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**ENTERPRISING WORCESTERSHIRE BUSINESS START-UP & HIGH GROWTH START-UP GRANT - GUIDANCE NOTES**

**Including Due Diligence and Case Study Information**

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| **What is Enterprising Worcestershire – Start-Up & High Growth Start-Up Programme?** |
| **Enterprising Worcestershire is a partnership between the Worcestershire District Councils, Worcestershire County Council and is funded under the England European Regional Development Fund as part of the European Structural and Investment Funds Growth Programme 2014-2020.**  **The aim of this grant is to provide support to SME's covering start-up, high growth start-up and post start, early development situations, which are focused on individual business growth potential. The scheme will enable SME's to establish and grow whilst making a positive contribution to the Worcestershire economy and employment rates across the County by creating more sustainable SME's.**  **Eligible enterprises will have access to one grant per business of between £1,000 and £2,500 (on a competitive basis) towards eligible capital and revenue expenditure required to develop and grow their business. Please note, priority will be given to businesses who have engaged with the advisory provision offered under the Enterprising Worcestershire Start-Up and High Growth Start-Up Programme and Transitional Programme, as well as businesses that have not received a grant from Worcestershire County Council in the last 2 years.**  **Grants will be awarded on a matched funding basis and will therefore cover up to 50% of the total eligible costs.**  **All grants are made at the discretion of Worcestershire County Council and are subject to the availability of funding. Grants will be limited to one per business and applications will be considered on a competitive basis.** |

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| **Eligible Businesses and Use of Funds** |
| **General Business Eligibility Criteria**   * **The Start-Up Grant programme is open to SME (see SME definition below) businesses and start-up enterprises that have been trading for less than 36 months prior to the date the application is received.** * **The enterprise must be trading or intending to trade 70% business to business.** * **The applicant must hold a business bank account (a ‘trading as’ account is acceptable).** * **The business must have the ability to make a ‘cash’ matched funding contribution of at least 50% of the total eligible costs of its project from its own resources.** * **The applicant must have a business plan / growth plan and this should be submitted with this application.** * **The applicant must have all the necessary permissions and licenses to operate their business.** * **The applicant must not have any other outstanding debts payable to partner Councils.**   **Businesses Not Eligible Under ERDF Guidelines**   * **Provision of local social welfare facilities e.g. hospitals, nursing homes, fire stations, sports facilities, parks, public libraries.** * **Child-minding facilities including day nurseries (unless directly related to the objectives of the Operational Programme - OP)** * **Mobile infrastructure such as buses, boats and other vehicles cannot be funded with ERDF because of the possibility that the asset will be removed from the OP area and difficulties in ensuring that it will be used solely for the project.** * **Retail facilities. The general principle is that support for retail facilities will not assist economic development and that improved performance for one facility is regarded as displacing similar activity elsewhere.**   **Retail is defined as the provision of goods or services to the general public. Provision of goods or services to businesses is not considered retail.**   * **Standalone car parks are not eligible for ERDF. Providing car parking may be eligible if it is part of a larger project for development of a site or premises. The number of parking spaces should be based on the standards agreed by the local planning authority. If there are more spaces than set out in the standard they will not be eligible for ERDF unless it can be evidenced that they are required.** * **Primary production, processing and marketing of agricultural products, which is supported through EAFRD** * **Synthetic fibres sector (excluded by the General Block Exemption EC 800/2008). Further explanation of the meaning of synthetic fibres sector can be found on the European Commission website at** [**http://ec.europa.eu/competition/state\_aid/legislation/archive\_docs/96c94\_en.html -**](http://ec.europa.eu/competition/state_aid/legislation/archive_docs/96c94_en.html%20-%20) **Code on Aid to the Synthetic Fibres Industry (1996, subsequently extended.)** * **Establishments providing generalised (school age) education should not be supported as this is a statutory duty on local authorities.** * **Banking and insurance companies should not be supported, as their activities are non-productive and support to one institution is likely to lead to displacement of jobs, except as a deliverer of services or match funding, for example as members of a VCLF consortium. This would include insurance brokers who act as intermediaries and ‘sell’ insurance policies to businesses or individuals.**   **Possible Eligibility**   * **Tourist infrastructure projects designed to attract or retain visitors from outside the area and which will sustain or generate local jobs and revenue by, for example, increasing the use and/or provision of hotel bedrooms are eligible.**   **Facilities which primarily serve local people are not to be encouraged and evidence of expected use by visitors from outside the area is essential, provided that the state aid position can be managed.**  **Eligible Expenditure**  **Eligible expenditure can be defined as expenditure where the benefits last more than 12 months and can include:**   * **Equipment** * **Machinery** * **Building work** * **Fixtures and fittings** * **Website construction** * **Consultancy** * **Logo design** * **Software** * **And other similar one-off items that help with business start-up and early development**   **Ineligible Expenditure**  **The grant may not be used for:**   * **Recurring revenue costs (including salaries, stock, rent, utility charges, subscriptions etc.)** * **Repaying existing loans or debt** * **The reimbursement of goods/services already purchased prior to the date of an offer letter** * **Items subject to hire/lease agreements** * **Mobile infrastructure** * **Services (such as solicitor fees, legal and insurance fees)** * **Consumables** * **Road vehicles** * **Trailers and similar towable accessories** * **Activities that may bring Worcestershire County Council and its partners in disrepute** * **Any costs associated with statutory requirements – for example registering with statutory bodies such as the ICO**   **All grants are made at the discretion of Worcestershire County Council subject to availability of funding**  **Any queries relating to eligibility or the completion of the grant application form can be forwarded to** [**EW@worcestershire.gov.uk**](mailto:EW@worcestershire.gov.uk) |

