**Reference number:**

**NEW ANGLIA BUSINESS GROWTH PROGRAMME
VISITOR & WIDER ECONOMY GRANT SCHEMES APPLICATION FORM**

Commercial - In Confidence

 **SECTION A**

 **Company Information**

|  |  |
| --- | --- |
| Legal Name |  |
| Trading Name (if different) |  |
| Address & Postcode |  |
| Date of Establishment |  | Web Address |  |
| Company No. |  | PAYE Ref |  | VAT Number |  |
| Contact Name |  | Contact position |  |
| Contact Email |  | Contact mobile |  |
| Please provide a short description of your business: (This should include a brief background of your business, business activity including your product or services and customer base/market) |
|  |
| Turnover for the current financial year to date | £ | Number of Full Time Employees for the current financial year to date |  |

**Eligibility**

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| --- |
| Information on business size |
| Please complete the following table for your business for the last two complete accounting periods. If your business is part of a group, please provide information for the whole group. In the case of newly established businesses whose accounts have not yet been approved/finalised, the information should be taken from your own records made in the course of the financial year. |
| Reference period | Period 1 (the most recent year) dd/mm/yyyy – dd/mm/yyyy | Period 2 (the preceding year)dd/mm/yyyy – dd/mm/yyyy |
| Dates covered |  |  |
| Number of employees (based on full time equivalents) |  |  |
| Annual Turnover, £ |  |  |
| Balance Sheet total, £ |  |  |

|  |  |
| --- | --- |
| Does the company or any directors involved in the company own 25% or more of the capital voting rights of another company, or does another shareholder own 25% or more of the capital voting rights of your company/enterprise? If Yes, please provide details below and copies of accounts and staff numbers | YES | NO |
|  |
| Is your company currently subject to insolvency proceedings? | YES | NO |
| Has your company ever received rescue aid of any kind? | YES | NO |
| Has your company suffered annual losses in either of your previous 2 years of trading? | YES | NO |
| Have you commenced the project and incurred any expenditure, including deposits, entered into any legal contracts, including the ordering or purchasing of any goods, services or contracts in relation to any aspect of the investment project for which you are seeking funding?  | YES | NO |

 **SECTION B**

 **Impact of COVID-19**

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| Please describe how your businesses has been impacted. |
|  |
| What investment do you need to mitigate/rectify the impact of COVID-19 |
|  |
| If this investment is to be carried out at a different location to the address provided above, please provide the location address below: |
|  |

 **SECTION C**

 **Project Costs**

|  |  |  |
| --- | --- | --- |
| **Element** **(Individual mobile items cannot exceed £999, Non-mobile items cannot exceed £2,999)****A screenshot or link is required for each item** | **Cost****Only include VAT if you are not VAT Registered****Minimum value per invoice is £250** | **Estimated date of expenditure** |
|  | £ |  |
|  | £ |  |
|  | £ |  |
|  | £ |  |
|  | £ |  |
| Total Costs must not exceed £3,000 | £ |  |

|  |  |
| --- | --- |
| Are any required permissions or licences (i.e. planning permission) in place?If no, please indicate below when you expect these to be in place. |  **YES | NO | N/A** |
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| --- |
| Please detail how the project costs will be met (i.e. cash in bank, bank or other loans, ongoing cash flow). The funding for the project must come from private sources, e.g. company funds, a bank, private or personal loan, venture capital investment etc. **You cannot use any form or asset finance, cash, or credit cards to make the purchase**. |
|  |

**SECTION D**

**Business Impact if Grant Awarded**

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| If this project is completed what impact will this have on your business?  |
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**SECTION E**

**State Aid**

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| --- | --- |
| Has your business, or any other company in your group received, in the last three years, or are currently applying for, any grants or State Aid (grants, apprenticeship, National Lottery, business rate discounts, Growth Hub business support etc.)? If Yes, please provide details below. You may be asked to be provide copies of the agreements.\*Examples of State Aid:  | YES | NO |
| Date of application / award | Name of provider | Amount awarded / applied for | Reason for or purpose of payment | Regulations,e.g. De Minimis, GBER etc. |
| / / |  | £ |  |  |
| / / |  | £ |  |  |
| / / |  | £ |  |  |
| / / |  | £ |  |  |

