**SME BUSINESS GRANT SCHEME**

##### **Grant Application Guidance Notes**

These guidelines are to assist you in completing the application form for the SME Business Grant Scheme available through the Folkestone Community Works Programme.

Please read these guidelines carefully as the application requires you to supply supporting information along with the completed form.

For further information please contact the Programme Management Team at [folkestonecommunityworks@folkestone-hythe.gov.uk](mailto:folkestonecommunityworks@folkestone-hythe.gov.uk) or by telephone at 01303 853 471.

**SME BUSINESS GRANT SCHEME**

##### **Grant Application Form**

***Please refer to our guidance notes for assistance with completing this form***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1** |  | **GENERAL INFORMATION** | | |
| **Organisation Name** | | | *Please indicate the name of the organisation that will be applying for funds. It is this organisation’s responsibility to complete, sign and submit the project application form.* | |
| **Organisation Address** | | | *Please provide full postal address of the applicant, including full postcode*  *This should be the registered business address as well as the trading address, if different.* | |
| **What is the organisations legal status?** | | | **Sole Trader Partnership**  **Limited Liability Partnership**  **Limited Company**  **Other (please specify)** | Yes/No  Yes/No  Yes/No  Yes/No |
| **Please Provide the following where applicable** | | | **Charity Reference Number**  **VAT Registration Number**  **Registered Company Number** |  |
| **Are any members of your Organisation’s Personnel either related to any member of the Programme Management Team or to a Local Action Group member?** | | | **Yes/No**  If ‘Yes’ Please Provide Details:  *Please advise us of any links to partners such as previous employees or members of staff directly related to employees or members. This will allow us to ensure no conflict of interest takes place during the project application and management process.* | |
| **Lead Contact Name** | | | *Primary contact of the application* | |
| **Position within Organisation** | | | *Primary contact of the application* | |
| **Contact Address (if different from Organisation Address)** | | | *Primary contact of the application* | |
| **Contact Telephone Number** | | | *Primary contact of the application* | |
| **Contact E-mail** | | | *Primary contact of the application* | |
| **Project Title** | | | *The name used to describe the project. It is helpful to avoid long and over complicated names. This should be the same name used in previous correspondence.* | |
| **Total Estimated Cost (£)** | | | *£8145.15* | |

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| **2** |  | **PROJECT DETAILS** |

**2.1 Project Overview**

**Tell us about your company including what your business does and its key goals for the future (within the next three years), (max 1500 characters)** - bullet points accepted**.**

***Note:*** *This description may be used in the project funding agreement and could also be placed on the Folkestone Community Works website for publicity purposes.*

|  |
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| *Please use plain English when completing this form. Keep it short and to the point.*   * *What does your company do?* * *What are its goals for the future?* * *Who will lead on the project?* |

**Tell us what you want to use the grant funding for, list items for purchase, new jobs to be created or jobs safeguarded, new products to be developed and new processes to be introduced or further developed (max 1,500 characters**) - bullet points accepted

|  |
| --- |
| *Provide a brief description of the project including what will be purchased, delivered and the impact on the business*   * *What will the grant funding be used for?* * *List the items for purchase?* * *How will the grant funding help achieve the business goals? (example safeguard a job/ enable a new service to be supplied / increase capacity to deliver)* |

**2.1a Project Outputs**

**Please say what outputs your project hopes to achieve:**

|  |  |  |
| --- | --- | --- |
| **ERDF code** | **ERDF INDICATORS OUTPUTS** | **Answer** |
| C1 | Number of Enterprises Receiving Support *i.e. receive an ERDF grant funding for £1,000 or more* | 1 |
| C5 | Number of New Enterprises Supported *i.e. registered less than 1 year on signing of grant funding agreement* | 1. or 1   (delete as appropriate) |
| C8 | Employment Increase in Supported Enterprises *i.e. increase in the number of Full-Time Equivalent employees between signing the grant funding agreement and its completion (minimum 36 hours per week for full-time. Part-time jobs should be treated on a pro-rata basis).* | The increase in the total number of employees at the company |