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| **APPLICATION FORM GUIDANCE** |
| **Small Medium Enterprise (SME) Status – Section Two** |
| **Company Eligibility - Only companies from the Worcestershire area will be eligible for the Enterprising Worcestershire Start-up and High Growth Start-up Grant. Applicants to the fund must be a Small or Medium Size Enterprise (SME) as defined below.**  **The definition of SME's eligible for the programme will be a business or company that:**   * **Has fewer than 250 employees** * **Has either (a) an annual turnover not exceeding €50 million or (b) an annual balance sheet total not exceeding €43 million** * **25% or more of the capital or the voting rights are not owned by one enterprise, or jointly by several enterprises falling outside this definition of an SME.** * **Does not own more than 25% of the capital or voting rights in an enterprise falling outside of this definition of SME** * **Exceptions: An enterprise in which more than 25% of the capital or voting rights are owned by a Venture Capitalist, Business Angel, Institutional Investor or Autonomous Local Authority may still be considered SMEs** |

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| **Project Details – Section Four & Five** |
| **Please use this section of the application form to discuss your items of spend and project in more detail.**  **Financial Assessment**  **As part of the assessment process, applicants of the Enterprising Worcestershire Start-up and High Growth Start-up Programme will be required:**   * **To provide accurate and authorised financial accounts where possible (not applicable to businesses under 12 months old).** * **To declare any historic, current or known future irregularities and civil or criminal actions which might have an impact on the award of a Grant.** * **To administer their use of funds in a transparent and responsible manner that will conform to their contractual and moral obligations under the terms of the grant award.**   **Quotations for Expenditure**   * **Two quotes are required for ALL eligible items up to the cost of £2,499. Three quotes are required for ALL eligible items over £2,500. If your grant is contributing to an item priced over £25,000 then please email the project team on** [**EW@worcestershire.gov.uk**](mailto:EW@worcestershire.gov.uk) **as further criteria applies.** * **Applicants may be able to find local suppliers via the Find it in Worcestershire website at** [**www.finditinworcestershire.com**](http://www.finditinworcestershire.com)**.** * **In cases where funding is sought for everyday equipment, quotations can be taken from price catalogues, online retail outlets or similar.** * **Each item of expenditure must be purchased from one of your relevant number of quoted suppliers. However, this does not have to be the cheapest quote, you must explain your reason for the item you have chosen e.g. the item will deliver better overall value or the item is supplied by a local manufacturer within the county etc.** * **It is not permitted for applicants to receive quotes and consequently use the grant against items supplied by companies that they own or companies that have the same majority shareholding as the applicant business.** * **The grant payment will only be made on production of relevant receipted invoices (it is recommended that the applicant requests a receipted invoice from the supplier on payment of the eligible goods/services).**   **Evidence of Match Funding**  **The grant intervention rate will be 50% of eligible project costs. Successful applicants will be required to demonstrate that they have the ability to match fund the remaining 50% of the project costs. Typically, this will require the applicants to supply one of the following forms of evidence alongside their applications:**   * **Certified balance sheet/bank statement showing appropriate cash reserves** * **Notification from the debt provider (bank/building society etc.) of an approved loan or appropriate asset finance** * **Notification from debt provider of a suitable overdraft facility** * **Cash flow forecast showing the ability to spend (defray) and claim staged grant payments**   **Due Diligence Process**  **A due diligence process will be part of the appraisal process of applications for grant. The process will be undertaken by Enterprising Worcestershire project team and an independent appraisal panel. The Enterprising Worcestershire project team will undertake due diligence on applicant companies above and beyond the material contained in the application form. This may include, although not exclusively, the following areas:**   * **Eligibility including company formation, ownership, trading history and State Aid payments** * **Directors' backgrounds including criminal records, disqualification and historic relations with other funds where appropriate** * **Match Funding**   **A check will be made to ascertain whether the applicant has any outstanding debts owed to the partner Councils. If it is found that such debts exist, Enterprising Worcestershire reserves the right to withhold grant payment until such debts are cleared.**  **VAT**  **Applicants who are VAT registered will have their grant assessed on the net cost of eligible projects; non-registered applicants on the gross cost. If the applicant is unsure whether they are or not VAT registered then they must seek advice from HM Revenue & Customs. The applicant must show the VAT element of proposed expenditure in the application form.** |

