



**Funded by
UK Government**

**Broxtowe Borough Council UK Shared Prosperity Fund
Micro Business Grants**

Application Form

| For office use only | |
|---------------------------|----------------------------------|
| SPFMBG Reference Number | Click or tap here to enter text. |
| Date application received | Click or tap here to enter text. |
| Date of appraisal | Click or tap here to enter text. |
| Name of appraiser | Click or tap here to enter text. |

Section 1 – Business Details

| | |
|---|----------------------------------|
| Business name | Click or tap here to enter text. |
| Contact name | Click or tap here to enter text. |
| Position within business | Click or tap here to enter text. |
| Business address | Click or tap here to enter text. |
| Postcode (must be in Broxtowe Borough) | Click or tap here to enter text. |
| Business rates account number (if applicable) | Click or tap here to enter text. |
| VAT registration number (if applicable) | Click or tap here to enter text. |
| Email address | Click or tap here to enter text. |
| Business website | Click or tap here to enter text. |
| Telephone number | Click or tap here to enter text. |
| Nature of Business including sector | Click or tap here to enter text. |
| Legal status of business | Click or tap here to enter text. |
| SIC code (if known) | Click or tap here to enter text. |
| Number of employees | Click or tap here to enter text. |



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| | |
|---|----------------------------------|
| Business registration number, charity registration number or Unique Tax reference | Click or tap here to enter text. |
| Date of incorporation | Click or tap to enter a date. |
| Trading start date | Click or tap to enter a date. |

Eligibility

| | |
|---|--|
| Does your business less than 10 FTE (full time equivalent) employees | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| How many employees do you have? | Click or tap here to enter text. |
| Is your business more than 25% owned by a company, which itself is not a micro company? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Does your annual turnover exceed £2 million? | Yes <input type="checkbox"/> No <input type="checkbox"/> |

Please include a copy of your latest accounts with this application

Section 2 - About your project

Please tell us about the project that you are applying for - maximum 200 words in each section

| | |
|---|----------------------------------|
| Please provide a brief description of the project (max 200 words) | Click or tap here to enter text. |
| Please describe what you intend to purchase (max 200 words) | Click or tap here to enter text. |



| | |
|--|----------------------------------|
| What difference will the project make to your business? What will change as a result of this funding? (max 200 words) | Click or tap here to enter text. |
|--|----------------------------------|

Section 3 - The cost of your project

Please tell us about the cost of the project and the amount of grant required. Please also tell us more about the match funding that may be required.

| Item / service | Name of supplier | Total cost | Quote attached |
|---|----------------------------------|------------------------------------|--------------------------|
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | <input type="checkbox"/> |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | <input type="checkbox"/> |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | <input type="checkbox"/> |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | <input type="checkbox"/> |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | <input type="checkbox"/> |
| Total cost of the project | | £ Click or tap here to enter text. | |
| Total amount of grant requested (must not exceed £5,000) | | £ Click or tap here to enter text. | |
| Total Match funding (from the business) | | £ Click or tap here to enter text. | |

Is the match funding confirmed **Yes** ☐ **No** ☐

Please tell us where how the match funding for this project is being funded?

Click or tap here to enter text.



Section 4 - Permission for the project

Does your project require permissions from the local authority or a landlord?

Yes ☐ No ☐

If yes, please attach planning or landlord permission for work to start on the project.

Section 5 – Meeting the outputs and outcomes of UKSPF

UKSPF funding is provided to Broxtowe Borough Council to help us to meet a number of outputs and outcomes which we identified in our delivery plan. Please indicate below where your proposed project meets the relevant outputs and outcomes and the quantity. This information will be used to help us monitor the grant and report our successes to Government. Full definitions of outputs and outcomes are included in the guidance notes.

| Outputs or Outcome (O&O) | Do you meet this O & O | How do you meet this Outcome or Output |
|--|--|--|
| Commercial buildings created or improved | Yes <input type="checkbox"/> No <input type="checkbox"/> | Click or tap here to enter text. |
| Enterprises engaged in new markets | Yes <input type="checkbox"/> No <input type="checkbox"/> | Click or tap here to enter text. |
| People supported to gain a qualification | Yes <input type="checkbox"/> No <input type="checkbox"/> | Click or tap here to enter text. |
| Enterprises with improved productivity | Yes <input type="checkbox"/> No <input type="checkbox"/> | Click or tap here to enter text. |
| Premises with improved digital connectivity | Yes <input type="checkbox"/> No <input type="checkbox"/> | Click or tap here to enter text. |
| Enterprises adopting new or improved products or services | Yes <input type="checkbox"/> No <input type="checkbox"/> | Click or tap here to enter text. |
| Enterprises adopting new to the firm technologies or processes | Yes <input type="checkbox"/> No <input type="checkbox"/> | Click or tap here to enter text. |
| Enterprises engaged in new markets | Yes <input type="checkbox"/> No <input type="checkbox"/> | Click or tap here to enter text. |
| Enterprises increasing their export capability | Yes <input type="checkbox"/> No <input type="checkbox"/> | Click or tap here to enter text. |
| No of new to market products | Yes <input type="checkbox"/> No <input type="checkbox"/> | Click or tap here to enter text. |
| People in education / training following support | Yes <input type="checkbox"/> No <input type="checkbox"/> | Click or tap here to enter text. |



Section 6 – Due Diligence

Have you received a Subsidy or State Aid of more than £315,000 over the last 3 financial years?

