



# HENLEY BUSINESS ANGELS

## APPLYING FOR FUNDING



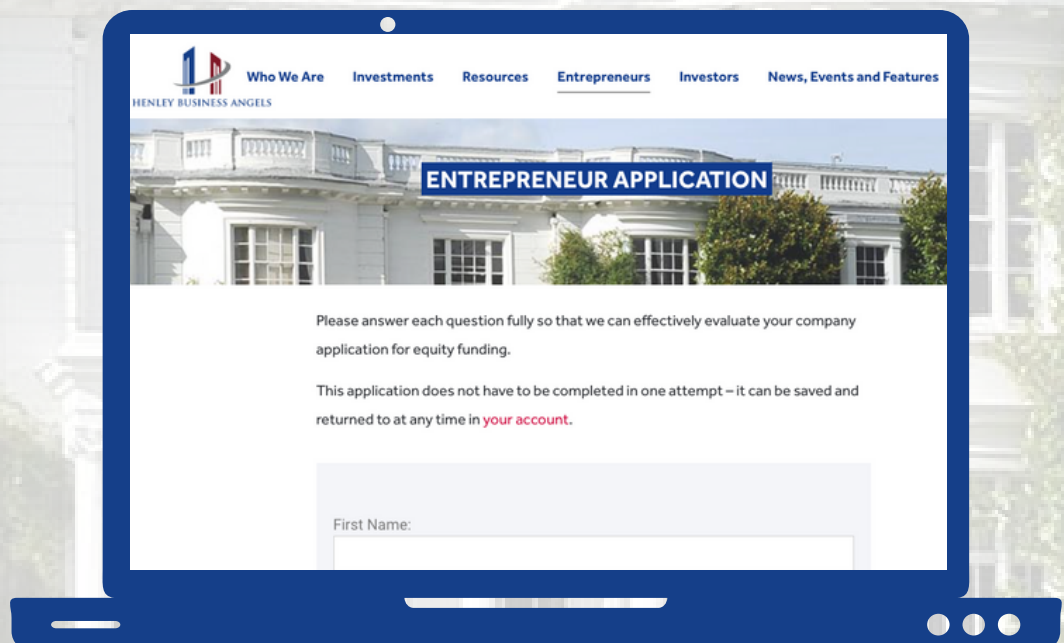
# SUBMITTING AN APPLICATION

Go to the Henley Business Angels Website and hover over 'Entrepreneurs'

To create an application, click the 'Apply for Funding' button at the bottom of the menu. Make sure you meet the criteria before you start an application.

Fill in the application form as fully as you can. Please note that you will be able to log in and change the information on your application at any time.

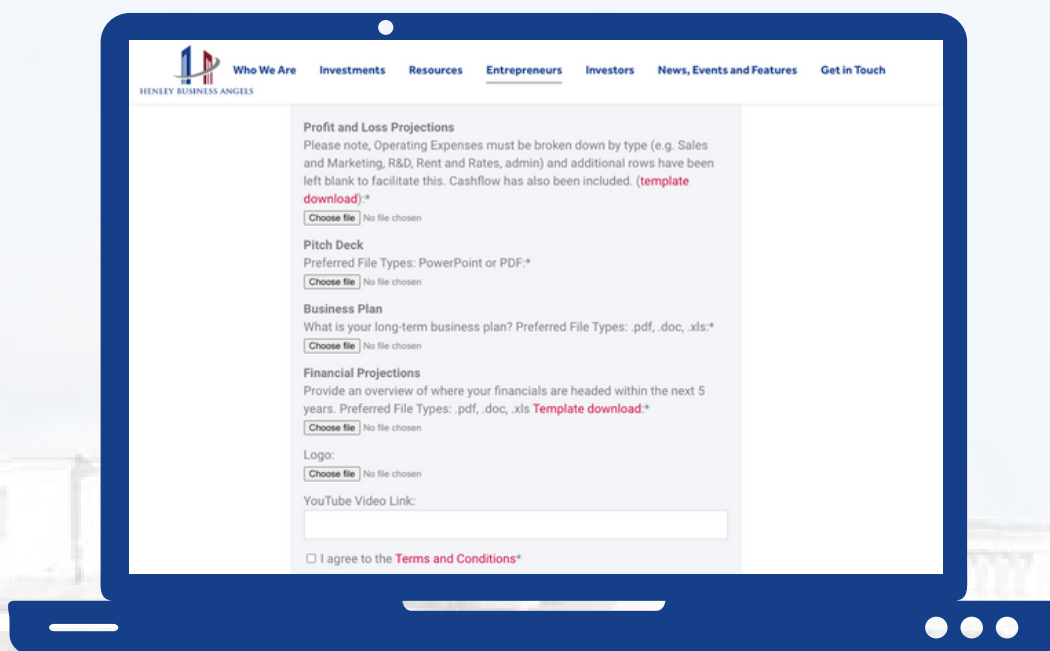
At the bottom of the application you will be prompted to create a password. This will allow you to login with your email address given on the application to change your application at any time.

