Grant Application Form

The **South Kesteven Business Growth Grant** scheme supports the growth or development (both at home and abroad) of existing micro, small and medium-sized businesses based in South Kesteven only.

Before completing this grant application form businesses should review the guidance at [www.lincs-chamber/](http://www.lincs-chamber/) xxxxxxx

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| **CHECK CRITERIA** |
| **These questions ensure the business and project meet the basic eligibility requirements before proceeding with a full application. Check the red text below as you project may not be eligible for this grant.** |
| 1. Is your business registered with HMRC or Companies House?
 | ☐ Yes ☐ No |
| 1. Has your business been trading for at least 12 months from the date of application?
 | ☐ Yes ☐ No |
| 1. Is your business located within the administrative boundaries of South Kesteven District Council
 | ☐ Yes ☐ No |
| 1. Does your business employ fewer than 250 people?
 | ☐ Yes ☐ No |
| 1. Is your business’s annual turnover less than £40 million?
 | ☐ Yes ☐ No |
| 1. Do you operate from a registered business bank account (not a personal account)?
 | ☐ Yes ☐ No |
| If you ticked no to any question 1 to 6 above your project will not eligible for funding. |
| Is your project already underway or has it already been paid for? If you ticked yes to this question your project will not be eligible for funding. | ☐ Yes ☐ No |
| Does your project involve any of the following? (Please tick any that apply):    ☐ Purchase of land or buildings     ☐ Purchase of vehicles or mobile infrastructure (e.g. food trucks, trailers)     ☐ Payment of business running costs (e.g. rent, salaries, utilities)     ☐ Paying off existing debts, taxes, or legal obligations     ☐ Replacing old or broken machinery with the same or similar equipment     ☐ Buying stock or inventory  If you ticked any of the above, your project will not be eligible for funding.  |

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| **APPLICANT DETAILS** |
| Name of Organisation |  |
| Business type (please circle or delete as appropriate) | Sole trader | Partnership | Private Limited Company | Public Limited company | Social Enterprise | Charity/ CIC |
| Registered Company Number (if applicable) |  |
| Business address |  |
|  | Post Code |  |
| Telephone |  |
| Website address |  |
| Number of employees |  | Turnover last financial year | £ |
| Main activity of business |  |
| First date of trading |  |

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| **CONTACT DETAILS** |
| Contact name |  |
| Position in Organisation |  |
| Mobile number |  |
| Email |  |
| *Tell us about your business in 100 words* |

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| **Project Summary** |
| Please provide a summary of your business growth project, what you will purchase with the grant and how this will lead to growth within the business(200 words max) |
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| Please Indicate the date your project is likely to start |   | End date |  |
| Costs & Funding |
| Please give details of the proposed spend Please include overall project cost. Exclude VAT |
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| Amount of Grant sought (grants available at 50% of overall project cost. Minimum grant £5,000, maximum £15,000) | **£** |

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| **List all sources of finance for the project** |
| (Include a breakdown of individual amounts, any other grant funds and state if contribution is confirmed) |
| **Source** | **Amount (£)** | **Confirmed Yes / No** |
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| **Impact of your project** |
| Please explain how your project will achieve 1 or more of the outcomes below, and include numbers, e.g. jobs created as a result of support,.*Outcomes*OC24 People gaining a qualification or completing a course following supportOC8 Jobs created as a result of supportOC9 Jobs safeguarded as a result of supportOC11 Number of enterprises adopting new or improved products or services OC12 Number of enterprises adopting new to the firm technologies or processesOC13 Number of enterprises engaged in new markets OC14 Number of enterprises with improved productivity OC15 Number of new to market products. |
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| **How did you hear about the South Kesteven Business Growth Grant Scheme?** |
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| **CHECKLIST** |

IMPORTANT - Please check that you have supplied all the following information with this grant application, if applicable. Failing to provide this information will delay the process.

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| Document | Enclosed (please confirm) | If not enclosed please provide a reason |
| Last 3 years audited annual accounts | Y |  |
| 3 years financial forecast | Y |  |
| Management accounts | Y |  |
| Correct number of quotes for each item within the project (3 quotes per item of expenditure) | Y |  |
| Evidence of match funding | Y |  |

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| DECLARATION: **Please read each of the statements below and sign to indicate that you have read, understood and agree the declaration.**The declaration must be signed by the applicant named on the application.If there is anything in this application that you do not understand, please contact a member of the SKBGG team.I declare that:The answers given in this form are, to the best of my knowledge and belief, correct and I accept full responsibility for them. The business to which this application refers is not an ‘Undertaking in Difficulty’ as defined under State Aid rules. I understand that the business may be required to repay the value of the assistance received under the Project (with interest) at any time within the next 10 years if the information in this form is misleading or incorrect.I understand the decision of the appraisal panel is final.The business will continue to trade from the property that will benefit from the award of this grant.The quotations used have been obtained from reputable suppliers.At the end of the project, I agree to be monitored and evaluated on the outcomes achieved through accessing grant aided funds.All documentation in relation to this grant application, including procurement information, invoices, letters, etc. will be kept on file until at least 1st January 2033 and will be made available to auditors should that be requested.You understand that by submitting your personal details including your phone number, this will assist South Kesteven District Council and Lincolnshire Chamber of Commerce in providing you with an appropriate response and may mean that the above information may be passed to an appropriate department, agency or delivery partner for the purposes of responding to your enquiry and to report on the activities of the South Kesteven Shared Prosperity Fund to the Department for Levelling Up, Housing & Communities. You understand that your personal contact details will be used by the South Kesteven District Council and Lincolnshire Chamber of Commerce to contact you should further information be required. Any personal information collected about you will be used to fulfil any service that you might request and also for marketing and research/evaluation purposes which directly relate to the service being accessed. All personal information will be processed in accordance with GDPR and the Data Protection Act and you have the right to see any records relating to yourself and to ask that they be amended where they are inaccurate. |

 Please note applications cannot be processed until all the above documents and a completed application form have been submitted.

Signature:

Name (block capitals):

Date:

Position in organisation:

**WARNING**

• A false or misleading statement made by the applicant may mean that approval will be revoked and any grant may be withheld or recovered.

* This agreement is made directly between the applicant, South Kesteven District Council, Lincolnshire Chamber of Commerce and the UK Shared Prosperity Fund.
* Full payment of goods and service remains the sole responsibility of the applicant

Data Protection – Please note that this is a UK Shared Prosperity Fund programme and it may be necessary to share your information with these parties in order to give you the full assistance you require. You should be aware that some information relating to this Programme may be declared to third parties under the Freedom of Information Act 2000. We will not sell or divulge your details to any third parties. All information given will be stored securely and processed in accordance with GDPR and the Data Protection Act. For more information on how South Kesteven District Council handles your personal data, please see our Privacy Notice