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| **Output Summary – Section Six** |
| **Evidence required at the end of your project will be jobs created and/or companies growth in turnover levels etc.**  **Please use this section to detail outputs created as a direct result of receiving a grant.**  **If you are awarded a grant and the project goes ahead, to comply with European Funding rules, at the end of the project, evidence of what has been achieved will be collected.** |

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| **De Minimis State Aid Declaration – Section Seven** |
| **Under European Commission De Minimis State Aid Rules and General Block Exemption Regulations (GBER) in order for applicants to be eligible for the Enterprising Worcestershire Start-up and High Growth Start-up, they must not have received more than €200,000 of state funding during the previous 3 year period. This includes the total amount of the Enterprising Worcestershire grant awarded.** |

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| **IMPORTANT APPLICATION NOTES** |
| * **All costs must be external costs, and commitments to spend items included in the application must not be made until the grant has been awarded.** * **It is important to outline when the project is expected to start and finish in the application, and in which months invoices will be paid (in the funding section).** * **The grant rate is a maximum of 50% (grants of between £1,000 and £2,500 can be applied for, on a competitive basis).** * **Priority will be given to businesses that have engaged with the advisory provision offered under the Enterprising Worcestershire Start-Up and High Growth Start-Up Programme, as well as businesses that have not received a grant from Worcestershire County Council in the last 2 years.** * **Grant monies are paid in retrospect. Grants are claimed via an invoice system (invoice, remittance advice etc.) of what has been spent.** * **The applicant must give consent for the partner Councils to involve the business in publicity, e.g. press releases and photographs.** * **The applicant must agree to take part in any monitoring and produce relevant information as requested at quarterly intervals after the grant is paid.** * **All paperwork relating to the grant must be kept until 2033.** * **Two quotes must be obtained for ALL items up to the value of £2,499. Three quotes need to be provided for items £2,500 and above. Evidence of these quotes will be required with the grant application. If your grant is contributing to an item priced over £25,000 then please email the project team on** [**EW@worcestershire.gov.uk**](mailto:EW@worcestershire.gov.uk) **as further criteria applies.** |