**2.2 Project Plan**

**Please outline below your planned delivery timeframe for this project. Please attach a detailed Project Plan if your project cost is more than £3,000 or answer the questions below.** The plan should be no more than 2 pages long or answer the questions below.

|  |
| --- |
| * *What steps need to be completed to deliver this project?* * *What is the timeframe for the project?* * *What is a successful project?*   *If not covered elsewhere in the application:*   * *How the project has been developed?* * *How will the project increase growth in the business?* * *What are your objectives and how will grant funding help you to achieve them?* * *What do you want to spend the money on?* * *What does the grant funding allow you to do: Access new markets, create a new product line, expand production?* * *What benefits will be achieved for your business?* * *Will it have an impact on the wider economy?* * *What will you do if this application is not successful?* |

**2.3 Project Costs**

**Please provide a breakdown of ALL costs for the project.** You can add additional lines to provide further detail.

***Note:*** *For VAT registered companies the cost of items must be* ***exclusive of VAT*** *and for Non-VAT registered companies the cost of items must be* ***inclusive of VAT****.*

|  |  |
| --- | --- |
| **Description of services or equipment** | **Cost** |
| 2 x Dell laptops | £2,000 (£1,000 each) |
| 3 x Office chairs | £357.00 (£119 each) |
| Sonos One SL Wireless Multi-room speaker | £179.00 |
| RS Pro Bench Pillar Drill - RS | £112.65 |
| La Marzocco Linea PB 2 Group | £4,357.50 |
| Pedestrian Mower | £1,139.00 |
| **Total Project Cost:** | **£8,145.15** |

*Note:* *Total project costs must be over £2,000 to be eligible for a grant and can’t include items already purchased*

**2.4 Project Quotes/Procurement**

Where you have quotes from suppliers please make sure they include: - details of the amount, name of supplier and date. For some standard or basic items, you may provide prices from online ‘stores’ but you will need to take screen shots of the website pages you have used.

*Note*: ***All items above £400 must have a minimum of 2 quotes and items up to £399******require 1 quote****. You may be asked for more in certain circumstances.* ***3 quotes are a requirement for items between £2,500 - £25,000.***

*Please attach quotes to this application.*

|  |  |  |
| --- | --- | --- |
| **Item(s)** | **Supplier** | **Cost (inclusive of VAT – if applicable)** |
| 2 x Dell laptops | Dell | £2,000 (£1,000 each) |
| Currys | £2,350 (£1,175 each) |
| Amazon | £2,646 (£1,323 each) |
| 3 x Office chairs | Amazon | £357.00 (£119 each) |
| Office Furniture | £420.00 (£140 each) |
| Sonos One SL Wireless Multi-room speaker | Currys | £179.00 |
| Amazon | £185.00 |
| RS Pro Bench Pillar Drill | RS | £112.65 |
| Tool France | £157.00 |
| La Marzocco Linea PB 2 Group | Expresso Solutions | £4,357.50 |
| Shop Coffee | £6,598.00 |
| Coffee Indirect | £7.547.01 |
| Pedestrian Mower | Lister Wilder | £1,528.70 |
| Just Honda | £1,139.00 |
| Cutting Clean | £1,236.00 |

**2.5 Company Finances**

**Please enclose with this application the last set of company audited accounts (e.g. 1 March 2019 to 30 April 2020).** If these are not available, please indicate the reason, below.

Have you enclosed your last set of company audited accounts Tax?

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Yes |  |  |  | No |  |  |

If ‘**No**’ please explain why below:

|  |
| --- |
|  |

**Due to the impact of COVID-19 a current business Cash flow statement is required to be submitted with this application**.

Have you enclosed a current business Cash flow statement?

