**D**

**Dorset SME Recovery Grant Scheme –   
Expression of Interest**

**Hub Investment Fund**

**Please note that to fully assess your application, this form and supporting documents must be fully completed and signed and all supporting documents must be provided at the time of application.**

**Please do not send incomplete applications or applications without required evidence as these will not be considered.**

1. **About the business**

**1.1**

|  |  |
| --- | --- |
| Company name: | Click here to enter text. |
| Address (including Postcode): | Click here to enter text. |
| Main contact name | Click here to enter text. |
| Main contact email address | Click here to enter text. |
| Main contact telephone number | Click here to enter text. |
| Company registration number or UTR number: | Click here to enter text. |
| Registration date: | Click here to enter text. |
| Together with this form I provide the following document: | Please tick 2 of the below:  Limited Company – certificate of incorporation  or  Sole trader/ Self employed – letter form HMRC showing registration date  and  Fully completed and signed Participant Entry, De Minimis Declaration (provided in annex 1) |
| Are you VAT registered (please tick yes or no) | Yes  No |
| Does your business operate in the Tourism sector (please tick yes or no) | Yes  No |

**1.2 What is the nature of your business?** *(max 200 words)*

Click here to enter text

1. **About your Project**

**2.1**

**What do you want to do?** *(max 200 words)*

Click here to enter text

**2.2**

**Explain how this project will help your business.** *(200 words)*

Click here to enter text

**2.3**

**How are you going to do it (project plan) and estimate time required for the project/ timeline.** *(200 words)*

Click here to enter text

**2.4**

**Please provide a breakdown of the project costs in the table below:** (Include cost of employment for new jobs (if applicable), costs of equipment and services)

Click here to enter text

|  |  |  |
| --- | --- | --- |
| **Component of Project** | **Estimated Cost** | **Cost Explanation** |
|  |  |  |
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1. **About the funding**

**3.1 What is the value of the grant applied for?**

Click here to enter text

**3.2 Please explain how COVID – 19 has impacted your business and how this grant will help your business survival.**

Click here to enter text

**3.3 Have you received any other government support due to COVID – 19 (please list below with value, e.g. Job retention scheme, SEISS, retail grants, discretionary grant, bounce back loan)**

|  |  |
| --- | --- |
| **Scheme name** | **Amount received** |
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1. **Outputs and Outcomes**

**The specific aim of the Dorset SME recovery grants is to help business to survive, recover, safeguard or create jobs.**

**4.1 Tell us what are the potential outcomes of the project?**

1. Business survival
2. Job safeguarding
3. Job Creation
4. Other, please specify:  Click here to enter text

**4.2 Please explain how this outcome will be achieved:**

How Click here to enter text

1. **Sign off**

|  |  |  |
| --- | --- | --- |
|  | **Applicant’s details** | **Business Consultant’s details** |
| **Date** |  |  |
| **Name** |  |  |
| **Position** |  |  |
| **Signature** |  |  |

**Annex 1 – Additional forms**

**Dorset Growth Hub (PA03 SME competitiveness) - Participant entry form**

**This form must be fully completed and signed to assess your eligibility for support. The form must be completed before any activities are completed as part of the project.**

These details will be stored securely and retained at least until 31 December 2033, in compliance with the General Data Protection Regulation. This information will be used to evaluate this project and to report to Ministry of housing, Communities and Local Government for monitoring purposes. You may be contacted to discuss your involvement in the project as part of our ongoing Evaluation procedures.

For the purposes of the General Data Protection Regulation, Ministry of housing, Communities and Local Government is the data controller in respect of information processed which relates to your participation in the project funded by the European Regional Development Fund, whilst WSX Enterprise Ltd is the data processor.

WSX Enterprise Ltd and the programme partners do not accept any responsibility, and are not liable for the results of action taken on the basis of the information, advice and guidance provided to the SME participant recorded herewith. It should be noted that any advice or support provided with be based solely on the information that you or your organisation or agents provide.

**Part one: Business details:**

|  |  |
| --- | --- |
| **Business name and trading address** |  |
| **Your name and home address** (if the business is not yet registered): |  |

**Please select the box/es below that apply to you:** (if completing electronically double click to check the box)

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Registered Sole Trader (**I have registered as self-employed with HMRC and have a UTR Number (HMRC will have sent you a letter confirming your registration and your 10-digit Unique Taxpayer Number))  *UTR Number* …………………………………*When did you register? ……………………………………………* | | |
|  | **Registered Limited Company**  *Company Number*………………………… *When did you register? ……………………………* | | |
|  | **Trading but not registered**  I have not yet registered as self-employed with HMRC, nor as a limited company, but started trading and planning to register.  When did you start trading? …………………………… | | |
|  | **Neither – Not yet registered nor trading**  I have not yet registered as self-employed with HMRC, nor as a limited company. | | |
| **Nature of business (**SIC code where applicable or activity description/ name of activity) | |  | |
| **Number of Full time (36hr/week) employees** (if less than full time, please add pro-rata, if you are self-employed and do not have any employees, please add 1) | | |  |
| **Turnover for your last complete financial year (£)-** if not yet trading, pre-start or start-up, please add £0.00 | |  | |

**Please tick below to confirm your business is not in difficulty**

**🞏 I confirm that at the date of this declaration the above business is not a business “in difficulty”\* as defined below:**