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| **APPRAISAL PROCESS** |
| **Assessing the Application**  **Completed applications will be assessed for eligibility and the extent to which they meet the aims of the scheme. If an application passes this initial screening it will be referred to the applicant's local partner Council who will decide to make one of three decisions:**   * **Offer a grant** * **Request further information from the applicant** * **Reject the application**   **Each application will be judged on its own merits with regard to how well it meets the scheme’s aims, eligibility criteria and its ability to be implemented within the set timescales. The grant panel will use the information provided in this application form as well as the business plan to come to a decision. Preference will be given to those applications that show that the applicant will be trading with and between other Worcestershire businesses.**  **Decision on the Application**  **Notification of decision on the application will be made in writing to the applicant. An offer of grant will be made by an offer of grant letter, which will specify:**   1. **The eligible applicant** 2. **The eligible expenditure** 3. **The maximum amount of grant awarded** 4. **The date by which the expenditure should be completed (this is an invoice system and receipted invoices should be received by Enterprising Worcestershire within one month of this date)**   **The decision of the Grant board is final. It reserves the right to vary the level of grant or reject an application.**  **The Offer of Grant**  **An offer of grant must be accepted within 14 days of the date of the offer letter by the applicant returning a signed copy of the offer of grant letter. After this date the offer will be automatically withdrawn. The applicant will then have to re-apply if they still wish to proceed.**  **The Grant Aided Expenditure**   1. **The grant is not retrospective and therefore cannot be used for the reimbursement of goods/services already purchased before the date of the offer letter.** 2. **No grant aided expenditure is to be utilised other than in accordance with the agreed project outlined in the application and as agreed in the offer letter.** 3. **Enterprising Worcestershire must be notified immediately of any requested variations to the agreed offer and before any variation to the application takes place.** 4. **Variations to the agreement must be approved in writing prior to the amendments commencing. Enterprising Worcestershire reserves the right to refuse amendments to the grant offer which it deems inappropriate for the scheme.** 5. **Approved schemes must be completed by the date specified in the offer letter unless agreed otherwise by Enterprising Worcestershire. The applicant must inform Enterprising Worcestershire immediately if the deadline cannot be met. Enterprising Worcestershire will then consider the most appropriate action but is under no obligation to alter the conditions in the original offer letter and therefore has no obligation to offer assistance for works undertaken after the original deadline date.**   **Payment of Grant**   1. **Grants are discretionary and Enterprising Worcestershire reserves the right to withhold payment of the grant in whole or part if any condition of the offer letter has been breached.** 2. **The applicant must inform Enterprising Worcestershire upon completion of the expenditure to which the grant relates.** 3. **The applicant must submit the claim by an invoice system (including receipted invoices) for grant assistance within one month of the completion date as stated in the offer letter.** 4. **Payment will be subject to the applicant having satisfactorily completed the project and complied with all terms and conditions of the scheme.** 5. **Payment of the grant will only be made when Enterprising Worcestershire receives copies of paid invoices for the approved grant expenditure from the applicant. Invoices dated before the date of the offer letter will not be eligible for payment.** 6. **If the actual costs are less than those outlined in the application and agreed in the offer letter, payment will be restricted to the actual amount in accordance with the receipted invoices and subject to the 50% cash matched contribution from the applicant business and subject to the grant minimum criteria of £1000 (i.e. a £2000 minimum total project cost).** 7. **If the costs of the proposed project exceed the maximum grant awarded as agreed in the offer letter, Enterprising Worcestershire is not obliged to increase the grant amount. Increases to the grant payment will only be made in exceptional cases and subject to the grant maximum criteria** 8. **Payment of the grant will be made into the applicant’s business bank account (or ‘trading as’ account) via BACS.**   **Liability of Worcestershire County Council and the Schemes Delivery Partners**  **Worcestershire County Council and the schemes delivery partners, its officers and agents shall not at any time be held liable to any person in relation to any loss or damage arising, either directly or indirectly, as a result of compliance by the applicant with these terms and conditions of grant. Award of the grant does not imply that Enterprising Worcestershire is expressing a view regarding the business or its products/services nor that it accepts responsibility for any debts, or liabilities incurred by the applicant or the business.**  **Repayment of Grant**  **Enterprising Worcestershire reserves the right to recover all or part of the grant it has provided if:**   * **The applicant is found to have improperly tried to influence the decision of any officer or Elected Member of any partner Council in the award of a grant.** * **The business is sold or ceases to trade for whatever reason within a 6 month period from receipt of the grant.** * **The business relocates outside the boundaries of Worcestershire County Council within a 6 month period from receipt of the grant.** * **Any information provided in the application form or other correspondence is found to be substantially incorrect, misleading or incomplete.** * **The applicant fails to comply with any of the terms and conditions of this scheme.** |

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| **Case Study Example** |
| **A Worcester firm was awarded a Start-Up grant of £1,500 to purchase new machinery. As a result of this investment, the business planned to increase production capacity, improve turnover by 15%, and create one job.**  **The expected costs as outlined in their application were as follows:**   |  |  | | --- | --- | | **Item** | **Cost** | | **Purchase a cutting machine\*** | **£3,000** | |  |  | | **TOTAL** | **£3,000** | | **GRANT AWARDED** | **£1,500** | | **\*Three quotes were obtained for the new cutting machine** |  | |  | |  | | |

