### **SME Business Grant ELIGIBILITY QUESTIONNAIRE: Assessment Form**

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| **Company Name:** |
| **Business type:** |
| **Name of main contact:** |
| **Job Title:** |
| **Contact email:** |

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| **COMPANY INFORMATION** |  |  |  |

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|  | **Score** | **Justification of Score** | |
| Company trading status |  |  | |
| Company registration number | Y/N |  | |
| VAT registered | Y/N |  | |
| Accounts supplied | Y/N |  | |
| **Policies** |  |  | |
| Sustainable Development Policy | Y/N |  | |
| Equality and Diversity Policy | Y/N |  | |
| **People employed** | If over 250 Reject |  | |
| 1. Number of people are currently employed | information |  | |
| **Finances** |  |  | |
| 1. Company’s balance sheet more than €43 million (approx. £39million) | Y/N  If yes to 2 & 3 reject |  | |
| 1. Company’s annual turnover more than €50 million (approx. £44 million)? | Y/N  If yes to 2 & 3 reject |  | |
| Other firms own more than ¼ of the company | Y/N |  | |
| If yes, is the parent company’s balance sheet more than €43 million (approx. £39million) | If yes  Reject |  | |
| Company has received financial or other support exceeding exceeding €200,000 (approx. £171,000) from any public body over the last 3 years | Y/N |  | |
| If Yes: Are any GEBR exemptions applicable | Y/N |  | |
| If Yes: State the applicable GEBR exemption |  | | |
| If No – there are no relevant GEBR exemptions and De Minimis level breached | If No reject/revise |  | |
| **SUPPLEMENTARY ELIGIBILITY** |  | |  |
| Balance sheet total | information | |  |
| Annual turnover | information | |  |
| Last 3 years State Aid Total | information | |  |
|  |  | |  |
| **Partner Companies** | If yes | |  |
| **Company 1**   1. Equal or more than 25% of capital or voting rights in another enterprise, and/or 2. Another external parties have a holding equal to or greater than 25% in the enterprise (applying)   *Check calculations below* | If yes to 1 and/or 2, the company is a partner company | |  |
| 1. Over 250 employed 2. Balance sheet total over balance sheet more than €43 million (approx. £39million 3. Annual Turnover over more than €50 million (approx. £44 million) 4. Last 3 years State Aid over €200,000 (approx. £171,000) | If yes to  1 – reject  If yes to  2 & 3 reject  If Yes to 4 review for GEBR exemptions and reject is none applicable | |  |
| **Linked Companies** |  | |  |
| * one enterprise holds a majority of the shareholders’ or members’ voting rights in another; * one enterprise is entitled to appoint or remove a majority of the administrative, management or supervisory body of another; * a contract between the enterprises, or a provision in the memorandum or articles of association of one of the enterprises, enables one to exercise a dominant influence over the other; * one enterprise is able, by agreement, to exercise sole control over a majority of shareholders’ or members’ voting rights in another. | If yes to any of the points, t company is linked to another. | |  |
| 1. Over 250 employed 2. Balance sheet total over balance sheet more than €43 million (approx. £39million 3. Annual Turnover over more than €50 million (approx. £44 million) 4. Last 3 years State Aid over €200,000 (approx. £171,000) | If yes to  1 – reject  If yes to  2 & 3 reject  If Yes to 4 review for GEBR exemptions and reject is none applicable | |  |

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| **PROJECT INFORMATION** |  |  |  |

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|  | **Score** | **Justification of Score** |
| Project working in CLLD area | **reject/revise** |  |
| Working in 20% most deprived LSOAs | Y/N |  |
| **CLLD issues supported** | If none  reject / revise |  |
| Work experience and job preparation for young people | Y/N |  |
| Emotional and physical well-being services | Y/N |  |
| Support and development of social enterprise | Y/N |  |
| Provision of ‘DIY space’ and/or incubation facilities | Y/N |  |
| Getting people back into work and job retention | Y/N |  |
| Promoting financial wellbeing | Y/N |  |
| Support for business including start-ups | Y/N |  |
| A central networked hub to facilitate the delivery of integrated programming and services - a Community Hub | Y/N |  |
| **Groups the project will work with** | If none  reject / revise |  |
| Young people not in education or employment | Y/N |  |
| Unemployed Aged 25-65 | Y/N |  |
| Inactive or unemployed with disability | Y/N |  |
| Small businesses | Y/N |  |
| Inactive in the workforce | Y/N |  |
| Over 50 and inactive or unemployed | Y/N |  |
| Ethnic minorities | Y/N |  |
| People wanting to start a business | Y/N |  |
| **Project Finance** |  |  |
| Est. Total Project Cost | Info only |  |
| Value of match funding | Info only |  |
| Match as % project costs | If below 50%  reject/ revise |  |
| Source of match funding:   * Staff time * Cash * Loan * Other Grant * Other | Y/N  Y/N  Y/N  Y/N  Y/N |  |
| Is source of match funding eligible | If no  reject/revise |  |
| **Organisation Experience** |  |  |
| Worked on European Funded projects | Y/N |  |
| Experience of managing evidence | Y/N |  |
| Experience in claims processes | Y/N |  |
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| **Data Protection** |  |  |
| Wants to be contacted about relevant services | Y/N |  |
| Willing to share information with Growth Hub | Y/N |  |

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| **Name of Applicant:** |  |  |
| **Eligibility Status** | **Yes**  **No**  **Asked for clarifications** |  |
| **Project Assessor:**  **Name:**  **Signature:**  **Date:** |  | |