Yes ☐ No ☐

Please confirm the amount of subsidy/aid received by your organisation in the last 3 years, you will need to confirm the amount and the date received. In addition, please detail any aspect of the project which involves the provision of subsidies? If yes, explain how the subsidies are compliant with the UK Subsidy Control Regime.

<https://www.gov.uk/government/collections/subsidy-control-regime>

Click or tap here to enter text.

Have you received grant funding from Broxtowe Borough Council in the past?

Yes ☐ No ☐

If yes please tell us when and how much funding you have received?

Click or tap here to enter text.

Have you or anyone associated with your business been declared bankrupt or convicted of fraud?

Yes ☐ No ☐

If yes please give details below?

Click or tap here to enter text.

Broxtowe Borough Council will use the data submitted to perform due diligence checks on any or all individuals associated with your business and such information will be used to inform our grant decisions.



Section 7 - Declarations & Data Protection

- I confirm that I am authorised to sign on behalf of the company and confirm that the information contained in this application form is correct to the best of my knowledge
- I declare that neither myself as signatory to the application, members of the governing body of the company or agents acting on our behalf have an interest in the awarding of contracts to the suppliers who have quoted for the work.
- I understand that any financial assistance granted will be repayable on demand, or future payments not made, if any information provided is found to be incorrect. I give permission for the information contained in this form to be shared, if requested, by the Programme funding body, the Department for Levelling Up, Housing & Communities, and Broxtowe Borough Council.
- I accept that the grant is consistent with most recent UK government law regarding subsidy control and any over payment of grant will be paid back to Broxtowe Borough Council.
- I understand that if Broxtowe Borough Council approves the application, the terms and conditions shall be enforceable on the basis of the Terms and Conditions of the grant scheme.
- Broxtowe Borough Council reserves the right to perform due diligence checks which may involve sharing data with external fraud prevention agencies as necessary.
- I understand that providing wrong or misleading information is a criminal offence and any such information may be used against applicants in any subsequent criminal investigation.
- I understand that any grant received by a business must be declared to HM Revenue & Customs (HMRC) as appropriate

Data Protection

The Broxtowe Micro Business Grants are funded through the UK Shared Prosperity Fund (UKSPF) administered by the Department of Levelling Up, Housing and Communities (DLUHC).

Broxtowe Borough Council may process personal data and has an obligation upon request to share this with DLUHC. In order to deliver the project, Council officers may also share it with other departments. Broxtowe Borough Council has contractual obligations to collect the data included within this form to record outputs and outcomes, and undertake a project evaluation, so that DLUHC can monitor and evaluate the UKSPF programme.

For the purposes of the General Data Protection Regulation (GDPR), in terms of the information processed, the following parties are Data Controllers:

- DLUHC – who determines the purposes and criteria for processing.
- The Lead Authority, Broxtowe Borough Council.



Section 8 - Signatures

I agree that I am applying on behalf of a business based in Broxtowe Borough and that I agree with the terms and conditions of this grant including due diligence checks, where appropriate, declarations and the collection and holding of data on the company and all its associates (directors etc)

I confirm that the information provided in this application is a true and accurate description of the intended use of the grant.

| | |
|-----------------------------|----------------------------------|
| Name | Click or tap here to enter text. |
| Signature | Click or tap here to enter text. |
| Position in business | Click or tap here to enter text. |
| Date | Click or tap here to enter text. |

Section 9 - Application Checklist

Please use this checklist to ensure that you send us everything that we need to assess your application

| | |
|---|--|
| I have answered all the questions on this application form and signed the application | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| I have enclosed quotes for any proposed purchases | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| I have included a copy of my most recent business accounts | Yes <input type="checkbox"/> No <input type="checkbox"/> |

Section 10 - Next Steps

Please email the completed form and supporting documents (quotes, accounts to: SPFgrants@broxtowe.gov.uk Please use subject line Micro Business Grants and your company name.

On receipt of a fully completed application form, your application will be acknowledged as received and we will proceed with the next stage of the process.

As the final decision is based on a panel this could delay the application. Failure to provide all required information and the volume of applications received may affect this timescale.

**Completing this application form does not guarantee the awarding of a grant.
An offer letter will be sent to you if your application is successful.**