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| **APPLICATION FORM**  **Enterprising Worcestershire – Start-Up and High Growth Start-Up Business Grant Programme** | | | | | | | | |
| **Small Medium Enterprise (SME) Details – Section One** | | | | | | | | |
| **Company Name** | |  | | | | **Contact Name** |  | |
| **Address** | |  | | | | **Telephone Number** |  | |
| **Mobile Number** |  | |
| **Date Business Started** |  | |
| **Postcode** | |  | | **Company Registration Number (If Applicable)** |  | |
| **Number of Employees (including owner/applicant)** | **Full time**  **(36 hrs +)** | | **Part time**  **(state hours)** | | **Casual** | **Limited Company registered Address**  **(If applicable and different to above)** |  | |
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| **District Council** |  | | | | | **Legal Structure (e.g. Sole Trader/Limited Company)** |  | |
| **Email** |  | | | | | **VAT Registered?** | Yes  No | |
| **VAT Number (If VAT Registered** |  | |
| **Website** |  | | | | | **Sector (e.g. Manufacturing)** |  | |
| **Brief Description of Business**  **Activities** |  | | | | | | | |
| **Business Advisor Name & Organisation** (for Pre Start Advisory Programme Participants) |  | | | | | **Advisor Hours Completed** | |  |
| **Pre Start Advisory Programme Completion Date** | |  |
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| **Small Medium Enterprise Status – Section Two** | | | | | | | | |
| In order to receive support from the European Union you must meet certain requirements, please confirm the following about your organisation: (tick as appropriate) | | | | | | | | |