*\*“A company in difficulty is a company that is unable, whether through its own resources or with the funds it is able to obtain from its owner/ shareholders or creditors, to stem losses which without outside intervention by public authorities will almost certainly condemn it to go out of business in the short or medium term.”*

|  |  |
| --- | --- |
| **Annual R&D** (research and development to improve processes/ create new products) **spend in last complete financial year (£)** |  |
| **How many new products/ services has your business created in the past 3 years** |  |
| **How many processes has your business improved in the past 3 years** |  |

**Part two: Your details**

|  |  |
| --- | --- |
| **Title:** | Mr  Mrs  Ms  Miss |
| **Forename(s):** |  |
| **Surname:** |  |
| **Job Title:** |  |
| **Phone and mobile number:** |  |
| **Email address:** |  |
| **Please complete below information for Equal Opportunities monitoring** | |
| **Gender:** | Male  Female  Prefer not to say |
| **Age:** | 16-24  25-29  30-34  35-39  40-44  45-49  50-54  55-59  60-64  65+  prefer not to say |

**Part three: De Minimis Aid Declaration**

*You are being offered assistance under the European Commission’s State Aid Regulations. This allows a company to receive up to €200,000 (at applicable exchange rate) of De Minimis state aid over a rolling three-year period. The following**requested information is a mandatory requirement to enable you to receive the support offered.*

***This limit has been temporarily increased to €800,000 for expenditure up to December 2020 due to the coronovirus aid being provided by the government.***

***To confirm that you are able to receive this assistance you must declare the full amount of De Minimis aid you have already received over the last 3 fiscal years.***

The following is not a comprehensive list of the possible forms of aid. However it should give an indication of the most common forms of aid, which you may have been given over the past three years. Potentially any assistance from a public body might be an aid. Should you have any doubts on this matter, please contact the body from which the assistance was received.

* **Grants:** Grants from public bodies; Grants from an investment trust (including charities) which may themselves have received the funds from a public body; Grants from a part publicly funded venture capital fund
* **Loans:**  Loans from public bodies at favourable rates; Loan guarantees from public bodies
* **Training and Consultancy:** Training provided either free or at a reduced rate; Consultancy advice provided either free or at a reduced rate
* **Tax reduction/benefits:** Differential tax benefits Waiving or deferral of fees or interest normally due to a public body such as the waiving or deferral of rent or waiver of interest normally due on late payment of taxation or other costs to a public body; Provision of a free or reduced rate feasibility study for research and development or other assistance with research and development
* **Other public support:** Publicly administered funds, even if the funds were originally not public such as the national lottery; Advertising via a public channel such as a tourist board or state owned television Benefiting from the provision of infrastructure where your organisation was pre-identified as a beneficiary
* **Other:** Monopoly licences or guarantees of market share; Aid for investment in environmental projects; Purchase of public land or property at a less than market rate

These types of aid may have been provided under De Minimis (as De Minimis aid) or under another State Aid regulation. If you are in any doubt whether aid received was De Minimis aid or about its value, check with the organisation, which provided it. If they are unable to say or there is any uncertainty, assume that it was De Minimis aid unless its value exceeded **€200,000** in which case it could not have been De Minimis. Any De Minimis state aid awarded to you under this project will have to be declared if you apply, or have applied, for any other De Minimis aid.

**I declare that the amount of De Minimis aid received by the company / organisation over the last three years is:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Organisation Who Provided The Aid\*** | **Date Aid Approved**  This should be the date the aid was approved, not the date the aid was received | **Estimated Value (£)** | **Estimated Value (€)**  This should be the Official EU Accounting Exchange Rate from the date that the aid was approved not received: <http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm> |
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**Data Protection:**

**The data contained in this De Minimis Record is a mandatory requirement to enable support to be provided by thisfunded project.** As well as being a record of the support provided, the data may be used to for reporting purposes (e.g. to the European Commission) and also for subsequent evaluation of the project (e.g. to contact beneficiaries to understand their views on how they have benefited from the project). The data may be used by the project deliverer or MHCLG’*s* appointed agent (e.g. an external consultant appointed to evaluate the project), for the purposes outlined above.

**Part three: Participant declaration**

|  |  |
| --- | --- |
|  | **Mandatory (to be able to receive ERDF funded support, please tick below declaration)** |
|  | By ticking this I declare that the information provided in the form is, to the best of my knowledge, accurate.  I understand that the support I will be offered is funded by the European Regional Development Fund.  I understand that this information will be retained until at least 31 December 2033 for evaluation purposes. After that time, it will be destroyed in a secure manner.  I give permission for my personal details to be shared and stored in a secure manner with the Department for Communities and Local Government and other authorised bodies.  I understand may be contacted at any time to discuss my involvement in the project.  If I have ticked a ‘Prefer not to say’ option anywhere on this form, I confirm that I am refusing consent for this information to be collected for the purposes of equality monitoring.  I agree to provide Gross Value Added (GVA) information when required (Gross Value Added (GVA) is a method of measuring the productivity and performance of a business)  I give permission for my details to be shared with other business support organisations involved in the delivery of this project. |
|  | I confirm the details contained in the De Minimis declaration are true and accurate, and I agree that the data can be used as per the Data Protection statement. |
|  | **Optional (will not affect decision for ERDF support)** |
|  | As a customer of the Dorset Growth Hub / WSX Enterprise, we would like to keep you up to date on our events, support + funding opportunities. Your details will only ever be used on WSX programmes. If you wish to receive communications from us, please opt-in by ticking the box |

|  |  |
| --- | --- |
| **Name:** | **Signature:** |
| **Date:** |