

Department of the Economy and the  
Interior  
Contact Centre for Business  
Zwinglistrasse 6  
8750 Glarus

# Checklist for applications for financial assistance

## 1. Types of financial assistance

(Legal basis: Location Development Law of the Canton of Glarus (05.05.2013), SR 901.0: Federal Law on Regional Policy (06.10.2006), SR 901.022: Ordinance on the Granting of Tax Relief within the Scope of Regional Policy (01.07.2016), Explanatory Report on the Amendment of the Ordinance on the Granting of Tax Relief within the Scope of Regional Policy (01.07.2016), SR 901.022.1: Ordinance of the Swiss Federal Department of Economic Affairs, Education and Research (EAER) on the Determination of [Municipalities included in] the Areas of Application of Tax Relief (01.07.2016), SR 901.022.2: Ordinance of the EAER on the Granting of Tax Relief within the Scope of Regional Policy (01.07.2016), Explanatory Report on the Ordinance of the EAER on the Granting of Tax Relief within the Scope of Regional Policy (01.07.2016), Map of Application Areas for Tax Relief;

Federal Resolution in Favour of Areas of Economic Renewal (BBWEG) of 6 October 1995, Federal Act on the Granting of Guarantees in Mountain Regions of 25 June 1976, Federal Law on Investment Aid for Mountain Regions of 21 March 1997.)

- Guarantees
- Repayable loans
- Contributions to interest costs
- Investment assistance loans

## 2. Preliminary remarks

- If you keep to the following matrix, you will help us to ensure that your application is processed promptly.
- As a general rule, we required a detailed **business and financial plan** in order to assess your application.
- We will be glad to hold bilateral discussions before you submit your application. This makes it possible to clarify any open questions in advance.
- Information will be treated as strictly confidential.
- Applications that are submitted will be reviewed by the Business Promotion Commission. The Government Council decides on applications at its discretion, in response to proposals by the Commission. No further details of the reasons for the Council's decisions are required, and such decisions are final.
- Detailed information on the individual possibilities for support can be found in the Law on the Promotion of Economic Development of 5 May 2013 and in the information brochure on "Financial Assistance in the Canton of Glarus".

### **3. Checklist for requests for financial assistance**

#### ***3.1. Information on the existing company / new company in process of formation***

- Brief outline of the company's history
- Legal form and capital structure of the company
- Ownership status (according to legal form): owner(s), partner(s), shareholders
- Information on existing products/services: development status, phase in product lifecycle, positioning in relation to competitors, competitive advantages
- Sales brochures (append as an attachment)
- Organisation of the company (organisation chart)
- Information on management: number of members and their responsibilities, practical experience / evidence of success, CVs (append as attachments)
- Headcount, personnel structure, development and advancement
- Relationships with external consultants: auditor, management consultant(s), industry / specialist associations
- Reference list of customers and suppliers
- For stock corporations only: information about the Board of Directors

#### ***3.2. Information about the project***

- Description of the project: product or process innovation, relocation, capacity expansion
- Environmental pollution
- Benefit for consumers
- Patent and trademark protection, licenses
- Special competitive advantages and disadvantages
- Possibilities for further development

#### ***3.3. Information about the market***

- Market overview: description of the overall market, size of sub-markets and market segments
- Definition of target markets
- Analysis of the purchaser situation: customer structure, purchaser motivation, previous market reactions
- Analysis of the competition: main competitors, product comparisons, strengths and weaknesses of competitors, indirect competition
- Planned sales figures
- Analysis of environmental factors: legal, economic, social, technology-related and political

#### ***3.4. Marketing concept***

- Planned activities: PR, advertising, promotion, measures to stimulate sales
- Information on range and product policy
- Definition of pricing policy: trade margins, pricing structure, terms of payment
- Planned distribution: direct or indirect, centralised or decentralised logistics, information on delivery capability
- Market research

#### ***3.5. Timeline***

- List of main deadlines

### **3.6. Financial plan**

*If you already have a company and you require additional financial resources:*

- Balance sheets for the last three years
- Income statements for the last three years
- Current list of accounts receivable
- Current list of accounts payable

*In all cases:*

- Information on project financing: ratio of equity to borrowed capital, type of equity capital
- Investment plan including cost estimate, construction plans and quotations/offers
- Budget for the next three years
- Financing commitment from the bank granting the loan: amount of loan, interest rate, type of cover, amortisation
- Statement by the bank granting the loan regarding the company and the new project
- Indication of the shortfall in financing, or the heavy financial burden resulting from the project which can only be borne with the Canton's assistance

### **3.7. Regional aspects**

- Significance for the local and regional labour market
- Significance for the regional economic structure
- Impact on supplier and customer businesses in the region
- Regional environmental pollution caused by the project
- Tax revenue

### **3.8. Applications to the Business Promotion Commission**

- Financial assistance requested (type, amount, term)
- Repayment proposal

### **3.9. Further information**

The [Online Service](#) of the Institute for Young Companies (IFJ) is the most frequently used service of this type throughout Switzerland. This service makes it extremely simple to incorporate your limited liability company (GmbH), single proprietorship (Einzelfirma), stock corporation (AG) or general partnership (Kollektivgesellschaft) from any location and at any time. Experienced experts, lawyers and notaries will handle the entire incorporation process for you. In this case, the Canton of Glarus will contribute CHF 200.00 towards your incorporation with the IFJ. Once you have entered your data, simply contact Mr. Christian Zehnder, Location Promotion, for this purpose at [christian.zehnder@gl.ch](mailto:christian.zehnder@gl.ch). The amount will be credited to you once your company has been incorporated.

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