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| Has fewer than 250 employees (full time equivalent) | | | | | Yes  No | | | |
| Annual turnover does not exceed €50 million | | | | | Yes  No | | | |
| Please complete box with most recent annual turnover (Businesses under 12 months old state zero) | | | | | £ | | | |
| Current balance sheet does not exceed €43 million  **Please note we will need to see a copy of your latest company accounts as evidence (not applicable for businesses under 12 months old).** | | | | | Yes  No | | | |
| **In your business, does a separate enterprise own 25% or more of the capital or the voting rights?**  If Yes, is this enterprise a SME? | | | | | Yes  No  *If yes, you may be ineligible for funding. Please check with the project team before proceeding.*  Yes  No | | | |
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| **Privacy Notice– Section 3** | | | | | | | | |
| This privacy notice explains how we use any personal information we collect about you when you apply for a grant.  **What information do we collect about you?**  Enterprising Worcestershire is funded by the European Regional Development Fund (ERDF) - <https://www.gov.uk/guidance/england-2014-to-2020-european-structural-and-investment-funds>  Worcestershire County Council (WCC) collects information about you and your business when you voluntarily complete grant applications.  **How will we use the information about you?**  The information you provide will be used to process your grant application. The information you provide will be held on WCC's Business Support Customer Relationship Management system.  The partners that the Business Support CRM database is shared with are Worcestershire Business Central, Worcester City District Council, Malvern Hills District Council, Wychavon District Council, Redditch District Council, Bromsgrove District Council, Wyre Forest District Council, Herefordshire & Worcestershire Chamber of Commerce, Worcestershire Local Enterprise Partnership and the Programme funding body, The Ministry of Housing, Communities and Local Government and The Department for Business, Energy and Industrial Strategy. It will also be shared with Liberata, WCC's financial operations partner.  WCC will not share your information for marketing purposes with companies outside of the aforementioned partners sharing the CRM database.  If you do not consent to WCC holding your information, you will be unable to apply for the ERDF-funded grant.  This is due to WCC's requirement to monitor the performance of the project and provide evidence to meet the ERDF funding, monitoring and audit requirements.  **Marketing**  □ Yes, I consent to receive further communications from the WCC Business Support team and aforementioned partners regarding services and products that I might be interested in, such as grants, funding and business support.  □ Yes, I consent to joining WCC's business support team mailing list and receive occasional newsletters and updates on programmes and events.  I consent to being contacted via the following methods:  □ Post  □ Email  □ Telephone  If you have consented to receive marketing, you may opt out at a later date. If you no longer wish to be contacted for marketing purposes, please contact: [businesssupportmarket@worcestershire.gov.uk](mailto:businesssupportmarket@worcestershire.gov.uk)  **Access to your information and correction**  We will hold your data until 31st December 2033, in line with ERDF document retention guidance for 2014-2020 ERDF projects.  For further information on how your information is used, how WCC maintain the security of your information, and your rights to access information held on you, please contact [dataprotection@worcestershire.gov.uk](mailto:dataprotection@worcestershire.gov.uk) or view WCC's Privacy Webpage - <http://www.worcestershire.gov.uk/privacy>  **Changes to our privacy notice**  We keep our privacy notice under regular review. This privacy policy was last updated on 3rd August 2018. | | | | | | | | |
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| **Project details – Section Four** | | | | | | | |  |
| Brief title of your proposed project | |  | | | | | | |
| Project Value (separating VAT) see guidance notes relating to VAT | |  | | | | | | |
| Amount of grant applying for?  (Grants of £1,000 - £2,500 at maximum 50% grant rate) | |  | | | | Amount of match funding from your business? (Minimum 50%) |  | |
| Have you received a grant from Worcestershire County Council in the last 2 years? If yes, please confirm the date and grant amount. | | Yes  No | | | | | | |
| Is the match funding for the project confirmed?  *Match funding must be in place, see Guidance notes for more information.* | | Yes | | | | | | |
| **Project Expenditure**  Please detail items of expenditure below (including VAT), expanding the table by adding rows if necessary.  **We will need to see the relevant amount of quotes (from separate suppliers) for each item with this application - see Guidance Notes.**  **Please note you will have to manage the cash flow of claiming the grant retrospectively.** | | | | | | | | |
| **Item** | **Cost** | | **VAT** | **Month of Purchase** | | | | |
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| **Please state your Preferred Supplier for each item.**  **If this is not the lowest cost please explain how the preferred supplier provides better value for money.** |
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| **Project Explanation – Section Five** |
| This Enterprising Worcestershire – Start-Up & High Growth Start-Up Application Form Section Five is broken down into the following sections:  **Description of the Project**  **Project Fit**  **Project Need**  **Project Financing**  **Project Delivery**  **Outputs**  The aim of this grant is to provide support to SME's covering start-up, high growth start-up and post start, early development situations, which are focused on individual business growth potential.  The scheme will enable SME's to establish and grow whilst making a positive contribution to the Worcestershire economy and employment rates across the County by creating more sustainable SME's.  It is important that your application makes it clear exactly what you need this grant funding for, and what you intend to do with the money. Please do not feel that you must provide very detailed technical information for each question. If we feel we need more information to put your application forward to the appraisal panel, we will contact you. Please read the guidance, due diligence and case study information before you complete this part of the application. |
| **Description of the Project** |
| Please give **an overall description of the project** making sure you cover the following points:   * Please provide details of what you intend to use the grant towards. * When do you expect to complete the project/expenditure? * Over how long will the grant have an impact within the business? * Who are the main suppliers/customers the business will be trading with and where are they based? * Will the grant enable the business to increase business to business trading within Worcestershire? |
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| **Project Impact** |
| Please briefly describe how the grant will benefit your business in terms of accelerating growth/early stage business development, contribution to increase of business turnover and/or creation of jobs, **including owner/applicant job created by start-up enterprise.** |
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| **Project Need** |
| Please describe in detail the specific need for the grant from the business Start-Up programme. The Appraisal panel is looking to understand why your business has a specific need for the grant. Please be sure to cover the following points.   * Describe your market research and how you have established a need for your product or service. * What are the circumstances surrounding your organisational need for grant funding that has led to the application? * Please detail the impact to your business and/or project if you didn’t receive grant funding or if the grant was reduced. |
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| **Project Financing** |
| Please provide a brief commentary on how you plan to source or generate the private funds required to match fund your project. |
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| **Project Delivery** |
| Please describe your project team, how they will deliver the project, their responsibilities and experience. Ensure that you also cover the following points:   * *Will you require planning permission or other consents in order to be able to deliver your project?*   *- Please explain the main issues and risks identified for your project and how these are being managed/will be*  *mitigated.* |
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| **Output Summary – Section Six** | |
| Please indicate the outputs your project will deliver during the project life cycle  Applications will be scored favourably for projects with higher ratio of outputs to grant request.   1. Generate new, sustainable jobs based in Worcestershire 2. Turnover improvement | |
| **Output** | **Target Figure** |
| Year/ Time Period | 19/20 |
| New Full Time Equivalent (36hrs/week) jobs created |  |
| New Part Time jobs created |  |
| New Casual jobs created |  |
| Turnover improvement |  |
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| **Key dates and Milestones** | |
| *Please provide a schedule of key activities and their completion dates for delivering the project.* | |
| **Milestone** | **Date** |
| Proposed start date | October 2018 |
| Milestone 1 | Grant received November 2018 |
| Milestone 2 | Machinery purchase November 2018 |
| Financial Completion | November 2018 |
| Output delivery completion | November 2018 |
| *Please add additional milestones as required* |  |