A screenshot of a laptop displaying the Henley Business Angels website. The 'Entrepreneurs' menu is open, showing options like Overview, Funding Process, Investment Readiness Workshop, Investment Criteria, and Apply for Funding. Below the menu, the 'ENTREPRENEUR APPLICATION' form is visible. The form includes instructions: 'Please answer each question fully so that we can effectively evaluate your company application for equity funding.' and 'This application does not have to be completed in one attempt – it can be saved and returned to at any time in your account.' A text input field for 'First Name:' is shown at the bottom of the form.

We recommend you complete your application in one sitting, but if this is not possible, please input an answer in each of the boxes and upload a temporary file for any question that requests a file upload. This will allow you to submit your application and create an account to later edit the answers.

# SUBMITTING AN APPLICATION

Please be advised that once applications close for the Quarter, the information available will be used to assess whether you will progress to the next stage, so do not forget to make sure all the correct information is filled in.



The screenshot shows the Henley Business Angels application form. The navigation bar includes links: Who We Are, Investments, Resources, Entrepreneurs (active), Investors, News, Events and Features, and Get in Touch. The form sections are:

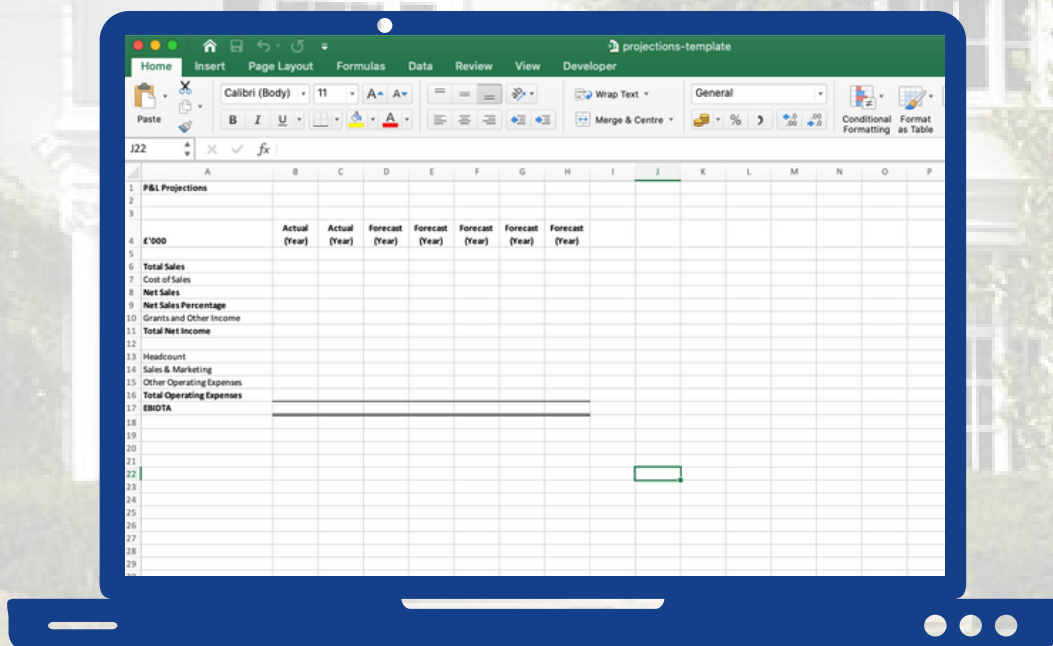
- Profit and Loss Projections**: Please note, Operating Expenses must be broken down by type (e.g. Sales and Marketing, R&D, Rent and Rates, admin) and additional rows have been left blank to facilitate this. Cashflow has also been included. (template download)\*. A "Choose file" button is present.
- Pitch Deck**: Preferred File Types: PowerPoint or PDF.\*. A "Choose file" button is present.
- Business Plan**: What is your long-term business plan? Preferred File Types: .pdf, .doc, .xls.\*. A "Choose file" button is present.
- Financial Projections**: Provide an overview of where your financials are headed within the next 5 years. Preferred File Types: .pdf, .doc, .xls. Template download.\*. A "Choose file" button is present.
- Logo**: A "Choose file" button is present.
- YouTube Video Link**: A text input field.
- ☐ I agree to the Terms and Conditions\*

