnership, these capital contributions will constitute a fraction of the total commitments to the fund.

The remainder of commitments will be in the form of loans, to be drawn down into the partnership as and when required by the fund manager. Loans will be non-interest-bearing, although the Government will be entitled to a 'prioritised return' equivalent to 4.5 per cent before these loans are repaid to any investors. The fund manager may also wish to make commitments to the ECF on the same terms as the private investors, and this would be viewed as a positive signal of the manager's commitment and belief in the likely success of the fund. Where this is the case the legal agreements will need to contain provisions to overcome any potential conflict of interests.



(b) Fund manager remuneration and other fees

The Government recognises that investors typically wish to remunerate fund managers by a combination of:

- a management fee, set at a level that is just sufficient to permit the fund manager to invest and manage the fund effectively; and
- an appropriate carried interest provision. Any hurdle should be set at a level that is stretching but achievable, and the rate of the 'carry' should be no more than is sufficient to create a strong incentive for the fund manager to maximise the financial performance of the fund.

However, this structure may not be appropriate in all situations, and applicants may specify alternative remuneration structures in their bids. Applicants should explain why the proposed structure is desirable from the perspective of the Government and other investors in the fund, and must demonstrate that it provides a clear link between the performance of the fund and the remuneration of the fund manager.

Applicants must also specify the level, structure and timing of any other fees or charges that would be applied, e.g. any application, arrangement and monitoring fees to be charged to investee SMEs. They should also specify which accrue to the fund, and which to the fund manager. Applicants should demonstrate that any such fees are kept to a minimum, so that as much of each investment as possible is available for the SME to use to develop its business, rather than to pay fees back to the ECF. Where fees relate to a specific investor in the ECF, e.g. in the case of commission fees paid to IFAs or intermediaries who introduce investors to the fund, the Government would expect these to be borne by the investor or manager concerned, and not by the fund as a whole but would again expect these to be kept to a minimum.

As part of each bid, the Government will also wish to see projected budgets for the fund manager, to demonstrate that the level of the proposed fees will be sufficient, to enable the fund to be managed successfully, but not excessive.

(c) Taxation

Limited partnerships should be treated as transparent vehicles for UK tax purposes; the tax treatment of the general partner will depend upon its legal structure.

In developing their ECF proposals, prospective applicants should consider seeking professional advice as to the potential implications of Chapters 1 to 5 of Part 7 of the Income Tax (Earnings and Pensions) Act 2003 (“ITEPA”) for their proposed structure. A note at Annex A confirms that, for the purposes of determining whether a transfer of value applies within the meaning of Part 7 of ITEPA, the prioritised return on the Government’s investment in the ECF will be regarded as a commercial return. Accordingly, the terms of the Government’s investment in an ECF will not, by themselves, confer a transfer of value to the other partners that could be liable to a charge under Part 7. However, this is not to say that a Part 7 charge could not arise for other reasons.

(d) Government’s rights as a limited partner²

The Government requires a right to participate in decisions that normally require the consent of the majority of limited partners, such as extending the lifetime of the partnership, replacing the general partner, changing the terms of the partnership agreement or resuming drawdowns and investments following a suspension³.

Although the Government will usually be investing the majority of the funds into an ECF, it recognises that private investors may be reluctant to invest if the Government were able to liquidate an ECF or take other major decisions without consulting the other limited partners. For such decisions, the Government envisages that the consent of the Government and a majority of the other limited partners would be needed. This should provide reassurance for private investors that, although the Government is the majority investor in an ECF, it cannot unilaterally act to their disadvantage.

The only exceptions would be in cases where the fund manager has breached the terms of the partnership agreement (including the agreed investment strategy) or is otherwise fraudulent or negligent. In such cases, the Government will require an option to remove the general partner in such cases, with or without the consent of the other limited partners. The choice of replacement general partner would need to be agreed between the Government and the private investors.

(e) Investor Committee

² CfEL will act on behalf of the Government in exercising or choosing to exercise these rights.

³ The Government will require drawdowns and investments to be suspended in certain circumstances, including criminal actions by the general partner or fund manager; failure of the ‘key personnel’ (see Part 3(viii) below) to devote the agreed amount of time to the management of the ECF; and any event that causes the Government’s share of the outstanding loans to the ECF to exceed two thirds. Further details are given in the draft partnership agreement.

It is envisaged that each ECF would have an Investor Committee, comprising representatives of Capital for Enterprise Limited and some or all of the limited partners. The Investor Committee may also include suitably qualified independent members. This would provide an opportunity for the investors to meet to discuss the performance of the fund with the fund manager. The fund manager could also consult the Investor Committee on specific issues, for example if it were unclear whether a proposed investment fell within the agreed investment policy.

The role of the Investor Committee would be purely advisory. To protect their limited liability, the investors should not participate in the day-to-day management of the partnership's business.

The Government expects that each representative on the Investor Committee would be remunerated by the investor(s) whom they represent, although applicants may specify that reasonable travel costs incurred by representatives attending Investor Committee meetings will be charged to the fund.

(f) Interaction with the regulatory system

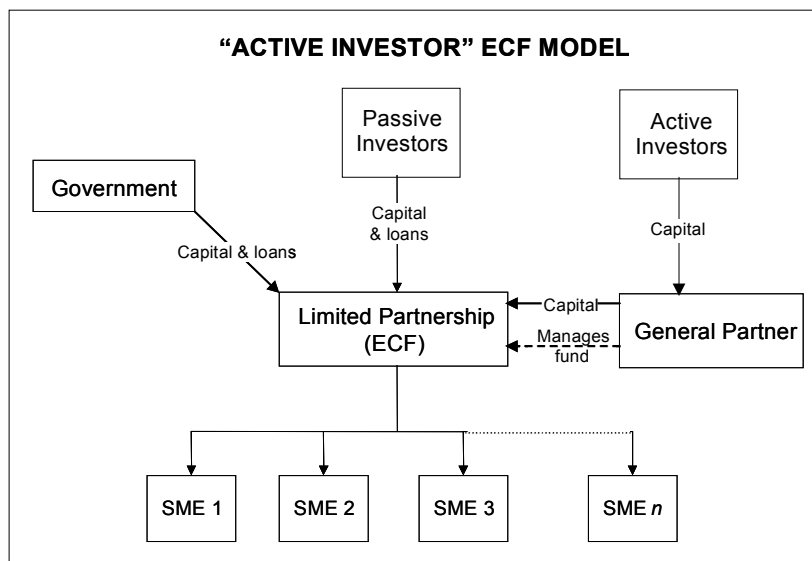
Limited partnership ECFs with 'passive' investors will be collective investment schemes within the meaning of section 235 of the Financial Services and Markets Act 2000 ("FSMA"). Although the partnership itself will be unregulated, the ECF will appoint a third-party fund manager to establish, operate and in due course wind up the partnership. The fund manager will need to be authorised by the Financial Services Authority ("the FSA") to carry on regulated activities, in accordance with FSMA.