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| **Declaration – Section Seven** | |
| 1. I confirm that my business has all the necessary permissions and licences to operate. 2. I confirm that I am responsible for all goods/services/works carried out as a result of the award of this grant and will ensure that any works comply with all relevant regulations and legislation. 3. I understand that any goods/services purchased are to be completed within the date specified in the offer letter and receipted invoices received by Enterprising Worcestershire within 30 days of this date. 4. I confirm that I am able to make a ‘cash’ match funding contribution from my business’s own resources of at least the value of the grant applied for. 5. I consent to Enterprising Worcestershire involving the business in publicity, e.g. press releases and photographs. 6. I agree to take part in any monitoring and produce relevant information as requested on a quarterly basis after the grant is paid. 7. I consent to all documentation submitted being made available for Enterprising Worcestershire’s use. I understand that any personal information provided on this form will be used to process the application and may be used to monitor the support of the project. Personal data will only be held in accordance with Data Protection legislation. I also understand that the Council is bound by the requirements of the Freedom of Information Act 2000. 8. I do not object to Enterprising Worcestershire seeking information from other sections of Worcestershire County Council or other public sector bodies. I understand that if it is found that I have any outstanding debts owed to Worcestershire County Council or any partner Council, Enterprising Worcestershire reserves the right to withhold grant payment until such debts are cleared. 9. I understand that Enterprising Worcestershire reserves the right to recover all or part of the grant it has provided if:    * I am found to have improperly tried to influence the decision of any officer or Elected Member of Worcestershire County Council or its partner Councils in the award of a grant.    * The business is sold or ceases to trade for whatever reason within a 6 month period from receipt of the grant.    * The business relocates outside the boundaries of Worcestershire within a 6 month period from receipt of the grant.    * Any information provided in the application form or other correspondence is found to be substantially incorrect, misleading or incomplete.    * I fail to comply with any of the terms and conditions of this scheme.   In the event that I am requested to repay any funds to Enterprising Worcestershire I will do so within a period of 30 days.   1. I have read and understand the criteria for application and the accompanying terms and conditions and agree to comply with the principles of the Enterprising Worcestershire Grant scheme. I am aware that false declarations will invalidate my application. 2. I understand that any payment will be made directly into my business bank account through the Bank Automated Clearance System (BACS). 3. I understand that Enterprising Worcestershire is under a duty to protect the public funds it administers. Enterprising Worcestershire may check information provided to it, with other bodies responsible for auditing or administering public funds and with other information it holds, in order to prevent and detect fraud. 4. I undertake not to do anything to bring Worcestershire County Council or it's Partner Councils' reputation and/or standing into disrepute or attract adverse publicity for the Enterprising Worcestershire Scheme. 5. I confirm that the details given in this application are full and accurate. | |
| Name: |  |
| Signature: |  |
| Position: |  |
| Date: |  |

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| **Supporting Documentation and Information - Mandatory** | |
| Please ensure the following mandatory information is submitted: | Attached? Please tick. |
| Business Plan / Growth Plan. |  |
| Written evidence of the availability of other secured funding on which the project depends (e.g. certified finance agreements and/or bank statements). Please write the following on the evidence and sign and date it : "**certified to be a true copy of the original, signature, full name, position, date"** |  |
| One completed and returned electronic copy and one hard signed copy of the Enterprising Worcestershire Start-Up & High Growth Start-Up Grant Application Form. |  |
| The relevant number of quotes from separate suppliers for each item listed – see guidance. |  |

***Please note a credit check will be undertaken for each organisation that returns a full application***

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| **Additional information** | |
| This is a guide only. (Please ensure that any listed documents that have been referred to within the application are provided). | Attached? Please tick. |
| Landlord consent | N/A |
| Planning permission |  |
| Environmental permits |  |
| Listed buildings |  |
| Proof of any deemed consents |  |
| Copy of any plans, drawings or specifications that detail the project |  |
| Feasibility, research or other supporting case studies |  |
| Evidence of support for the project |  |