Some questions require you to download a template, complete this, then upload it to your application form.

The templates you need to complete are included in the application form, but can also be accessed by clicking the links below.

The two file downloads are excel spreadsheets, and you must fill these in with the correct information relating to your company. Where necessary, definitions and descriptions have been given.

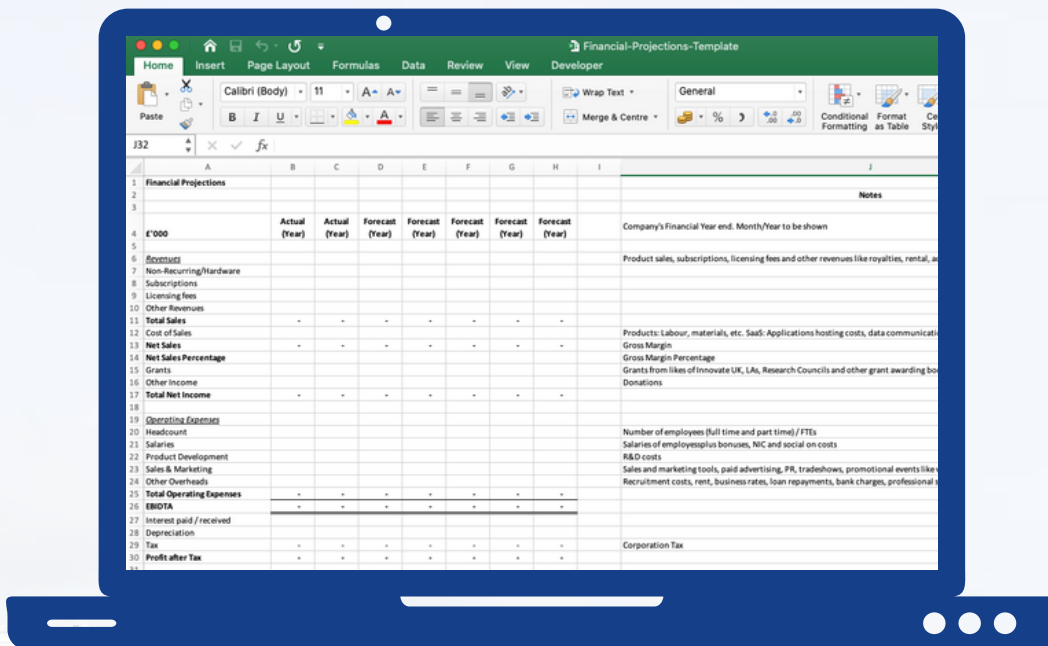
[Download the Profit and Loss Template here.](#)



The screenshot shows the Profit and Loss Template Excel spreadsheet. The title bar is "projections-template". The ribbon includes Home, Insert, Page Layout, Formulas, Data, Review, View, and Developer. The Home ribbon is active, showing the Font group (Calibri (Body), 11, A, A, B, I, U, text color, background color) and the Paragraph group (Wrap Text, Merge & Centre, bullet points, numbering, decrease indent, increase indent, Conditional Formatting, Format as Table). The spreadsheet has columns A through P and rows 1 through 29. The data is organized as follows:

	Actual (Year)	Actual (Year)	Forecast (Year)	Forecast (Year)	Forecast (Year)	Forecast (Year)	Forecast (Year)
1 P&L Projections							
2							
3							
4 £'000							
5							
6 Total Sales							
7 Cost of Sales							
8 Net Sales							
9 Net Sales Percentage							
10 Grants and Other Income							
11 Total Net Income							
12							
13 Headcount							
14 Sales & Marketing							
15 Other Operating Expenses							
16 Total Operating Expenses							
17 EBITDA							
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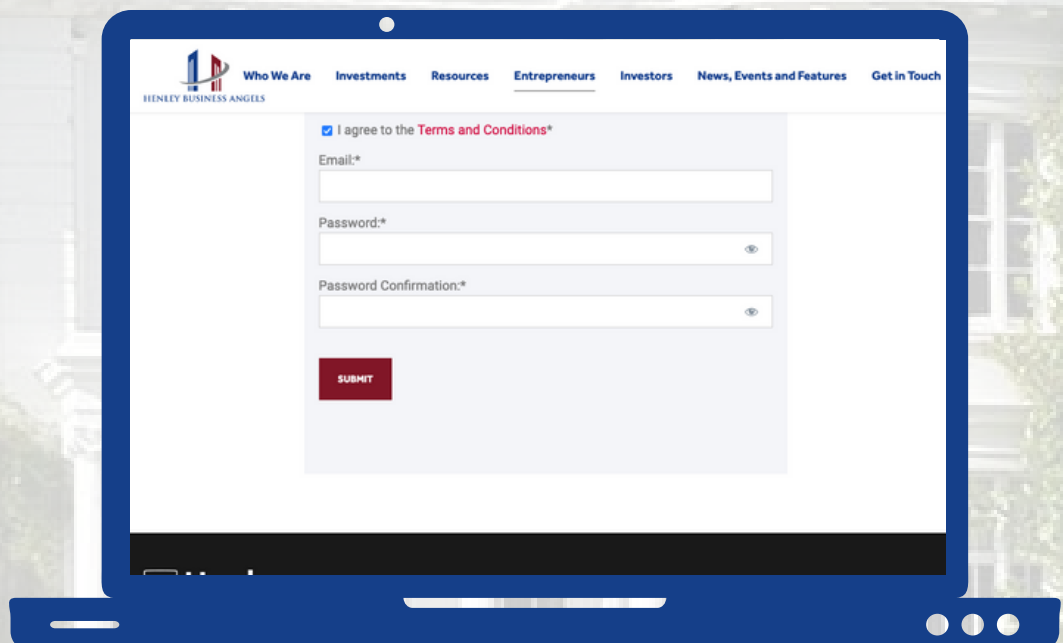
# SUBMITTING AN APPLICATION



[Download the Financial Projections template here.](#)

**You will also need to agree to the Henley Business Angels' Entrepreneur Terms and Conditions to be able to submit your application form and create an account.**

**You can read the [Entrepreneur Terms and Conditions here.](#)**



**Once you have ticked that you agree to the Terms and Conditions, input your email into the 'Email' box, and create a password in the 'Password' box. Please make sure this matches in the 'Password Confirmation' box. Please note, you cannot use an email address that you have used to create an entrepreneur account previously.**