As for any other limited partnership venture fund that is a collective investment scheme, promotion of interests in the fund by an FSA- authorised person will be subject to the financial promotion restriction set out in section 238 of FSMA. The ability to make such promotions may depend on the exemptions contained in the Promotion of Collective Investment Schemes (Exemptions) Order 2001. Amongst other provisions, these exemptions allow certain types of promotion to be made to certified 'sophisticated investors' or 'high net worth individuals'. Each of these categories of potential investor are defined terms under the relevant provisions and require certain criteria to be identified and fulfilled.

Additional exemptions are included at chapter 4 of the Conduct of Business Sourcebook ('COBS') portion of the FSA Handbook. Specifically chapter 4.12.1 R provides exemptions allowing for (amongst others) the promotion of unregulated collective investment schemes to persons who:

- (a) the firm has taken reasonable steps to ensure that investment in the collective investment scheme is suitable; and*
- (b) are an established or newly accepted client of the firm or of a person in the same group as the firm.*

(ii) **Business angel-led (Active Investor) ECFs**



A variant of the standard venture capital LP model might also be suitable for groups of business angels seeking to manage their own funds actively through an ECF. The structure outlined here assumes that all private investors have a right to participate in the day-to-day management of the general partner of the ECF.

(a) *Structure of participation*

As in the standard LP model, it is envisaged that the Government and private investors would all be limited partners in the fund, agreeing to advance non-interest-bearing loans to the partnership as required and making a nominal capital contribution (pro rata to their loan commitments and profit share).

The private investors would form a limited liability partnership⁴ ("LLP") or limited company to act as the general partner, and this vehicle would manage the activities of the fund. The liability of the investors in their capacity as members of the LLP would normally be limited to the extent of their capital contribution to the LLP, which could be a nominal sum.

It is for applicants to specify in their bid the processes by which the general partner would make its investment decisions. The Government will require these processes to build in suitable safeguards that prevent investment decisions from being taken by a single investor acting alone.

⁴ A limited liability partnership, as distinct from a limited partnership, is a body corporate that is treated as a transparent vehicle for tax purposes. The main advantage of structuring the general partner as an LLP (rather than a limited company) is that the investors would not be employees or directors of the general partner, and so their interest in the LLP would not generally be an "employment-related security" within the meaning of Part 7 of the Income Tax (Earnings and Pensions) Act 2003.

(b) Remuneration to the general partner

As in a standard LP fund, it is likely that the partnership would make regular payments to the general partner to meet the expenses incurred in managing the fund. Applicants should specify the level of these payments in their bid, but it is envisaged that the costs of managing an angel-led ECF would be substantially lower than for an ECF operated by a third-party, FSA- authorised fund manager.

The Government does not envisage that there will generally need to be a carried interest for the general partner in the angel-managed model. The carry is offered in the standard LP model to strengthen the incentives for the fund manager to maximise fund profits. In this angel-managed model, the managers (as limited partners) already have a significant financial incentive to maximise the financial return.

(c) Taxation

The limited partnership ECF and an LLP general partner should both be tax-transparent vehicles, whereas a limited company GP is not transparent. The comments in section (i)(c) above, in relation to Part 7 of ITEPA, also apply to this structure.

(d) Government's rights as a limited partner⁵

As with the standard LP model, the Government envisages that most decisions requiring investor consent would be taken only with the agreement of the Government and a majority of private investors. The Government will wish to have the right to remove the general partner (or to require an individual member of the general partner to cease their involvement in the management of the ECF) where the investment policy or other terms of the partnership agreement are breached, or where the general partner otherwise acts fraudulently, negligently or criminally.

The Government will also require a small number of additional protections in ECFs that are not being managed by an FSA-authorized person. The Government will wish to ensure that the checks that an FSA-authorized fund manager would normally conduct on investors, for example in relation to money laundering, are carried out. In addition, the Government will only confirm its offer of funding where it believes that the investors in the ECF have the necessary experience and expertise to manage public funds responsibly. Similar due diligence checks will be applied to any investors who wish to join the ECF after first closing. However, the Government's checks will be narrower in scope and purpose than those normally carried out by the FSA in their authorisation process, and should not be relied on by investors as a substitute for FSA authorisation.

(e) Interaction with the regulatory system

Following consultation⁶, the Government has made changes to the financial services regulatory system that enable an angel-managed ECF to exist without the need to have an

⁵ CfEL will act on behalf of the Government in exercising or choosing to exercise these rights.

⁶ www.hm-treasury.gov.uk/consultations_and_legislation/business_angel/consult_businessangel_index.cfm

FSA authorised operator and manager where certain conditions are met⁷. These conditions include:

- the private investors should all be certified 'high net worth individuals' or 'sophisticated investors', as defined in the Financial Promotion Order 2001, at the time they make their commitment to the ECF;
- the private investors should all be members of the LLP general partner, or otherwise have the right to be actively involved in the management of the general partner; and
- the private investors should all have signed statements to the effect that they understand (i) the risks involved in this type of investment; (ii) that the ECF will not be subject to FSA regulation and will not therefore be required to comply with FSA rules; and (iii) that investors will therefore not have recourse to the protections afforded by the financial services regulatory regime.

If and when the ECF is promoted to potential investors as an investment proposition, the Financial Promotion Order 2001 will be applicable where the promotion is carried out by a non-FSA-authorised person. This permits certain types of promotion to be made without the need for the promotion to be approved by an FSA-authorised person, including promotions made to certified high net worth individuals and certified sophisticated investors. Following consultation, the Government has made changes to improve the operation of the financial promotion regime by introducing self-certification for high net worth and sophisticated investors.

⁷ Under previous regulatory rules, the limited partnership would itself be an unregulated collective investment scheme, and the general partner (as operator) would have had to be FSA - authorised.

