**COVID-19 Business Support Grant Application Form**

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| **Company Information:** | | |
| **Company Name** |  | |
| **Business West Internal Reference Number:** |  | |
| **Contact Name** |  | |
| **Email Address:** |  | |
| **Contact Number:** |  | |
| **Company Address:** |  | |
| **Postcode:** |  | |
| **Company Registration Number:** |  | |
| **Website:** |  | |
| **Incorporation Date:** |  | |
| **What business sector do you operate in?** |  | |
| **What % of your turnover would you estimate comes from the Visitor Economy?** | |  |
| **Current No. of Employees (Number of Full Time Equivalents)**  **FTE = paid work of 36 hours or more per week.**  **Convert part time jobs to FTE on a pro rata basis based on hours worked)** | |  |
| **No. of Jobs at Risk (Number of Full Time Equivalents)**  **Job at Risk = permanent and paid job at risk prior to when support was provided, and which the support will help the business to retain. This includes sole traders and business owners.**  **At risk = being forecast to be lost within 6 months** | |  |
| **Does your company own 25% or more (capital or voting rights) in another company, or does another company hold 25% or more (capital or voting rights) in your company?** | |  |
| **Are you a Small or Medium Size Enterprise (SME)?** | | **Yes //FPSY 🞏 No //FPSN 🞏** |
| **Does 50% or more of your turnover come from Public sources?** | | **Yes //FPSY 🞏 No //FPSN 🞏** |
| **How did you hear about COVID-19 Business Support Grants?** |  | |

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| **GVA Financial Data** | **Baseline** *(Financial year prior to intervention)* | **Forecast** *(Financial year of intervention)* |
| Financial year end (DD/MM/YYYY) |  |  |
| Source of Data (Financial/Management Accounts) |  |  |
| Total Turnover: |  |  |
| Total Salary Cost |  |  |
| Depreciation: |  |  |
| Net profit before tax: |  |  |
| Employees (Number of Full Time Equivalents)  *FTE = paid work of 36 hours or more per week.*  *Convert part time jobs to FTE on a pro rata basis based on hours worked)* |  |  |

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| **Business Background** |
| ***Please give a brief description of the business background, products/services and customers/markets. (Max 100 words)*** |
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| **Impact of COVID-19** |
| ***What has been the impact of COVID-19 on the business? (Max 100 words)*** |
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| **Details of Services/Equipment** | |
| ***What services and/or equipment are you looking to procure? Please include them below.***  ***(Please note, you can use several suppliers, add additional rows if required).*** | |
| What is the name of your supplier/suppliers? (If known) | Supplier 1: |
| Supplier 2: |
| Supplier 3: |
| Please provide a brief overview of what is being procured: | 1. |
| 2. |
| 3. |
| Total Cost excluding VAT | 1. |
| 2. |
| 3. |
| Expected completion date: |  |

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| ***Please summarise how the equipment/services you’re procuring will help you mitigate the impact of COVID-19 to your business.***  ***This can include increasing productivity, safeguarding and/or increasing employment in your business and/or offering new products/services. When do you expect this impact to take place?*** ***(Max 100 words)*** |
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| ***Please explain why you need a grant to cover the cost of procuring the equipment/services outlined above. (Max 100 words)*** |
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| **Impact as a result of Grant Funding** | | |
| ***Please show how the grant funding will impact upon the company in terms of growth. Please include predicted jobs safeguarded, increase in employees and/or new products per year and not cumulatively.*** | | |
| Impact of Support | 2020 Prediction | 2021 Prediction |
| Financial year end (DD/MM/YYYY) |  |  |
| No. of jobs safeguarded (#) |  |  |
| Increase in employment attributable to grant funding (#) |  |  |
| Number of new to the firm products/services offered on the market |  |  |
| Number of new to the market products/services offered on the market |  |  |

**State Aid:**

The assistance provided constitutes State Aid as defined under Articles 107 and 108 of the Treaty on the Functioning of the European Union. To qualify there are thresholds beyond which an undertaking is not permitted to receive more State Aid.

Please provide details in the table below of any State Aid received during the current and previous 2 financial years.

Add additional rows if necessary and if you have received no State Aid **please enter £0 in the table**.

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| **Organisation Providing Assistance** | **Value of Assistance** | **State Aid Scheme**  **(GBER/ De Minimis/ Temporary Framework)** | **Date of Assistance** |
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**Equal Opportunities:**

As part of our obligations of delivering support to you, we are required to monitor the diversity of our project beneficiaries to ensure we are providing equal opportunities to all. The information will relate to the ownership of the business. It should be provided with the consent of the individual(s) to whom it relates.

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|  | Tick to confirm majority | | | | | | | |
| Gender of Owner(s) | Male majority | | |  | No clear majority | | |  |
| Female majority | | |  | Prefer not to say | | |  |
| Ethnicity of Owner(s) | White | | |  | Asian | | |  |
| Mixed | | |  | Asian British | | |  |
| Multiple ethnic groups | | |  | Black | | |  |
| African | | |  | Caribbean | | |  |
| Black British | | |  | Other ethnic group | | |  |
|  | | |  | Prefer not to say | | |  |
| Disability\* of Owner(s) | Yes | | |  | No clear majority | | |  |
| No | | |  | Prefer not to say | | |  |
| Age of Owner(s) | Under 16 |  | 40-44 | | |  | Over 65 |  |
| 16-24 |  | 45-49 | | |  | Prefer not to say |  |
| 25-29 |  | 50-54 | | |  |  | |
| 30-34 |  | 55-59 | | |  |
| 35-39 |  | 60-64 | | |  |