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Yes |  |  |  | No |  |  |

**We are required to ensure that public funds are not given to businesses that are in financial difficulty.**

|  |
| --- |
| **What is an undertaking in difficulty?**  Undertakings in difficulty, as defined under the State Aid rules, should not be supported, in accordance with Article 3.3(d) of the ERDF Regulation (EU) No 1301/2013. The definition under State Aid rules that should be used when assessing whether an undertaking constitutes and undertaking in difficulty is set out in the General Block Exemption Regulation (GBER), No 651/2014 . Article 2 para 18:  “‘undertaking in difficulty’ means an undertaking in respect of which at least one of the following circumstances occurs:  (a) In the case of a limited liability company (other than an SME that has been in existence for less than three years or, for the purposes of eligibility for risk finance aid, an SME within 7 years from its first commercial sale that qualifies for risk finance investments following due diligence by the selected financial intermediary), where more than half of its subscribed share capital has disappeared as a result of accumulated losses. This is the case when deduction of accumulated losses from reserves (and all other elements generally considered as part of the own funds of the company) leads to a negative cumulative amount that exceeds half of the subscribed share capital. For the purposes of this provision, ‘limited liability company’ refers in particular to the types of company mentioned in Annex I of Directive 2013/34/EU (1) and ‘share capital’ includes, where relevant, any share premium.  (b) In the case of a company where at least some members have unlimited liability for the debt of the company (other than an SME that has been in existence for less than three years or, for the purposes of eligibility for risk finance aid, an SME within 7 years from its first commercial sale that qualifies for risk finance investments following due diligence by the selected financial intermediary), where more than half of its capital as shown in the company accounts has disappeared as a result of accumulated losses. For the purposes of this provision, ‘a company where at least some members have unlimited liability for the debt of the company ‘refers in particular to the types of company mentioned in Annex II of Directive 2013/34/EU.  (c) Where the undertaking is subject to collective insolvency proceedings or fulfils the criteria under its domestic law for being placed in collective insolvency proceedings at the request of its creditors.  (d) Where the undertaking has received rescue aid and has not yet reimbursed the loan or terminated the guarantee, or has received restructuring aid and is still subject to a restructuring plan  e) In the case of an undertaking that is not an SME, where, for the past two years:  1. the undertaking’s book debt to equity ratio has been greater than 7,5 and 2. the undertaking’s EBITDA interest coverage ratio has been below 1,0.’ |

**Please confirm you have read the definition of an undertaking in difficulty above and confirm this does not apply to your business.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Yes |  |  |  |  |  |  |  |

**2.6 Company Status**

**Is your company registered or about to be registered for the purposes of Value Added Tax?**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Yes |  |  |  | No |  |  |

|  |  |
| --- | --- |
| If ‘**Yes**’ please give us your VAT registration number. |  |

***Note:*** *all businesses VAT registered will be expected to recover their VAT and your grant will be calculated on net expenditure (exclusive of VAT). If at any time the organisation registers/deregisters for VAT please inform the Programme Manager Immediately. Please seek advice from a VAT advisor if required.*

**2.7 Previous State Aid and Public Funding**

**Has your business received any European or other public funding, like a grant or training, in the last three years? If Yes, did you get a state aid declaration from the funder?** Please list below all below**.**

**Any public funding or publically-funded support? Did you get a State Aid declaration?**

**Yes No Yes No**

If ‘**Yes**’, please complete the below table.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of Funder** (who has given the grant) | **Name of funding source** (High Street Fund, ERDF, ESF etc) | **Public funding**  **Y/N** | **Purpose of funding** | **Type of funding** (grant, loan etc) | **Date funding received** | **Amount**  **£/€** | **Was it classified as State Aid?**  **Y/N** (if yes, what was **Gross Grant Equivalent Value €** |
| *Where possible please include the type and name of support, the amount and the dates that this was received. This is to capture all information for state aid purposes and should include any future commitments. Note that the limit is €200,000 over a 3 year fiscal period.* | | | | | | | |

**2.7 Project Match Funding**

**Please indicate the amount and source of the match funding for this project and the date of availability of these funds.**

***Note:*** *The maximum grant available is 50% of the total project costs and we need to know where your match funding is coming from as some sources are ineligible*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Amount**  **£/€** | **Source** | **Public Funding**  **Y/N** | **Date of availability** | **Does this constitute State Aid?**  **Y/N** |
| *There is a requirement for 50% of the funding for any project to be matched and this funding needs to be in place prior to any ERDF funding is awarded. The appraiser will also need to ensure that match funding must come from a ‘clean’ (i.e. non-European funding) source because any European funds obtained from other ESIF programmes cannot be used to match fund another ERDF grant. Therefore, information on the amount, source and date from which the match funding is available for this project is required.* | | | | |