PART 3: KEY FEATURES OF ECFs

(i) Investment restrictions

This section specifies the investment restrictions that will apply to all ECFs, and that will therefore be written into the partnership agreements. Applicants may commit to more restrictive conditions as part of their bids, and the Government will regard this as a very positive feature if the applicant can demonstrate that it will be constrained to invest in an area where the equity gap is particularly severe. **If these more restrictive conditions are to be considered as part of the assessment process, the applicant must indicate how they will be incorporated into the partnership agreement.** Schedule 1 of each draft partnership agreement provides some possible suggestions.

(a) Investment sizes – first investment

There is no lower investment limit for the ECF programme as a whole, though in assessing the bid the Government will consider the likely interaction between a proposed ECF and existing publicly supported venture funds. Where a proposed ECF is directly targeting a part of the market that is well served by existing suppliers of risk capital (including other publicly-supported funds), the Government is unlikely to be satisfied that the ECF would be tackling a genuine gap in the market.

Specific criteria for the maximum size of investment are needed to ensure that investments are in the equity gap, and not made as part of syndicates that take the investments beyond the equity gap. At the same time, the Government recognises the need for some flexibility for ECFs to follow on successful investments, in order to protect their equity stakes from dilution in subsequent funding rounds.

Applicants are welcome to specify tighter criteria to be included in the ECF partnership agreement, but the following restrictions will apply to the first investment made by an ECF in a particular company:

- an ECF may not invest, or agree to invest, more than £2 million in that company; and
- an ECF may co invest with other investors, including other ECFs, so long as the total amount invested or agreed to be invested is no greater than £2 million. In complying with the £2 million limit, the ECF must take account of all investors, including the ECF itself (but excluding investors who are only providing debt finance with no equity or quasi-equity elements).

Suitable provisions will be built in to the legal documentation for each ECF to ensure that these restrictions cannot be breached, and further details are given in the draft partnership agreement at <http://www.berr.gov.uk/files/file41229.pdf>.

(b) Investment sizes – second and subsequent investments

Within a period of six months from the ECF's initial investment in a particular SME, follow-on investments in that company will be permitted only where the total amount invested in that

company (including the initial investment) is no more than £2 million. The ECF will need to take account not only of its own investments on or after the date of initial investment, but also those made by any other investor (except an investor providing only debt finance).

Once that period of six months has elapsed, more flexible provisions for follow-on investment will apply. Follow-on investments will be permitted if:

- **EITHER** the cost of all the ECF's investments in the SME will not exceed £2 million;
- **OR** the investment is necessary to prevent or reduce dilution of the ECF's equity stake in the company, **and** the total cost of all the ECF's investments in the company will not exceed 10 per cent of the total ECF fund size.

(c) Size, sector and location of investee company

An ECF may invest in any company:

- that meets the EU definition of a SME (as amended from time to time);⁸
- where the purpose of the relevant investment is, or the application of the proceeds of such investment by the relevant company or undertaking shall be, predominantly related to or for the benefit of the economy of the UK;
- whose equity or other securities are not, at the time of investment, listed on a 'recognised' stock exchange (such as the London Stock Exchange) or otherwise quoted on a non-recognised exchange (i.e. AIM, Ofex or any other market on which prices are quoted publicly);
- that does not operate in any of the restricted sectors referred to in Article 32 of the EC Treaty or in sensitive sectors for which the guidelines on State Aid and Risk Capital do not apply⁹; and
- where the trade of such company is a "qualifying trade" as defined in Paragraph 4, Schedule 28B of the Income and Corporation Taxes Act 1988,¹⁰ or where the company is undertaking research and development with a view to carrying on a qualifying trade.

(d) Investment structures

ECFs will be allowed to structure investments in the most appropriate manner for each deal, so long as:

- there is an equity component to the investment, or the investment includes warrants or other instruments conferring a right to acquire equity;

⁸ See Annex B.

⁹ See Annex C.

¹⁰ See Annex D.

- there is a realistic and significant prospect that the investment will earn a material capital gain (and not just an interest yield) for the ECF¹¹; and
- the ECF is not using drawdowns to finance the secondary purchase of existing equity (except where providing finance to support a management buy-out).

(e) Cumulation of state aid

European state aid approval for ECFs was conditional on the Government taking steps to avoid the cumulation of state aid to a single enterprise. Before investing in any portfolio company, an ECF will therefore need to make the company aware that it is an ECF and that the SMEs eligibility for certain other Government support schemes may be reduced in the future.

ECFs will be permitted to invest in companies that have previously received funding from other publicly-supported venture capital schemes, including Regional Venture Capital Funds, University Challenge Seed Funds and RDA-sponsored funds. ECFs will also be able to co-invest with such funds, so long as this is compatible with (i) the investment mandate of those funds; (ii) the investment restrictions that apply to the ECF; and (iii) the satisfactory resolution of any conflict of interest that may arise. However, ECFs will not be able to make secondary purchases of existing equity from these or any other funds.

(ii) Raising capital

(a) Sources of private capital

ECFs that are established and operated by an FSA-authorized fund manager will be allowed to raise their private capital from any source permitted by law, so long as the appropriate due diligence has been undertaken by the fund manager and any regulatory requirements are met. Where an ECF has no FSA-authorized manager, the Government will wish to carry out certain checks in respect of the private investors prior to committing capital to the fund.

ECFs may raise capital from public-sector sources, but the Government will not provide leverage in respect of such capital and will not provide leverage that takes the overall proportion of publicly-sourced capital in the fund above two-thirds. Other venture capital funds (except fund-of-funds vehicles) will not be allowed to invest in an ECF.

Apart from the public and private capital committed to the fund at final closing, ECFs will not be permitted to raise additional finance from other sources, except where leasing equipment or raising short-term debt for the purpose of maintaining the short-term liquidity of the ECF. General borrowing by the ECF will not be permitted.

¹¹ This means that debt instruments with warrants may be used only where there is a realistic prospect that the right to acquire equity will be exercised. An ECF will not therefore be able to provide debt finance 'dressed up' as quasi-equity by adding rights to acquire equity that it has little or no intention of exercising: such investment would not target an *equity* gap.

(b) Breadth of investor base

In an ECF where the investors are exercising control over the investment decisions of the general partner rather than appointing an independent fund manager to take those decisions, the Government will require that the investor base is sufficiently diverse to safeguard the commercial interests of the Government.

In general, the Government envisages that no single investor who is connected with or involved in the management of the fund should contribute more than half of the private capital.

