

Small Business Assistance Grant Funds Application Form

Grant Fund Applied for

Small Growth Grant - Up to £1,000 – 50% match funded Businesses should have a turnover in excess of £50,000	
Medium Growth Grant - Up to £5,000 – 50% match funded Businesses should have a turnover in excess of £150,000 within 3 years of grant	
Large Growth Grant - Up to £10,000 – 50% match funded Businesses should have a turnover in excess of £250,000 within 3 years of grant	
Get to Zero Grant - Up to £5,000 – 50% match funded Businesses must operate from commercial premises	

Business Details

Main Contact for this application	
Business Name	
Trading Name <i>if different</i>	
Trading Address <i>if different</i>	
Postcode:	
Main Telephone Contact	
Mobile Contact	
Main Email Contact	
Business Website	
Sole Trader <i>Please confirm UTR Number</i>	
Partnership <i>Please provide names of partners</i>	
LLP or Limited Company <i>please provide the Registration Number</i>	
VAT Registration Number <i>If not registered please provide confirmation of this from your business accountant</i>	
Non Domestic Rates Reference <i>Available from NDR bill If working from home mark as home based</i>	
Date Business started trading	
Year End Date <i>(day / month)</i>	
Have you engaged with Business Gateway?	
Name of your Advisor	
Please describe your business activities	
Is your business a full time business?	
Are you in any debt to East Renfrewshire Council?	
Do you operate Fair Work Practices? <i>please provide a copy of this policy</i>	
Do you pay the Living Wage?	

Income Projections

	Last year <i>(if applicable)</i>	Current year 1	Forecast year 2	Forecast year 3
Turnover				
Number of Employees <i>(FTE equivalents)</i>				
% Export Sales <i>(if applicable)</i>				
Please confirm your business will be able to pay the project requirements. <i>The claim procedure is only approved and paid on receipted invoices through your business bank account. Cash payments made will not be accepted</i>				
Please confirm that this grant does not request funding towards any statutory obligations e.g. payment of VAT or Taxes, Compulsory licences or equipment, necessary running costs				

Business Bank Account Details

Bank	
Account Name	
Account Address	
Sort Code	
Account Number	

Proposed Expenditure

Please describe the investment for which you are seeking grant support. You must not make any financial commitment to the project prior to receiving a formal offer of support

You must not make any financial commitment to the project prior to receiving a formal offer of support

How will this contribute to the growth and development of the business?

How will this be measured?

Please itemise specific costs below

Item Description	Cost ex VAT	VAT Amount	Name of Supplier
Total Cost			
Do you or your business have any formal relationship with the intended suppliers? If yes, please state relationship			

Total Amount of Investment in project	£
Grant Amount Requested	£

Supporting Documents – please provide copies of the following with your application

Business Plan / Business Case	
Annual or Management Accounts	
Financial Projections up to 3 years	
Business Bank Statements covering the last 2 months? <i>New start businesses require your first statement or confirmation letter from the bank with an opening balance</i>	
Quotes <i>East Renfrewshire Council is committed to securing best value for the Council and Council taxpayers throughout the procurement process. In order to demonstrate value we request 3 quotes on a like for like basis. Only items from the approved application will be eligible for reimbursement. Any changes must be agreed in writing prior to agreement.</i>	
Business Insurance. <i>Please include any Public Liability, Employer, Contents and Buildings policies along with any Professional Indemnity Insurance if applicable</i>	
Equal Opportunities or Fair Work Practice Document	

De Minimis Aid

If your application is successful, grant support may be offered through 'de minimis' aid. If applicable, prior to granting de minimis aid, East Renfrewshire Council must obtain a declaration from the company concerned, in written or electronic form, about any other de minimis aid previously provided by central, devolved governments (or agencies) or a local authority to your company. Under EC Commission Regulation No 1407/2013 of 18 December 2013 as published in the Official Journal of the European Union on 24 December 2013, there is a ceiling of €200,000 for all de minimis aid provided to any one recipient over a 3 year period. Any award of grant given under the Regulations will be relevant if the Recipient wishes to apply, or has applied, for any other de minimis aid. For the purposes of the Regulation, the Recipient must retain details of the Grant for 3 years from the date on which the Recipient receives the last instalment of the Grant and produce it on any request by the UK or European public authorities.

Please list below all offers of de minimis public support from a United Kingdom source received by the applicant business, and any enterprise linked to the applicant business, **during your previous two company fiscal years and your current company fiscal year.**

Fiscal Year (yy/yy)	Public Sector Source & Title of Scheme	Grant, Loan or other?	Amount of 'de minimis' aid	
			£	Euro

Terms and Conditions

By submitting this application, the applicant confirms and agrees to the following terms and conditions:-

1. To the best of the applicant's knowledge and belief, the information provided, including all supporting documentation is accurate and complete, and any offer of support will be made on that basis.
2. If any information provided is found to be incorrect or incomplete then any offer of support may be suspended or withdrawn.
3. The applicant must not have made any commitment to the project detailed at section 4 overleaf prior to making this application and no such commitment shall be made unless and until an offer of support has been made to, and accepted by, the applicant
4. The applicant has met, and shall continue to meet, all relevant legal requirements in relation to the applicant's business, including, but not limited to, employment, equality and health and safety legislation.
5. The applicant must have in place at all times all necessary licences and consents for its business activities
6. The applicant is not, and shall not become, indebted to the Council in any manner (e.g. business rates arrears etc.).
7. The applicant will inform the Council if it receives any support from other public sector bodies and, in such circumstances, the Council, at its sole discretion, may reduce or withdraw the support offered.
8. The Council has sole discretion to decide if an offer of support can be made

9. The Council may review any offer of support at any time and may suspend or withdraw support if it considers it appropriate to do so
10. When considering this application, or when reviewing any offer of support, the Council shall be entitled to take account of the following:- a. The economic benefits, to the applicant and/or the wider East Renfrewshire area, of providing the support. b. The resources needed to provide the support. c. Any previous applications from the applicant whether or not support was offered. d. Any information the Council considers is needed to determine if the applicant is a fit and proper person/organisation to receive support; such information may be obtained from public authorities including, but not limited to, other Council Services and relevant agencies, Business Gateway, Scottish Enterprise, Jobcentre Plus, Scottish Government, HMRC, SEPA and Police Scotland.
11. If the Council requires further information on any of the matters referred to in paragraph 10 above, it shall notify the applicant what information is required and consideration of this application, or any offer of support already given, may be suspended until the required information is received
12. These terms and conditions shall form part of any offer of support together with any additional terms and conditions the Council considers to be appropriate.
13. The Council may suspend or withdraw an offer of support if the applicant breaches any of the terms and conditions referred to in paragraph 12 above.
14. If any offer of support is suspended or withdrawn, the Council may reclaim any monies paid in connection with this application.
15. All information supplied by the applicant will be used in accordance with the Data Protection Act 2018. It will be held by East Renfrewshire Council's Chief Executive's Service for promoting and evaluating business support services offered by the Council, our approved contractors and other public economic development agencies. It may also be shared with other Council Services and relevant agencies including but not limited to Business Gateway, Scottish Enterprise, Jobcentre Plus, Scottish Government, HMRC, SEPA and Police Scotland to help prevent or detect fraud or crime and to verify consents and licences and compliance with legislation.

Declaration

I declare that I have completed this form accurately to the best of my knowledge.	
Name:	
Position:	
Signature:	
Date:	
<p>Please email the completed application form, along with the required supporting evidence (if applicable) to:</p> <p>business@eastrenfrewshire.gov.uk .</p>	