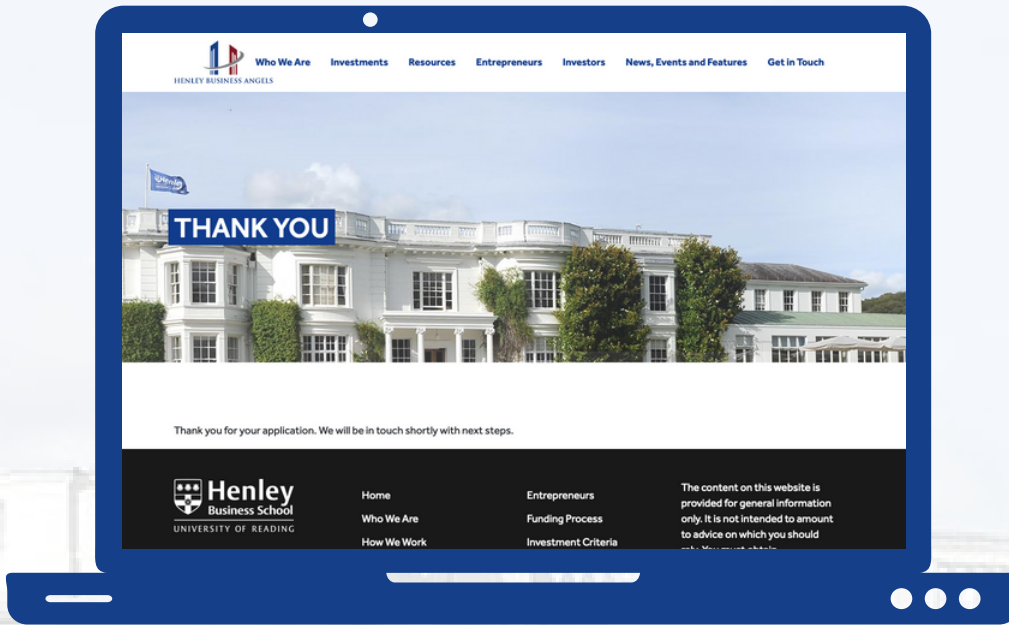


# SUBMITTING AN APPLICATION

Once you have completed the application form, and ensured all files have been uploaded where asked, press 'Submit' and wait for confirmation that your application was submitted.

You will see this screen when your application has been submitted.

If you do not see this screen once your application has been submitted, please try logging in to your account - as instructed below. If you cannot log into your account, please fill in and submit the application form again.



You will also receive an email from Henley Business Angels confirming that we have received your application, and providing you with the dates for the different stages of the application process.

Please ensure that you are available for all of these dates. The Investment Readiness Workshop is especially important as preparation for the interview section, and a requirement of the application process. If you cannot make the dates in the timetable emailed to you upon submission of your application, please contact Alex Baker at [a.j.baker@henley.ac.uk](mailto:a.j.baker@henley.ac.uk).



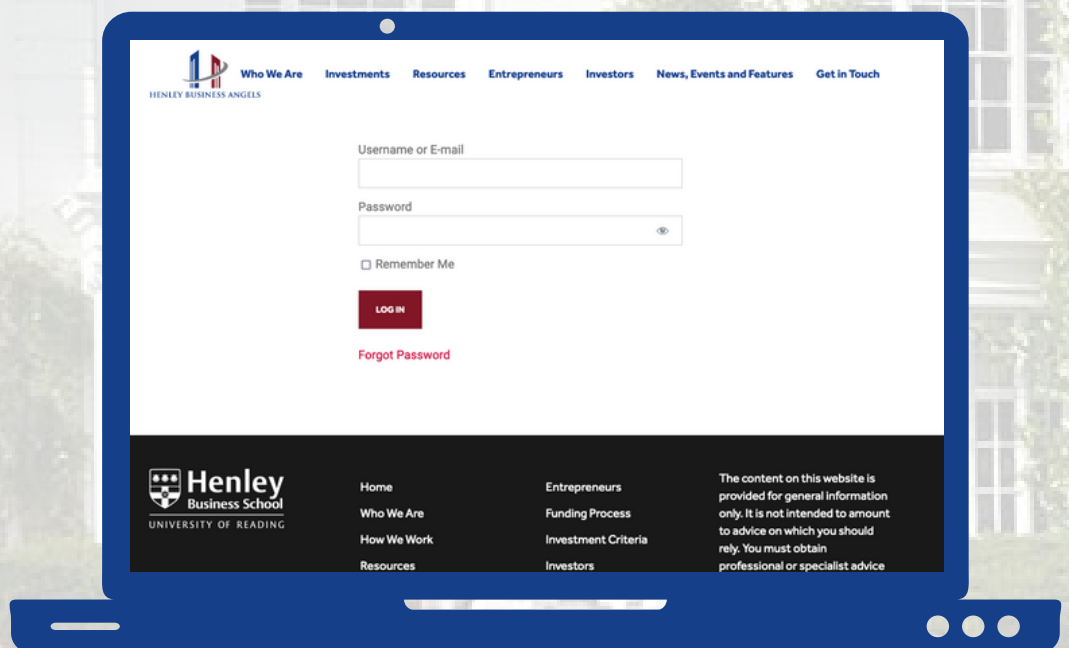
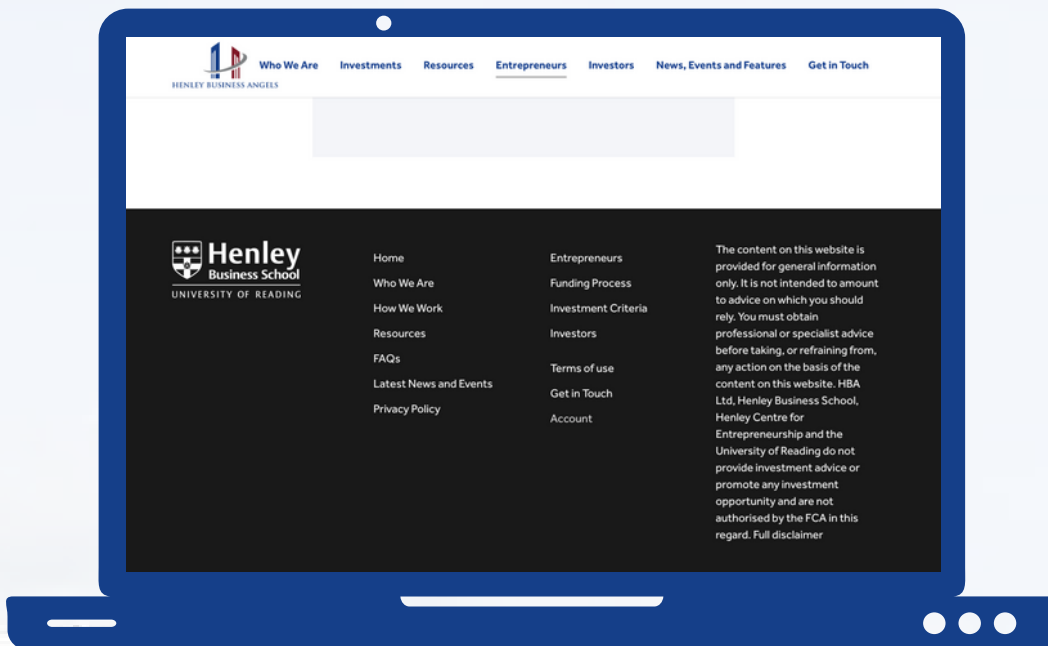
# EDITING AN APPLICATION