(c) Timing and multiple 'closings'

Successful applicants will be required to achieve 'first closing' with commitments of private capital to at least the level agreed in their application, within six months of being advised that their application was successful. The Government will retain the right to withdraw its offer of investment into the ECF if this condition is not met, or if at any time within the six-month window the ECF is not making satisfactory efforts to secure such commitments.

Successful applicants may wish to have more than one closing for their fund. In this case, the first closing must be reached within the six months of being advised their application was successful, by which time the agreed level of private capital must have been raised. The level of Government investment in the fund will be fixed at the time of first closing: while additional private capital may be raised between first and final closings, the Government will not increase the level of its investment after the first closing.

Applicants will also be expected to achieve final closing within an agreed period. Six months after first closing may be an appropriate deadline, but applicants may propose and justify alternatives.

(d) No implied Government warranty

Any specific reference to the Government or CfEL in publicity materials relating to an ECF must be approved in advance by CfEL, except where providing only basic factual information that is already in the public domain, e.g. the amount or terms of proposed Government participation in the fund. Under no circumstances should the Government's agreement to participate be described or interpreted as implying any kind of endorsement, warranty or guarantee of performance by the fund, and any promotional materials issued in relation to the ECF must include a warning to that effect.

(iii) Drawdowns

Loan commitments will be drawn down into an ECF on a 'side by side' basis from the Government and the private investors, pro rata to their total loan commitments. It is anticipated that loan commitments from the Government will be drawn down on an 'as required' basis. The Government/CfEL will require at least 10 business days' advance notice of any drawdowns, and will expect ECFs to provide monthly indicative forecasts of likely drawdown requirements.

Applicants wishing to raise private capital from individual investors will need to propose arrangements to satisfy the Government that the private capital will be available for drawdown when needed. For example, it may be appropriate for some or all of any commitments arising from individual investors to be placed in an escrow account or drawn down into the ECF at the start of the fund's lifetime.

In the event that a limited partner fails to meet a drawdown notice, it will be liable to pay interest and, unless the default is rectified, the defaulting partner will lose their entitlement to distributions during the lifetime of the fund. Any distributions to that investor at the end of the lifetime of the fund would be limited to the repayment of their outstanding loans. However, the Government does not believe that such punitive provisions should be applied following the death of a limited partner.

Capital that is drawn down into the fund but not yet invested or otherwise expended (e.g. on management fees) must be held on deposit with a major UK clearing bank, except where Government approval has been sought and obtained.

Fund managers may wish to cancel outstanding loan commitments if it becomes clear that they will never be drawn down. In such cases, loans will be treated as having been drawn down and repaid immediately.

(iv) Distribution of returns

When an ECF earns a return from an investment, either from interest or dividend payments from an investee SME or from a realisation, it will not be permitted to recycle those funds for further investment (except where drawn down funds have been used to pay the management fee). An ECF will be expected to make distributions once it has the necessary income or capital gains from realisation of its investments and has met its expenses and liabilities (including fund management fees). The three 'tiers' of the distribution are summarised in Part 1(iv)(d) above, and are discussed in more detail now.

1. Prioritised return to Government

The prioritised return will be equivalent to interest charged on the balance of outstanding Government loans to the fund, compounded annually. Payment of the prioritised return may be deferred until the fund has generated the necessary cash flow from its investments and has met its existing liabilities.

2. Repayment of capital

Once the Government has received its prioritised return, outstanding loans may then be repaid to the Government and the private investors under the terms specified in the applicant's bid. Loan repayments may be made to the various parties on a *pro rata* basis, or applicants may specify an alternative arrangement that is more generous to the Government. More generous arrangements will be regarded as a positive feature of an application.

Where there are amounts of loan commitment still to be drawn down, repayments will continue in this tier until the Government has been repaid an amount equal to 85 per cent of its total

loan commitments (regardless of whether those loan commitments have yet been drawn down). This is necessary to protect the Government from a position in which early profits are distributed to private investors, and the fund subsequently fails to generate sufficient returns to repay future drawdowns.

3. *Distribution of profits*

Assuming obligations under tiers (1) and (2) above have been met, **all further distributions to investors will be divided between the Government and all other parties in a fixed profit-sharing ratio**. Applicants must specify the Government's profit share in their bids, expressed as a percentage that will apply to all distributions of profit; the remainder will be allocated between the private investors and, where there are carried interest provisions, the fund manager. The Government's profit share should be expressed as a fixed percentage of profit that remains constant throughout all profit distributions.

In order to maximise their chances of success in the application process, applicants should strive to offer the Government a profit share that is:

- **competitive**, in order to provide the Government with sufficient returns from successful ECFs to cover its losses from ECFs that perform less well; but also
- **realistic**, to demonstrate that their application is viable and achievable. Applicants should note that, should a successful bidder prove unable to raise private capital on the terms specified in their application, the Government would not renegotiate the profit share or other features of the bid; it would instead reassign its offer of funding to another applicant, or withdraw it altogether.

In cases where standard carried interest provisions are to be included, profits will be distributed:

- (i) **first**, to the Government and private investors, in line with the profit-sharing ratio, until a certain 'hurdle rate' has been achieved and distributed. The hurdle rate is to be specified EITHER:
 - as an amount equal to interest calculated on the daily balances of loans outstanding to the Government and private investors; OR
 - as being just sufficient to ensure that the private investors have received a certain annualised IRR.

In either case, the level of the hurdle and the basis for calculation should be clearly specified in the bid. Applicants may choose to provide for a gradual 'catch-up' for the carried interest recipient from the private investors' share; and

- (ii) **second**, any further profits are divided between the Government (in line with its fixed profit share), the fund manager (in line with the carried interest share), and the private investors (pro rata to their investments in the fund).¹²

Applicants may specify alternative incentive structures to the standard carried interest provisions if this is more appropriate for their proposals, so long as they can still demonstrate a clear link between fund performance and fund manager remuneration.

(v) Co-investment agreements

ECFs wishing to enter into co-investment agreements with other parties should provide details of the proposed terms of such agreements as part of their application, including the reasons why the proposed arrangements would be in the interests of the ECF's investors. This might, for example, be appropriate for an ECF wishing to raise and leverage funds from institutional investors, to be co-invested alongside a group of experienced business angel investors.

Co-investment agreements may also be appropriate where an ECF fund manager is associated with another venture fund and where the investment mandates of the two funds overlap. In these circumstances, it would be appropriate to agree in advance how deals will be allocated and shared.

