**SME BUSINESS GRANT SCHEME**

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

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

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| **1** |  | **GENERAL INFORMATION** | | |
| **Organisation Name** | | |  | |
| **Organisation Address** | | |  | |
| **What is the organisation’s 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: | |
| **Lead Contact Name** | | |  | |
| **Position within Organisation** | | |  | |
| **Contact Address (if different from organisation address)** | | |  | |
| **Contact Telephone Number** | | |  | |
| **Contact E-mail** | | |  | |
| **Project Title** | | |  | |
| **Total Estimated Cost (£)** | | |  | |

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

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**2.1a Project Outputs**

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

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| **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. the business is registered for less than 1 year on signing of grant funding agreement* | 0 or 1 |
| 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).* |  |

**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.

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| * 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****.*

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| **Description of services or equipment** | **Cost** |
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| **Total Project Cost:** | **£** |

*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, but two are preferred****. You may be asked for more in certain circumstances, for example when buying multiples of the same item.* ***3 quotes are a requirement for items between £2,500 - £25,000****.*

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| **Item(s)** | **Supplier** | **Cost (inclusive of VAT – if applicable)** |
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**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?

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| Yes |  |  |  | No |  |  |

If ‘**No**’ please explain why below:

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**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?

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| Yes |  |  |  | No |  |  |

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

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| **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.**

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| Yes |  |  |  |  |  |  |

**2.6 Company Status**

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

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| Yes |  |  |  | No |  |  |

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| 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 publicly-funded support? Did you get a State Aid declaration?**

**Yes No Yes No**

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

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| **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 €** |
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**2.8 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*

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| **Amount**  **£/€** | **Source** | **Public Funding**  **Y/N** | **Date of availability** | **Does this constitute State Aid?**  **Y/N** |
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**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.

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

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

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**2.9 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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**B. Equality and Diversity:**

**What actions do you take to ensure your company incorporates equality and diversity into its working practices? Do you have a policy?**

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**2.10 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.*

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

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| Yes |  |  |  |  |  |  |

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

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

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| Yes |  |  |  |  |  |  |

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.

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

* I declare that to the best of my knowledge and belief, the information given on this application form and in any supporting material is correct and that I am authorised to make this application on behalf of the Organisation
* I understand that acceptance of this application by The Programme does not in any way signify that that the project is eligible for assistance from the ERDF Programme or will receive grant aid.
* I understand and accept that the information contained in this document may also be shared with the project partners.
* If information changes in any way I will inform the Programme Management Team promptly.
* If the application is successful we agree to work with the Programme Management Team before any press release is made and ensure that the PMT is involved in any responses by us to approaches made by the press regarding the project in order to ensure that any publicity recognises the contribution the Folkestone Community Works programme has made.
* We understand that the Programme Management Team may withdraw all or part of the grant at its discretion as set out in the protocols.

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| **Signed** |  |
| **Name (please print)** |  |
| **Position** |  |
| **Date** |  |

***Data Protection Act: The information you give us will be held by the Folkestone Community Works Programme Team and will be used to assess your application. The main recipient of the information is the Folkestone Community Works Programme but it may also be shared with other Government agencies, which are entitled to this information under applicable legislation.***

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| ***Checklist of attachments with this application*** | | | |
| ***Quotes*** |  | ***Equality & Diversity/Sustainable Development Policies (if available)*** |  |
| ***Audited Accounts (if available)*** |  | ***Details of any other grants received*** |  |
| ***Planning Permission & Attached Conditions*** |  | ***Other documents (please specify)*** |  |

### Please email completed application form and send attachments to

### [**folkestonecommunityworks@folkestone-hythe.gov.uk**](mailto:folkestonecommunityworks@folkestone-hythe.gov.uk)

### or post to:

### **Programme Manager, Folkestone Community Works, Folkestone & Hythe District Council,**

### **Castle Hill Avenue, Folkestone, Kent CT20 2QY**