To edit your application, simply log in to your account and change the answers to the question(s) you would like to update.

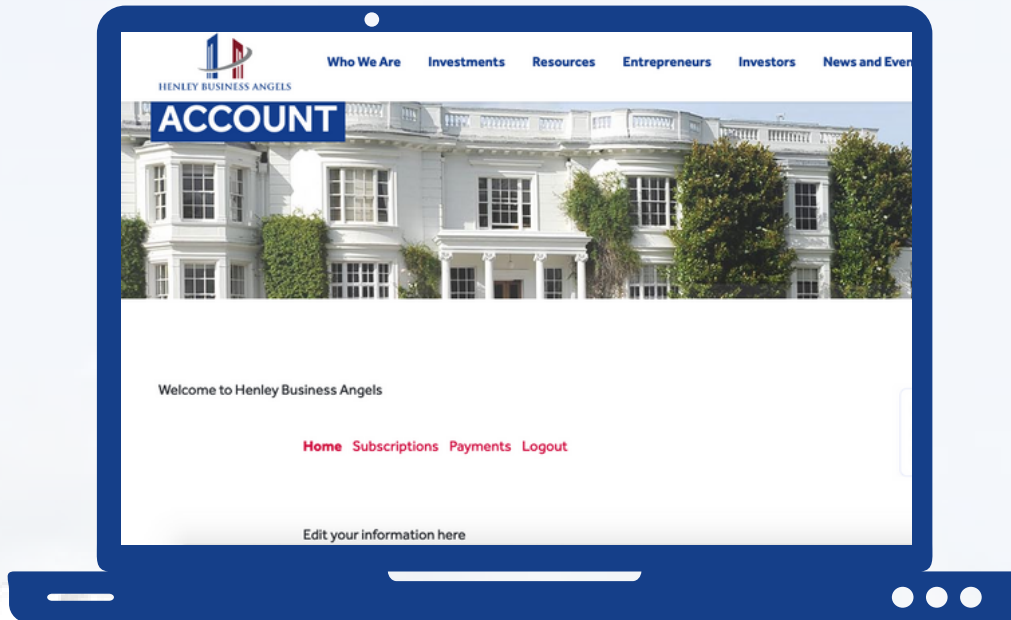
You can either do this by clicking 'Account' in the website footer, or through the [login link here](#).

Type in your username - which will be the email address you used to signup with and will be in your confirmation email - and the password you created at submission.