(vi) Conflicts of interest

There is scope for various conflicts of interest to arise during the lifetime of an ECF. Applicants will be required to highlight any potential areas where this may be the case, and should propose mechanisms to resolve or manage these conflicts. This will not be regarded as a negative feature of an application, so long as the Government is satisfied that any conflicts would be handled in a manner consistent with the interests of the Government and other investors in the ECF. Wherever possible, applicants should follow commercial best practice in managing potential conflicts. Applicants should note that failure to disclose any material conflict of interest that is subsequently identified in the assessment process will be regarded as a significant negative feature.

(vii) Involvement with investee companies

An ECF may wish to designate one or more individuals to serve as an officer, director or other participant in the management of a portfolio company. Such person may receive commercially appropriate director's fees and properly reimbursable expenses incurred by that person in their capacity as a director, and distributions based on the person's ownership interest (if any) in the company. The level or basis of calculation of any such fees and expenses should be specified

¹² The draft limited partnership agreement also incorporates provisions to protect the Government and other limited partners from the possibility of over-payment of carried interest in the early years of the fund. Briefly, these provisions involve a portion of any carried interest payments being held in escrow for the recipient until such a time as the possibility of over-payment has passed.

in the application. Any other income, or anything else of value, received from the portfolio company must accrue for the benefit of the ECF and not the appointed director.

Prospective applicants should seek advice on whether, in the context of their proposed ECF structure, arrangements of this nature would constitute an employment relationship that could give rise to an income tax charge under Part 7 of ITEPA.

(viii) Key personnel

In this Guidance, 'key personnel' includes any individual whose experience and expertise an applicant wishes the Government to take into account when assessing their application. For these individuals, the ECF partnership agreement will include provisions to ensure that the key personnel named in the application actually dedicate the specified amount of time and effort to the ECF.

The partnership agreement will specify the circumstances under which key personnel may be replaced. Such changes will require the consent of the limited partners, including the Government. Before giving such consent, the Government will wish to be satisfied that the replacement is at least as well qualified and experienced as the individual being replaced, and will integrate successfully with the rest of the management team. The legal agreements will include a right for the investors (including the Government) to agree to remove the general partner or suspend new investments by the partnership in the event that satisfactory replacements are not put in place within a reasonable time period.

(ix) Transfer or sale of instruments of ownership in an ECF

It is intended that investors should be committed to retaining their interest in an ECF for the lifetime of the fund, but the Government recognises that changing circumstances may mean that a private investor wishes to sell or transfer their interest in a fund. On transfer, the recipient will take over the obligation to meet any loan commitments not already drawn down from the vendor (as well as the right to receive repayments of capital and profit share).

Government approval will not be required for transfers of ownership where the ECF is operated by an FSA-authorized fund manager who has undertaken an appropriate level of due diligence in relation to the new investor. In the absence of an FSA-authorized manager, the Government will wish to approve any transfer of partnership interests, for example to assure itself that the new investors are sufficiently experienced to be involved in managing public investments.

The Government will also wish to retain the right to transfer its interests in an ECF, either to a publicly-owned company established to manage the ECF programme at arm's length from the Government or to any other recipient.

(x) Reporting requirements

ECF operators will be required to provide regular reports to the Government on the progress of their fund and its investments. The Government is additionally interested in the impact of ECFs upon equity gap investments into SMEs. Therefore the ECF will be expected to provide some additional reporting on SMEs seeking investment. The Government intends that this should not be particularly burdensome and believes it is best achieved through the completion of an “Investee Summary Sheet” described below. All SMEs seeking investment from an ECF will be required by the ECF manager to submit this information regardless of subsequent investment. This additional information will support future evaluation of the ECF programme and the Government’s analysis of the equity gap.

A business seeking investment from an ECF will be required to provide the ECF with an **Investee Summary Sheet** containing:

- Company Name
- Company Postcode
- Management Team (listing names, years in sector and previous business ownership)
- Companies House Company Registration Number (CRO), or VAT Registration Number
- Product/Service description and 4 digit Standard Industrial Classification (SIC) code(s)
- Date of inception / start up
- Current Revenues (dated)
- Number of full time staff at time of application
- Company plans for the new capital
- Notice that the Government or its agent may contact company the company for evaluation purposes
- Agreement that a (non confidential) summary of the company’s business plan may be used for evaluation purposes

The ECF will be expected to follow the International Private Equity and Venture Capital Valuation Guidelines produced by EVCA¹³ when valuing investments and will be required to produce quarterly reporting following the BVCA reporting template¹⁴. This will cover summary fund data and more detailed portfolio reporting for all investments, including details of investments bought and sold in the period, brief updates of the progress of each portfolio company, valuations of each investment and the Government’s interest in the ECF, and brief details of investment opportunities considered (but rejected) during the period.

In addition to the BVCA best practice the Government considers that two additional measures from EVCA best practice should be added to the monitoring data requirement:

- a measure of the investee’s performance against the fund manager’s forecast; and
- the holding period of the investment

The ECF should be prudent and consistent in its valuations and will do this by valuing investments in line with current EVCA guidelines.

The Government *may* also require additional reporting data (for example in relation to the employment and turnover of investee companies) to enable it to further evaluate the impact of

¹³ http://www.evca.com/pdf/international_valuation_guidelines.pdf

¹⁴ www.bvca.co.uk

the ECF programme on equity gap SMEs. The ECF should make it a condition of funding that the SME provide such data if and when required.

The quarterly reporting will provide the template and the data required for the ECF's annual report. The annual report, consistent with the BVCA's reporting guidelines, will include an audited profit and loss account and balance sheet.

To enable the Government to properly budget for its expenditure, the ECF will also be required to provide monthly cash flow forecasts indicating the level and timing of expected drawdowns of Government funding for the following three months

All such information received by the Government will be treated as confidential, though the Government may wish to release aggregated data on the performance of the ECF programme as a whole. Information relating to specific funds or businesses will be passed to external parties only where required by law or where necessary to support independent evaluation of the ECF programme, and any external researchers would be bound by appropriate confidentiality provisions.

(xi) National Audit Office

The role of the National Audit Office (NAO) is to report to Parliament on the spending of central Government money. It conducts financial audits of all Government departments and agencies and many other public bodies, and reports to Parliament on the value for money with which public bodies have spent public money.

ECFs will be required to cooperate fully with any requests for information from the NAO and, if appropriate, the European Court of Auditors.

PART 4: ASSESSMENT CRITERIA

This section outlines the criteria against which CfEL will assess the applications

The assessment criteria are broken down under four broad headings:

- strength of investment team, relevant experience and expertise;
- investment strategy;
- sources of private capital; and
- financial terms.