**SECTION F - Declarations**

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| Declarations to be signed in accordance with the applicant’s normal signing arrangements |
| **I declare**That I have the authority to represent the business/organisation making this grant application.That to the best of my knowledge, the information I have provided is true and accurate.That I am not aware of any information, not included in the application, but which if included is likely to affect the decision.My/our business activity meets all its statutory requirements including the National Minimum Wage regulations.My/our business has the legal authority to carry out this project.No owners/directors/shareholders have ever been involved in businesses that have been placed into administration or liquidation.No owners/directors/shareholders have ever personally been bankrupt or established an IVA.No owners/directors/shareholders have ever been disqualified as a company director.No owners/directors/shareholders or the business/organisation itself have any County Court Judgements against them.That all VAT, PAYE, local taxes (including Business Rates) are paid to date and there are no outstanding disputes. That the business/organisationis not in dispute in any way with the local County and/or District Council.I cannot confirm some of the above statements and therefore I provide explanation on a separate sheet **Note: Any false declarations will result in any grant offer being withdrawn.****I understand**That checks can be made with the relevant authorities to verify this declaration and any person who knowingly or recklessly makes any false statement for the purpose of obtaining grant or for the purpose of assisting any person to obtain grant is liable to be prosecuted. A false or misleading statement will also mean that approval may be revoked, and any grant may be withheld or recovered with interest.That acceptance of this grant application does not in any way signify that the project is eligible for grant funding support or that grant funding has been approved towards it.New Anglia LEP and the project partners may make enquiries of any person who may have access to information relevant to this application without prior reference to me. New Anglia LEP may use our business name and amount of the awarded grant in promoting the scheme and agreed case studies.All grant claims must be supported by itemised company bank statements and/or copies of paid receipts showing the defrayed expenditure from the applicant’s business bank account.On completion of the project, I am obliged to provide evidence of any direct business impact via an impact evidence statement.That I shall inform New Anglia LEP if, prior to any grant funding being committed*,* I become aware of any further information which might reasonably be considered as material in deciding whether to fund the grant application.**General Data Protection Regulation (GDPR) and Freedom of Information Act 2000**New Anglia LEP is the `Data Controller’ for ‘New Anglia Business Growth Programme’ (including the Small Grant Scheme) related personal data and controls and processes personal data (including sensitive special data) under the lawful bases of **Article 6 (1) (e)** and **Article 9 (2) (g)** of the European Union ‘General Data Protection Regulation’ (2016/679).I have informed or will inform all persons in relation to whom I have provided personal information and data of the details of the personal information I have provided to you and of the purposes for which this information will be used.Data is recorded on the ‘New Anglia Business Growth Programme’ Customer Relationship Management System (CRM) which is shared with ‘New Anglia Business Growth Programme’ partners (New Anglia Local Enterprise Partnership, Nwes, Menta, Suffolk Chamber of Commerce, University of East Anglia and Finance East) and Norfolk and Suffolk local authorities.Data may be shared with ‘New Anglia Business Growth Programme’ partners as well as the Ministry of Housing, Communities and Local Government and to the Department for Business, Energy and Industrial Strategy for the purpose of supporting your business/organisation and for reporting and statistical analysis.Data recorded by the ‘New Anglia Business Growth Programme’ is subject to the Freedom of Information Act 2000.**NOTE - You must not commence your project, or enter in to any legal contracts, including the ordering, payment of deposits or purchasing of any equipment or services before the formal approval of your grant funding and you have signed the Offer Letter Acceptance. Any expenditure incurred before the approval date will render your project ineligible for support.****New Anglia’s decision is discretionary and final.** |
| I confirm my business is committed to Inclusion, Equality & Diversity |   **YES | NO** |
| I confirm my business is committed to Sustainability and Environmental Policies  |  **YES | NO** |

|  |  |
| --- | --- |
| **I confirm that I have not commenced any element of the project and have not incurred any expenditure, including deposits, entered into any legal contracts, including the ordering or purchasing of any goods, services or contracts in relation to any aspect of the investment project for which I am seeking funding.**  | **YES | NO** |
| Business Owner/PartnerNameSignature |  | Business Owner/PartnerNameSignature |  |
| **Date** |  | **Date** |  |

Once your Adviser has confirmed that your Application is ready for submission,

 please submit this form (duly dated and signed) and accompanying documentation to:

**Visitor & Wider Economy Grant Scheme**

**New Anglia Local Enterprise Partnership**

**Centrum, Norwich Research Park, Norwich, NR4 7UG**

|  |
| --- |
| **I can confirm I have attached the following documents with my application:** |
| Copy of business bank statements for the last month, prior to application | **YES | NO** |
| Copy of your last full and unabbreviated Annual Accounts | **YES | NO** |
| **Please ensure that you have fully completed all sections of the application form** **and attached all relevant documents.** |

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 **For internal use only**

|  |  |  |
| --- | --- | --- |
| Please indicate which scheme applied for: | Visitor Economy Scheme |  |
| Wider Economy Scheme |  |