If you are on a private computer, click 'Remember Me' to quickly access your account in future.



# EDITING AN APPLICATION

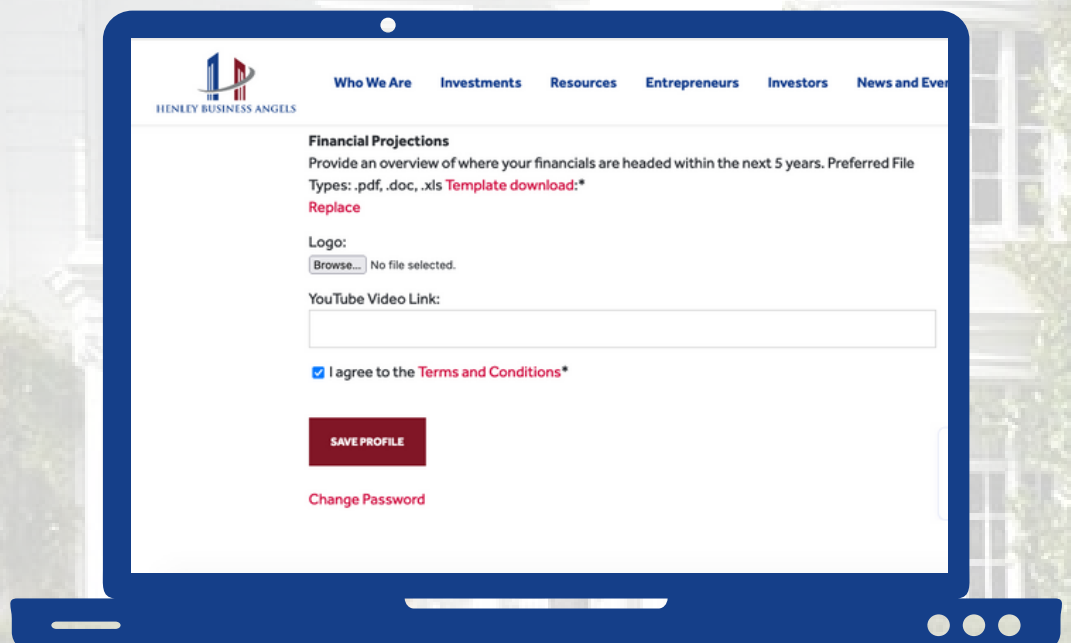


Once logged in, you will see your account page. You can make changes to your application by amending the answers on the form.

To save your changes, press the 'Save Profile' button at the bottom of the page.

You can also change your password by pressing 'Change Password' below the 'Save Profile' button.

To change your password, input your new password where prompted and press 'Update Password' to change your password.



# REQUESTING A NEW PASSWORD

To request a new password, go to the account login page. As previously mentioned, this can be accessed by clicking 'Account' in the website footer, or through the [login page here](#). Once there, click 'Forgot Password' below the 'Log In' button.

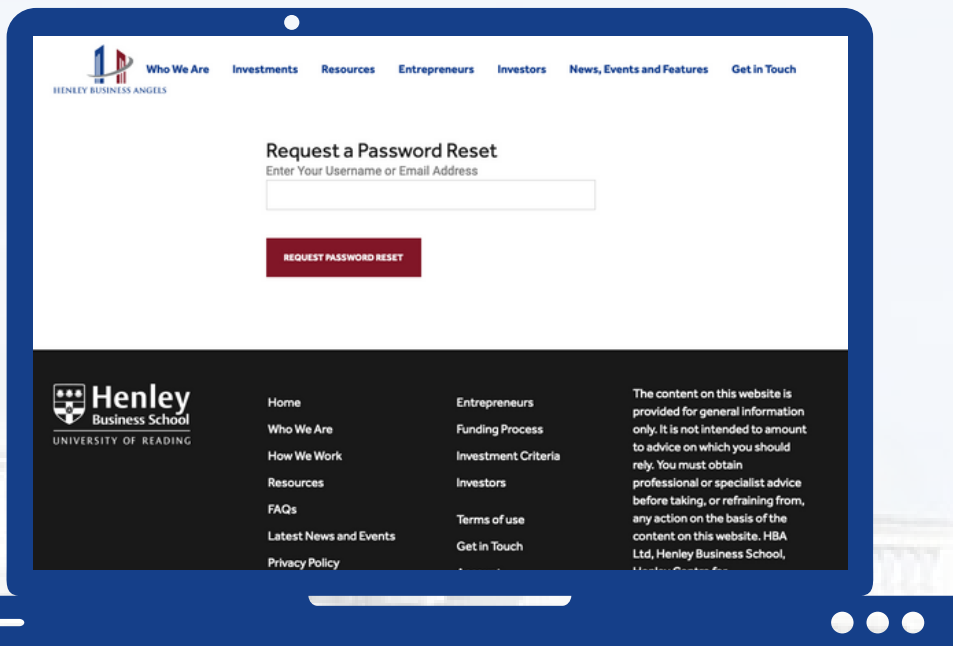
You will then be prompted to input your username, which is the email address you used to sign up with.