Under each heading, there are certain features that must be present in all applications, and further criteria that CfEL will take into account when assessing applications.

Each of the four broad areas will form an important part of the assessment process, and none will be of overriding importance. This means that the successful applicants will not necessarily be those with most experience, or those offering the most generous financial terms; instead, they will be those that offer the best overall value for money in meeting the Government's objectives.

Within each broad heading, assessment criteria are categorised as 'pre-requisite', 'primary' or 'secondary', to indicate their relative weighting in the assessment process.

Where consistent with the Government's overall objective to secure value for public money, CfEL will attach positive weight to applications that are particularly innovative in their design or otherwise contribute to the Government's objective to test a variety of different approaches, for example in terms of:

- business models;
- target investor groups;
- investment strategies (e.g. early-stage vs. development capital, sector specialist vs. generalist, local/regional vs. national); and
- approaches to reducing the costs of making equity-based investments.

Even if some or all applications meet the required criteria, CfEL may still decline to make any award of ECF status if none of the applicants is judged to offer sufficient overall value for money. CfEL will retain full discretion as to whether, and on what terms, the Government would make support available to applicants.

(i) Strength of investment team, relevant expertise and experience

Pre-requisite criteria

Applicants must demonstrate that the proposed ECF management team is suitably qualified, and collectively possesses the knowledge, experience and capability needed to successfully build, manage and exit a portfolio of private equity investments.

Where specific skills or expertise are lacking in the management team, applicants must demonstrate how appropriate experience will be brought into the team and must show that the associated costs are fully budgeted for in the financial projections submitted as part of the application. Applicants must outline the staffing requirements of their proposed ECF, and demonstrate that proposed levels of staffing will be sufficient to operate the ECF effectively.

Where the activities of a proposed ECF would fall within the financial services regulatory regime under the FSMA, the applicant must also demonstrate that they meet the requirements of that Act (for example in relation to FSA authorisation), or have credible plans to do so.

Primary assessment criteria

CfEL will pay close attention to whether the proposed management team demonstrates the potential to succeed in:

- **raising capital** from reputable private sector investors;
- **attracting a flow of quality investment propositions** from businesses seeking risk capital finance;
- **carrying out rigorous ‘due diligence’** to assess the suitability of investment propositions put forward by businesses seeking finance;
- **structuring and pricing investments** and **negotiating terms** with investee businesses;
- **providing management support and advice** to investee businesses, for example by helping to develop and implement successful growth strategies;
- **monitoring and reporting** on the performance of the ECF’s investment portfolios;
- **realising returns** from investments through third party transactions, including later-round investments, trade sales and initial public offerings; and
- the management team’s knowledge and experience of **operating a successful business** and, where relevant, their knowledge and experience of any **specific business sectors** in which the proposed ECF would concentrate its investment activities.

Evidence of past experience against all these criteria is an advantage, but not a pre-requisite: applicants need to demonstrate that the ECF would have access to the skills and competencies needed to ensure a good prospect of achieving commercial success.

Secondary assessment criterion

CfEL will have regard to the proposed ECFs' likely contribution to **increasing capacity and developing a sustainable skills base** in the 'equity gap' market. For example, this could apply where new fund management teams are coming together to form an ECF, where the ECF is encouraging new hands-on investors into the market, or where it is committed to training and developing staff in particular aspects of equity gap investing.

(ii) Investment strategy

Part 3 described the broad investment restrictions that all ECF investments will be required to comply with. However, it is envisaged that prospective ECFs will operate within a more tightly-defined investment mandate, for example focusing on particular business sectors, stages of development, locations and/or investment tranche sizes.

An ECF's investment strategy should be driven by commercial considerations. Accordingly, CfEL will not favour any particular geographic locations or business sectors over others when assessing the applications. In particular, applicants should note that there is no specific objective for ECFs to meet the Government's objectives for economic development across the regions or in disadvantaged areas. While ECFs are welcome to target businesses in disadvantaged regions or localities where they can demonstrate the existence of an equity gap, their applications will be assessed on the same basis as any other.

Pre-requisite criteria

Applicants must demonstrate that their investment strategy is consistent with the overarching scheme rules, targeting an equity gap, and commercially viable. They must show that the proposed fund has good prospects of delivering a high financial return, and that any potential conflicts of interest will be satisfactorily resolved. They must also demonstrate that the fund manager will be suitably resourced, taking into account both the financial and the non-financial resources available to it.

Primary assessment criteria

CfEL will favour applications that demonstrate that the proposed ECF would be targeting a particularly acute part of the equity gap. Where applicants provide strong evidence that the shortage of capital is especially severe in their target market, this may compensate for other less attractive features of their application (such as a lower Government profit share). CfEL will pay close attention to the applicant's analysis of the existing supply of equity capital available to the target investee businesses, and the level of unserved demand for risk finance amongst those businesses. Applicants should also seek to demonstrate their competitive advantage over existing or potential future participants in their segment of the market.

CfEL will also consider the proposed ECF's capacity to make a non-financial contribution to the performance of the investee businesses, for example by providing management support, mentoring or other relevant expertise. In assessing capacity in this area, CfEL will consider whether the applicant's level of ambition in this area is achievable, taking account of the resources in and available to the management team.

(iii) Sources of private capital

Applicants must describe in as much detail as possible the intended sources of private capital for their proposed ECF. They must specify the target level of privately sourced capital, and the desired ratio of Government to private capital in the fund.

Prerequisite criteria

Applicants must demonstrate that the proposed private investors would be investing on a fully commercial basis, for the purpose of maximising the financial return to the fund, and have the financial capacity to meet the envisaged level of commitment. Where funds are to be raised from individual investors, applicants must also demonstrate that suitable arrangements will be put in place to ensure that committed funds will be available for drawdown and investment when required.

Primary assessment criteria

CfEL will pay close attention to the evidence that the applicant will be able to raise the level of private funding proposed in the application, from the proposed investor groups and within the timescales set out in Part 1. CfEL will favour applications that are backed by strong evidence of investor appetite from named and verifiable sources. Such evidence might, for example, be in the form of written expressions of interest, letters of intent, or conditional commitments of funding.

In general, CfEL will place greater weight on stronger or more binding commitments, but it will also take account of the fact that it may be easier to secure commitments of capital from some investor groups than others. It will place greater weight on commitments from credible and reliable investors who fully understand the nature of the investment proposition.

