

Micro Grant Application Form 2021

TELL US ABOUT YOUR BUSINESS

Business Name	
Operating Address	
Postcode	
Telephone	

Email Address	
Website Address	
Date Established	
Financial Year End	

What is the legal status of your organisation? <i>(Please add details of any partners)</i>		
Please describe your business activities, including market and locality		
What is your Business Classification? <i>(use YELL / CH)</i>		
Who is your Business Gateway Advisor?		
Information on your business hours	Full Time <i>(over 30 hours / week)</i>	Part Time <i>(state hours)</i>
Is your Business Full Time?		
How many employees do you have now? <i>(please include yourself)</i>		
How many will you employ within 12 months?		
What is your Financial Turnover actual / predicted	This Year	Next Year

➤ **PLEASE PROVIDE A CASHFLOW FORECAST FOR THE NEXT 12 MONTHS OF TRADING**

TELL US WHY YOU NEED THIS GRANT AND WHAT BENEFITS WILL IT BRING TO YOUR BUSINESS

--

TELL US WHAT YOU WANT TO BUY WITH THE GRANT

DESCRIPTION	COST	PREFERRED SUPPLIER

PLEASE NOTE WE DO NOT FUND LAPTOPS OR TABLETS

TOTAL PROJECT COST		GRANT REQUESTED	
--------------------	--	-----------------	--

- **PLEASE NOTE THAT ONLY ITEMS APPROVED WITHIN THE APPLICATION WILL BE FUNDED.**
- **ANY CHANGES MUST BE REQUESTED AND AGREED IN WRITING PRIOR TO PURCHASE**
- **PLEASE PROVIDE 3 QUOTES.**
- **NO COMMITMENT, ORDERS OR PAYMENTS SHOULD BE MADE PRIOR TO ANY AWARD OF GRANT**

DECLARATION

I confirm that:

- The information provided in this application and supporting documentation is accurate and complete and any offer of financial support is made on this basis. If any information is found to be incorrect then any offer of assistance will be withdrawn and any grant paid will be reclaimed.
- The business has not already incurred expenditure on the items detailed above and has no formal interest or association with any of the intended suppliers.

I understand that:

- Additional terms may be applied to any offer of grant support and these will be contained within a formal offer letter. The information I have supplied will be used in accordance with the Data Protection Act 1998.
- It will be held by the relevant council department for promoting and evaluating business support services offered by the council, its approved contractors and other public economic development agencies.
- It may also be shared with other council departments and other public bodies including for example, but not exhaustive: Business Gateway, Scottish Enterprise, Scottish Government, HMRC, Police Scotland etc. to help prevent or detect fraud or crime and to promote efficient delivery of council services. Payment of any grant awarded will not be made without satisfactory evidence of grant spent through business bank account and proof of paid invoices

SIGNED	DATE	<i>I confirm that I understand that this information supplied in this application will be held by East Renfrewshire Council and may be used in accordance with the Data Protection Act 1998</i>

PLEASE ATTACH EVIDENCE FOR THE FOLLOWING:

DOCUMENTS	ATTACHED	VERIFIED
MOST RECENT BUSINESS BANK STATEMENT		
3 QUOTES FOR CHOSEN ITEM <i>(can be from websites but please provide quote not link as these go out of date)</i>		
COPY OF BUSINESS INSURANCE CERTIFICATE		
COPY OF LAST FINANCIAL ACCOUNTS (or Management accounts to date)		
COPY OF CASHFLOW FORECAST FOR 1 YEAR FOLLOWING GRANT APPLICATION		

PLEASE RETURN THIS FORM, WITH SUPPORTING DOCUMENTS TO ADDRESS BELOW EMAIL IS PREFERRED

East Renfrewshire Council Economic Development Team
 2 Spiersbridge Way, Spiersbridge Business Park
 Thornliebank, East Renfrewshire G46 8NG
Email: business@eastrenfrewshire.gov.uk

Micro Grant Information

East Renfrewshire Council provides small grants to micro businesses trading for less than 18 months and with a turnover under the VAT threshold of £83,000 per annum

The micro grant fund will provide funding of up to £500 towards one single item of equipment or software needed that is important for your business and will assist you to start or to grow.

The grant spend is limited to:

- Provision of new equipment or tools (*not already purchased or to replace old or worn items*)
- Specialist Computer Software (*not operating systems or general processing packages such as Microsoft Office*)
- Website Development (not Facebook media or ads)
- Leaflets
- Banners & Vehicle Decals
- Business Signage

Please note that we do not fund the purchase of Laptops or Tablets but will consider desk based computer hardware

Ineligible Businesses

The Fund is **not** open to the following retail businesses such as:

- FMCG
- Hairdressers & Beauticians
- Dentists / Aesthetics
- Estate Agents

Applications may be accepted from these businesses where they serve a niche market which will not adversely affect other retailers in the area or where the business can demonstrate that they are serving a different market / audience. These could be businesses such as wheat / dairy / gluten free food retailers, hairdressers / beauticians etc. servicing care homes, disabled clients etc. where equipment is necessary to assist with this specialist need.

Businesses in the following sectors are also ineligible;

- politics
- religion
- the sex industry
- nude or semi-nude modelling
- photography
- gambling
- Multi-level marketing/pyramid selling.

State Aid

Any offer to meet the costs of your Company receiving Support is made under EC Commission Regulation No 1407/2013 of 18 December 2013 on the application of 107 and 108 of the Treaty on the functioning of the European Union to de Minimis aid (publication in the Official Journal foreseen on 24 December 2013) ("the Regulation") and is de Minimis aid. There is a ceiling of €200,000 for all de Minimis aid provided to a "single undertaking" (as defined in the Regulation) over a 3 year period. The amount of these costs will be relevant if your Company or any other enterprise forming part of the same single undertaking wishes to apply, or has applied, for any other de Minimis aid from a public body or other source of public funds in the For the purpose of the Regulation, your Company must retain details of this offer for 3 years from the date on which the Support is completed and produce it on request by the UK or European public authorities