Once you have input this, click 'Request Password Reset' to have a password reset link sent to your email.

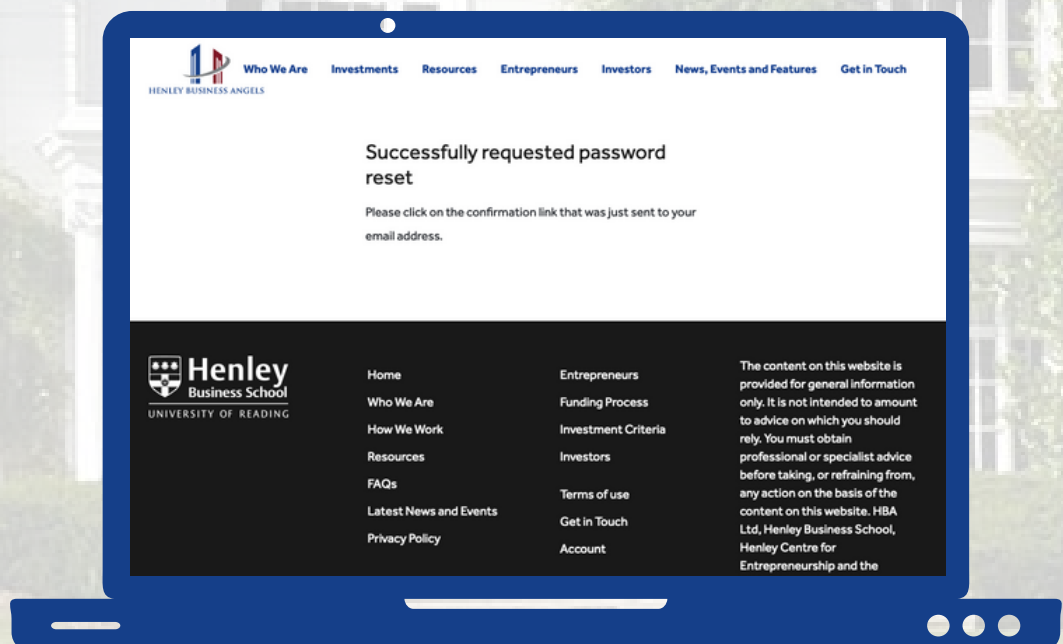
You will then receive a confirmation link sent to your email address. Click this and follow the steps to reset your password.

This may take a few minutes to reach your email, please be patient.

Please note, a link will not be sent if you do not have an account. Please double check the email you used to create an account is the email you have put in the box. If it is, please contact Alex Baker at [a.j.baker@henley.ac.uk](mailto:a.j.baker@henley.ac.uk).



The screenshot shows the Henley Business Angels website. The header includes navigation links: Who We Are, Investments, Resources, Entrepreneurs, Investors, News, Events and Features, and Get in Touch. The main content area is titled 'Request a Password Reset' and contains a text input field labeled 'Enter Your Username or Email Address' and a red button labeled 'REQUEST PASSWORD RESET'. The footer features the Henley Business School logo and a list of links: Home, Who We Are, How We Work, Resources, FAQs, Latest News and Events, Privacy Policy, Entrepreneurs, Funding Process, Investment Criteria, Investors, Terms of use, Get in Touch, and a disclaimer about the website's content.



The screenshot shows the Henley Business Angels website after a password reset request. The main content area displays the message 'Successfully requested password reset' and 'Please click on the confirmation link that was just sent to your email address.' The footer is identical to the previous screenshot, including the Henley Business School logo and navigation links.