Secondary assessment criteria

Attracting new private capital to the equity gap is an objective for ECFs. CfEL will therefore have regard to evidence that the proposed ECF is likely to attract new flows of private capital into the equity gap, rather than merely displacing capital that would otherwise have been invested in other equity gap funds.

(iv) Financial terms

In assessing each applicant's proposed financial terms, CfEL will consider how different internal rates of return at the level of the underlying investments would translate into financial returns to the Government. This assessment will take account of the prioritisation of loan

repayments, the Government's fixed profit share, the level of fund manager remuneration and the proposed ratio of public to private capital. All else being equal, CfEL will prefer bids where the financial terms deliver higher returns and lower risk to the Government.

Pre-requisite criteria

Applicants must demonstrate that their proposed financial terms are consistent with the distribution 'waterfall' set out in Part 3(iv). They must also provide projected budgets to demonstrate the level of costs that will be involved in managing the ECF. These projections must satisfy CfEL that the management costs will not be excessive, but that sufficient provision has been made to enable the fund to be managed effectively.

Primary assessment criteria

CfEL will consider the arrangements specified for the sharing of loan repayments between the Government and the private investors, and the ratio specified for sharing of profits between the Government and the private investors.

The assessment will pay attention to the desired ratio of public to private funding. Lower ratios will be preferred, as they will allow a given amount of public funding to lever in more private funding.

CfEL will also consider the level, structure and timing of management fees, carried interest and any other remuneration to the fund manager and other charges or fees to be levied either on the fund itself or on investee businesses. It will be a negative feature if the proposed level of charges or fees does not appear commercially appropriate, or appears to be to the detriment of either the fund or its portfolio companies.

CfEL will also have regard to the strength of the link between the financial performance of the fund and the remuneration of those individuals responsible for taking the investment decisions and otherwise managing the fund.

PART 5: INFORMATION TO BE PROVIDED BY APPLICANTS

Part 1 set out the mandatory information required in the initial 5 page bid. Bidders may like to refer to the information requirements in this section when putting together that summary bid. This Part provides a summary of the key pieces of information that will be required during the process of a full ECF application should an initial bid be short-listed. This is not exhaustive, and applicants are encouraged to bring forward any further *relevant* information.

(i) About the ECF

(a) Fund structure

- Details of the fund structure (limited partnership, limited liability partnership or limited company), and the reasons for this choice.
- Total amount of funding to be committed to the fund, by (i) private investors and (ii) the Government.
- Proposed term of the fund and length of investment period, including the conditions under which these may exceptionally be extended.

Applicants must highlight and explain any areas in which they would wish to alter significantly the terms of the draft partnership agreement.

(b) Investment strategy

- Details of the proposed ECF's investment strategy. Applicants will need to specify which elements of the strategy are to be written in to the partnership agreement¹⁵. Applicants should note that, in assessing bids, CfEL will have regard only to those elements that can be written into the legal agreements. As a minimum, applicants will need to provide the following details:
 - overall approach (sector-specific, generalist, opportunist etc.);
 - length of investment period (i.e. the period after which only follow-on investments may be made) and the proportion of total commitments to be retained for follow-on investments and to meet other expenses of the partnership after the end of the investment period;
 - target number and value of investments in each year of the fund's investment period, and in the mature portfolio;
 - target sector(s) for investee companies (if applicable);
 - target stage(s) of development of investee companies;
 - target location(s) for investee companies (if applicable);
 - target funding round sizes for the ECF's initial investments, including the likely extent of co-investment or syndication with business angels, venture capital funds and other investor groups. Indicating if any potential co-investment or

¹⁵ The draft partnership agreement at <http://www.berr.gov.uk/files/file41229.pdf> provides an indication of the level of detail the Government would expect (see Schedule 1 of the agreement).

- syndicate partners are in any way connected with the proposed ECF and, if so, how any conflicts of interest will be managed;
 - target proportion of total commitments to be retained for investment in follow-on funding rounds; and
 - proposed deal structures, including the intended approach to minimising dilution (while remaining within the overall scheme rules).
- An analysis of the market in which the ECF is proposing to operate, including an assessment of alternative current and likely future sources of equity capital for the target SMEs, and the extent of unserved demand for such capital.
 - A description of the proposed level and nature of ongoing mentoring, management support and other assistance that will enhance the performance of investee businesses. This will include an assessment of the likely costs and time commitments involved, and applicants will need to demonstrate that the proposals are feasible given the resources available to the ECF.
 - An assessment of the *specific* risks associated with the proposed strategy (i.e. ignoring general venture capital market risks).

(c) Fund operation

- Applicants will need to provide details of the decision-making processes, including:
 - the nature and extent of due diligence processes to be undertaken before each investment, including the likely scope and costs of any work to be commissioned from outside experts; and
 - any other steps designed to reduce the fixed costs of making investment decisions.
- Details of drawdown arrangements, including the notice periods that will apply to the private investors and the measures to be put in place to ensure that drawdown commitments are met on time.

(d) Sources of private capital

- Applicants should include the following information in their initial applications and be prepared to supply further supporting evidence if required:
 - the target level of privately-sourced capital;
 - details of the target investor groups; and
 - evidence of investor appetite for their proposed ECF.

(e) Terms of public participation

Applicants should provide the following information:

- the proposed arrangements for the sharing of capital distributions between the Government and the private investors;

- the proposed arrangements for the sharing of capital drawdowns between the Government and the private investors; and
- the Government's profit share, specified as a straightforward percentage as described in Part 3 of this Guidance.

Applicants should be prepared to demonstrate why the proposed financial terms represent the least necessary level of Government support to attract private investment into the proposed ECF.

(f) Fee structures

Applicants should set out:

- the level, structure and timing of management fees and other remuneration to the fund manager (including carried interest); and
- details of any other charges or fees to be charged, either to investors or to investee companies. Applicants are asked to explain whether these fees accrue to the fund or to the fund manager.

(g) Financial projections and budgets

For a limited partnership ECF, or a limited liability partnership ECF that is to be operated by an independent third-party fund manager, applicants will need:

- full financial projections for the fund management company. These projections should demonstrate that the fund manager will be generating income that is sufficient to cover the costs of managing the fund, but not excessive; and
- full financial projections for the partnership itself, including the financial returns that are expected to accrue to private investors and to the Government. This should include a sensitivity analysis that shows how returns vary on a range of different assumptions about underlying investment performance.