**Please detail any conditions attached to match funding for the project, i.e., spent within a certain date**. Where possible, please provide copies of offer letters.

|  |
| --- |
| *Provide details of any conditions attached to the other funding for the project. This will enable the Programme Management Team to align our funding requirements with other partners.* |

**What will you do if the match funding for the project is not approved?**

|  |
| --- |
|  |

What other match funding sources have you approached and what was the outcome?

|  |
| --- |
| *There are sometimes other options or funding avenues which need to be explored first. Please detail any research and/or contact with other agencies, bodies or organisations relating to this topic.* |

**2.8 Cross Cutting Themes**

**A. Sustainable Development:**

**What actions do you take to be a more environmental and ethically sustainable company? Do you have a policy?**

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| --- |
| *Consider how you:*   * *Dispose of waste and use resources: (reusing, recycling, avoid single use items, use sustainable materials, registered waste companies, Waste*Electrical*and Electronic Equipment*recycling*(WEEE)),* * *Use energy and water (LED bulbs, turn off lighting and equipment, green energy, plug leaks),* * *Transport (can you meet virtually, walk, cycle to work), biodiversity (encourage wildlife),* * *Carbon footprint (buy locally, reduce the number of orders/deliveries).* |

**B. Equality and Diversity:**

**What actions do you take to ensure your company incorporates equality and diversity into its working practices (staff, suppliers, and customers)? Do you have a policy?**

|  |
| --- |
| * *Consider what actions the business does to ensure it does not discriminate against people with protected characteristics under the Equality Act – age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.* * *Consider how your business interacts with suppliers and customers.* * *Consider how will staff know about the policy, how often will it be reviewed and by whom, who does it affect.* |

**2.9 Risk Assessment**

**Do you foresee any potential risk that may delay the spending? How can you minimise these? Please list these in the table below.**

***Please note:*** *there are ALWAYS risks to consider, for example; supplier delays, failure to recruit, lack of demand etc.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risk** | **Seriousness of risk** (High, Medium, Low) | **Probability of occurrence** (High, Medium, Low) | **Contingency plans**  (i.e.how do you propose to manage the risks) | **Mitigated risk** (High, Medium, Low) |
| *All projects will have some risks in their delivery. It is far better for these risks to be identified and proper plans for mitigation put in place than it is for the risks to be ignored and allowed to escalate during the delivery of the project. The Folkestone Community Works programme is not averse to funding activity which does have risks as long as a proper risk management process is evident.*  *Identify the key risks – i.e., things which may hinder the expected results – and for each risk, estimate the seriousness of the risk and the probability of it occurring, the steps to be taken to reduce/minimise these risks through contingency plans in place. It is not possible to mitigate all risks completely; however, it should always be possible to reduce likelihood of a risk occurring, or the impact should it occur.* | | | | |

**Will you need to put in place any necessary guidance and legislation? For example, health and safety regulations, etc**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Yes |  |  |  | No |  |  |

If **Yes**, please provide detail below.

|  |
| --- |
| *It is essential that you consider all relevant legislation and how this could affect the projects delivery. For each piece of guidance or legislation, detail how this could impact on the project cost, activities, outputs, and results and how you propose to manage this.* |

**Do you need any statutory consent to deliver this project? For example planning permission/listed building consent etc.?**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Yes |  |  |  | No |  |  |

If ‘**Yes**’ please list below all the necessary consents that have been required and attach a copy of the permission and any conditions to this application.

|  |
| --- |
| *For some projects, statutory consents, such as planning permission or Greenfield consent can seriously delay or even stop the project from going forward.*  *Please detail all relevant consents required for our proposed project and give details of current progress for this requirement. For consents not yet granted, detail what you think the likelihood of this is, explaining the basis of your expectations.* |

|  |  |  |
| --- | --- | --- |
| **3.** |  | **DECLARATION BY APPLICANT** |

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| --- |
| *All project Applications must be signed by an individual within the project organisation with the delegation to commit the organisation to the project. Ensure the applicant’s name is printed and their position within the organisation clearly stated e.g. Chief Executive or Financial Director* |