*\* A physical or mental impairment that has a substantial and long term effect on their ability to carry out normal day-to-day activities.*

**How we use the information you provide:**

We take your data very seriously and are committed to the privacy and security of it. The Ministry of Housing, Communities and Local Government (MHCLG), fund this service and your data will be passed to them. Their privacy policy is available at [www.gov.uk/government/publications/european-regional-development-fund-privacy-notice](https://www.gov.uk/government/publications/european-regional-development-fund-privacy-notice). We will receiving from and make making referrals to The West of England Combined Authority (WECA). Their privacy policy is available at [www.westofengland-ca.gov.uk/privacy-policy](https://www.westofengland-ca.gov.uk/privacy-policy/)

Where you provide personal data to us, it is essential that you have the right to give us that personal data, and to allow us to use it as anticipated by the arrangements between us. This includes where the personal data that you are providing relates to people other than yourself. We will rely on you to make sure that you do have those rights. Both we and you will comply with our obligations under all relevant laws and rules on data protection and privacy.

**Terms and Conditions:**

**For ERDF Grant Funding applications:**

1.1 By signing these terms and conditions you confirm that:

1.1.1. You are an SME according to the European definition. More information on that can be found here: <http://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition/index_en.htm>

1.1.2. You are able to demonstrate that the business has been adversely impacted by COVID-19.

1.1.3. You are based in the West of England (Bristol, Bath & North East Somerset, North Somerset and South Gloucestershire).

1.1.4. You have been trading prior to 01 March 2020 and are still actively trading.

1.1.5. You are not in one of the following sectors: Fishery and aquaculture; the primary agricultural production: processing and marketing of agricultural products; coal and steel industry; synthetic fibres; shipbuilding; transport and related infrastructure, banking and insurance; energy generation, distribution and infrastructure. Further details on the State Aid Regulations as well as a list of possible forms of state aid and what does not constitute state aid can be found at [www.gov.uk/state-aid](https://www.gov.uk/state-aid).

1.1.6. You are not involved in one of the following activities: the purchase of land; capital funding for the Retail sector and revenue funding in certain circumstances; decommissioning or construction of nuclear power stations; the manufacturing, processing and marketing of tobacco products; airport infrastructure; and the reduction of greenhouse gas emissions from certain activities.

1.1.7 The Grant will not be used to fund any of the following: capital expenditure; support of production costs; in-company labour costs; the costs of overseas sales representatives; financial costs e.g. bank charges, overdraft / loan interest payments; support of working capital; funding for the payment of wage subsidies; the purchase of equipment and consumables associated with PPE and social distancing measures; or activities which would contradict, duplicate or undermine HM Government domestic initiatives.

1.1.8. The Funding being sought will be provided on the basis that:

a. There is a direct causal link between COVID-19 and the activity commissioned; and

b. the grant is strictly limited to compensating only for the damages caused; and

c. there is no cumulation with other aid for the same costs; and

d. the activity cannot proceed without a grant.

1.1.9 You have read the definition set out in the General Block Exemption Regulation (GBER), No 651/2014. Article 2, paragraph 18 - **See Annex 1,** and confirm the business was not an undertaking in difficulty on 31 December 2019.

1.2. Any money spent prior to an offer letter being issued cannot be regarded as eligible expenditure.

1.3. Any funding granted must be based on an agreed application form and and offer letter.

1.4. All relevant expenditure must be agreed in the application form and offer letter.

1.5. The Grant funding is from the European Regional Development Fund (ERDF). Grants are provided at a maximum rate of 100% of eligible expenditure.

1.6. Applicant must demonstrate compliance with ERDF Procurement Rules when purchasing goods, works or services which are part funded by ERDF. Failure to do so may invalidate a claim.

1.6.1. The Company will operate a transparent, fair and cost effective procurement process

1.6.2. The process will be impartial, objective and demonstrate integrity

1.6.3. Procurement will be based on obtaining Value for Money and will take into account quality, effectiveness, reliability and innovation

1.6.4. Potential suppliers should expect to have a fair chance of securing business from the Company. Conflicts of Interest will be avoided. Awards must not be made to linked organisations.

1.6.7. The Company must provide evidence that it has followed ERDF Procurement Rules.

1.7. The maximum time frame for claims for funding is 2 months (starting from the date of the “Grant Offer Letter”) unless stated differently in the offer letter.

1.8. Business West's terms & conditions mean payments of invoices for grant funding are intended to be paid within 30 days of receipt of an eligible claim provided all relevant information has been received.

1.9. Grants provided are outside the scope of VAT, i.e. invoices submitted should not include VAT. Therefore, when calculating the total cost of services provided, the VAT element should be excluded, i.e. if your expenditure is £1,000 + VAT you may only use the net amount (£1,000) in your claim.

1.10. All claims for grants must be supported by itemised company bank statements which should be submitted along with paid receipts when making grant claims.

I accept the terms and conditions as set out in this document and confirm that all information given is a true reflection at the time of signing and I confirm I have read and agree to Business West Client Terms of Business detailed at <http://www.businesswest.co.uk/terms-conditions>.

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| Applicant Signature: |  | Date: |  |

Please return this completed form to the COVID-19 Business Support Grant Scheme project team at the following email address: [**contracts@businesswest.co.uk**](mailto:contracts@businesswest.co.uk)

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| **INTERNAL USE:** | | | |
| Application reviewed by:  (print name) |  | Date: |  |
| Recommendation: |  | | |
| Application approved by:  (print name) |  | Date: |  |

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| **Annex 1**  **Undertakings 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.”  N.B. All parts of the test must be applied (as appropriate) in order to determine whether an organisation is an undertaking in difficulty. |