For a limited liability partnership ECF that is operated by its investors, applicants should provide:

- a detailed budget showing the projected costs to be incurred by the fund in managing its own affairs, and showing how much of the fund value will be available for investment in portfolio companies; and
- financial projections for the partnership, including the financial returns that are expected to accrue to private investors and to the Government. This should include a sensitivity analysis that shows how returns vary on a range of different assumptions about underlying investment performance.

In both cases, spreadsheets underpinning the financial projections, in a format capable of being read by Microsoft Excel, will be required from short listed applicants.

(ii) About the ECF management team

As explained in Part 3, 'key personnel' includes each individual whose experience and expertise are to be taken into account by the Government when assessing an application. In addition to investment principals, this may include staff with responsibility for reporting, accounting and compliance. For each of these individuals, the applicant should provide:

- their name, full address, contact details, summary curriculum vitae;
- details of authorisation(s) held under FSMA, including a copy of the current Statement of Permitted Business;
- details of existing commitments on their time (including any other venture funds under management) that will impact on their ability to dedicate their time to an ECF;
- details of their proposed role, responsibilities and terms of employment within the ECF, including how much of their time will be devoted to management of the ECF;
- details of their relevant skills, expertise and previous experience;
- details of other venture funds or other equity investment activities in which they are currently engaged, or are likely to be engaged during the lifetime of the ECF;
- details of any directorships held currently or within the past seven years;
- whether they are an undischarged bankrupt, have ever been declared bankrupt or are currently the subject of bankruptcy proceedings; are or have ever been a director of an insolvent company; or have an unspent criminal conviction (other than for minor traffic offences). If the answer to any of these questions is 'yes', this will not exclude them from the application process. However, full details should be provided: applications will be dismissed if the Government's due diligence reveals that information has been withheld;
- details of any cases of non-compliance by any of the 'key personnel' identified by regulatory authorities or their agents during the course of an audit or other review of compliance procedures; and
- written/signed consent for background checks, including checks of bankruptcy, financial or criminal records, to be undertaken.

Short-listed bidders will also be asked to provide sufficient details to verify any investment track record of individuals named in their bid and to provide details of at least 3 referees.

Bidders will also be assessed to determine whether the team as a whole will function effectively.

**ANNEX A – HM REVENUE & CUSTOMS NOTE ON THE APPLICATION OF
PART 7 ITEPA 2003 TO ECFs**

Depending on the exact nature of an ECF's commercial structure, it is possible that one or other person may acquire employment-related securities. Such securities may be a person's interest in a limited partnership or the shares etc. of the target companies into which that partnership invests. It is therefore particularly important to consider the position where an investor in an ECF becomes a director or employee of one or more targets, or receives his opportunity to become a limited partner through his employment in, say, a finance house. In such cases the Memorandum of Understanding between HM Revenue & Customs and the British Venture Capital Association may provide helpful guidance.

The rules in Part 7 of the Income Tax (Earnings and Pensions) Act 2003 identify value being transferred to the holders of employment-related securities by way of remuneration and charge that value to Income Tax and NICs. Generally speaking this is where the employment-related securities are either acquired for less than their full, unrestricted, market value or where certain events occur after acquisition that achieve a transfer of value to the holder of the securities.

One of the factors to be considered in determining whether value is transferred is the rate of interest chargeable on loans. If the rate is less than a commercial rate then value is likely to be transferred at some point in the arrangements. In relation to ECFs, the prioritised return earned by the Government in relation to its loans to the ECF will be regarded as commercial.

ANNEX B – DEFINITION OF SMEs

In line with the Commission Recommendation of 6 May 2003 concerning the definition of micro, small and medium-sized enterprises (Official Journal L124 of 20/05/2003), a new definition of an SME took effect from 1 January 2005.¹⁶

To be recognised as an SME under the new definition, a business must have fewer than 250 employees and either annual turnover not exceeding €50m and/or an annual balance-sheet total not exceeding €43m.

Where an enterprise is not autonomous, the employment, turnover and balance sheet of 'partner' and 'linked' enterprises must also be taken into account when ascertaining whether or not the enterprise is a SME. An enterprise is autonomous if:

- it does not have a holding of 25 per cent (in terms of capital or voting rights) or more in another enterprise;
- it is not 25 per cent or more (in terms of capital or voting rights) owned by any enterprise or public body or jointly by several linked enterprises or public bodies, with a few exceptions; and
- does not draw up consolidated accounts and is not included in the accounts of an enterprise which draws up consolidated accounts and is thus not a linked enterprise.

However, generally, venture capital companies may own up to 50 per cent of an enterprise's capital or voting rights without affecting its autonomous status.

¹⁶ The description of the SME definition in this Annex is a brief summary only. The new definition is much longer and more detailed and should be consulted to determine its application to individual enterprises. The European Commission has published a User Guide to the new definition: http://europa.eu.int/comm/enterprise/enterprise_policy/sme_definition/sme_user_guide.pdf

ANNEX C – RESTRICTED SECTORS

ECFs will not be permitted to invest in the following sensitive sectors for which the guidelines on State Aid and Risk Capital do not apply:

- (i) synthetic fibres and yarns;
- (ii) motor vehicles;
- (iii) shipbuilding;
- (iv) steel - ECSC products;
- (v) steel - non- ECSC products;
- (vi) coal;
- (vii) transport; and
- (viii) the production of agricultural and fisheries products listed in Annex I referred to in Article 32 of the EC Treaty.

ANNEX D – DEFINITION OF “QUALIFYING TRADE”

Most trades qualify, provided that they are conducted on a commercial basis with a view to making profits. A trade will not qualify if one or more excluded activities together make up a 'substantial part' of that trade¹⁷. The main excluded activities are:

- dealing in land, financial instruments, or in goods other than in the course of an ordinary trade of retail or wholesale distribution;
- financial activities, property development, or providing legal or accountancy services;
- leasing (including letting assets on hire, except in the case of certain ship-chartering activities);
- receiving royalties or licence fees, except where these arise from an intangible asset such as a patent or know-how, most or all of which has been created by the company (or one of its subsidiaries);
- farming, market gardening, or forestry;
- operating or managing hotels, guest houses, hostels, or nursing or residential care homes; and
- providing services to another company in certain circumstances where the other company's trade consists to a substantial extent in excluded activities.

¹⁷ This will depend on the relevant facts and circumstances, but it is generally considered that an activity makes up a 'substantial part' where it amounts to more than 20 per cent of the trade.