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| **Next Steps** |
| Sign this application form, and scan and email the complete form, together with your signed De Minimis Declaration Form (below) and business plan to EW[@worcestershire.gov.uk](mailto:ksanghera@worcestershire.gov.uk)  Please send a signed hard copy, with quotes, business plan and proof of match to:  **Enterprising Worcestershire Start-Up Programme**  Scientific Services  Unit 5, Berkeley Business Park,  Wainwright Road, Worcester, WR4 9FA |

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| **De Minimis State Aid Declaration – Section Eight** |
| You are being offered assistance under De Minimis State aid regulation.  Under World Trade Organisation agreements and European regulations, any assistance from the public sector towards trading operations must be strictly controlled and fall within agreed limits. De Minimis aid is assistance from a public source for a trading activity which is below the threshold of aid requiring prior notification and approval from the commission.  These levels have been revised since the 1st January 2007. This now allows a company[[1]](#footnote-1) to receive up to €200,000 of De Minimis aid over a three-year period for most sectors. However, the Transport sector is still restricted to €100,000. Fisheries have a limit of €30,000 and Agriculture (other than marketing of processed products) is limited to €7,000.  Both of these last two sectors are subject to special procedures and require the permission of Defra[[2]](#footnote-2). Please note that the limits are in Euros, therefore when measuring the level of aid given, the official Commission Euro / £ exchange rate at the time that the assistance is granted must be used to determine the amount of aid given[[3]](#footnote-3).  **To confirm that you are able to receive this assistance you must declare the full amount of aid, from any public source, and in any format, you have already received over the last 3 years.** You must declare whether or not it was De Minimis aid. All aid received, whether De Minimis aid or exempted aid must now be declared. Please note that this is a change from the requirements of previous regulations. Please be explicit in your explanation of what the aid you received has been used for.  The following is not a comprehensive list of the possible forms of aid. However it should give an indication of the most common forms of aid, which you may have been given over the last three years. Potentially any assistance from a public body might be an aid. Should you have any doubts on this matter, please contact the body from which the assistance was received.   * Grants from public bodies * Loans from public bodies at favourable rates * Loan guarantees from public bodies * Differential tax benefits * Grants from an investment trust (including charities) which may themselves have received the funds from a public body * Investment from a part publicly funded venture capital fund * Publicly administered funds, even if the funds were originally not public such as the national lottery * Landfill tax * Waiving or deferral of fees or interest normally due to a public body such as the waiving or deferral of rent or waiver of interest normally due on late payment of taxation or other costs to a public body * Monopoly licences or guarantees of market share * Advertising via a public channel such as a tourist board or state owned television * Consultancy advice provided either free or at a reduced rate * Training provided either free or at a reduced rate * Aid for investment in environmental projects * Provision of a free or reduced rate feasibility study for research and development or other assistance with research and development * Purchase of public land or property at a less than market rate * Benefiting from the provision of infrastructure where your organisation was pre-identified as a beneficiary   Any De Minimis aid awarded to you under this project will have to be declared if you apply, or have applied, for any other public funding. Therefore, if successful, the offer letter must be retained and shown to any other public body to which you apply for funding for the three years following the offer.  The use of public funding is subject to checks and audits. False declarations will lead to the recovering of the value of the assistance offered plus interest. |

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| **I declare that the amount of State aid received by the company / organisation over the last three years is:** | | | |
| **Date aid awarded** | **Value of the aid in Euros** | **From which organisation and which scheme** | **What activity or item was the aid given for** |
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| **Signed:** | | **Date:** | |
| **Position:**  *Note this must be an officer of the company with the authority to bind the organisation in legal agreements.* | | | |
| **Company/Organisation:**  *(full legal name)* | | | |

1. The limit applies to aid received by your company in the UK or if you are part of a group to your parent company. If this is

   the case it may be more practical for you to get this form completed by your parent company. If your own company is a

   parent to subsidiary companies then you must include the De Minimis aid received by your subsidiaries in the UK in this

   declaration. [↑](#footnote-ref-1)
2. DEFRA Department for Farming and Rural Affairs [↑](#footnote-ref-2)
3. European Exchange Rates accessible from

   <http://ec.europa.eu/budget/inforeuro/index.cfm?fuseaction=currency_historique&currency=GBP&Language=en> [↑](#footnote-ref-3)