Grant Application Form

**The South Kesteven Business Growth Grant, funded by the UK Shared Prosperity Fund, will support businesses with the boost they need to drive innovation, create and safeguard local jobs, and unlock new growth opportunities.**

Before completing this grant application form businesses should review the guidance at <https://www.lincs-chamber.co.uk/south-kesteven-business-growth-grant/>

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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 your 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 |  |

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| **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 £2,500, maximum £15,000) | **£** |
| Will you be able to cover the full cost of the project upfront and provide evidence of defrayed expenditure (i.e. proof of payment) before the grant is paid? | [ ]  Yes [ ]  No – If no please explain below |
| In exceptional cases, micro enterprises or sole traders with limited access to upfront funds may request part-payment in advance. With agreement from the Administrator and the Council, up to 75% of the grant may be paid before the project starts, with the remaining 25% paid after project completion and upon submission of invoices and receipts. If you are requesting part-payment in advance, please explain why.  |
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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 tell us how your project will meet one or more of the mandatory outputs/outcomes (jobs created or safeguarded, upskilling or training outcomes, innovation & modernisation, adopting new-to-business technology or processes, launching into new markets, creating new-to-market products, R&D projects) |
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| Please tell us about any other outputs/ outcomes the project will achieve. |
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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 |[ ]   |
| 3 years financial forecast |[ ]   |
| Management accounts |[ ]   |
| Correct number of quotes for each item within the project (3 quotes per item of expenditure) |[ ]   |
| Evidence of match funding |[ ]   |

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

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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. |

**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
* Payment of the grant will only be made against defrayed expenditure (taking place after the grant agreement has been accepted) – the only exemption to this, is where a micro enterprise or sole trader have limited funds to cover the project themselves, it might be possible for us to release 75% of the funding in advance with agreement from the Council, with the remaining 25% of the funding paid upon submission of invoices and receipts once the project has been completed.
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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

Signature:

Name (block capitals):

Date:

Position in organisation:

Please send completed forms and supporting evidence to **ian.jones@lincs-chamber.co.uk** along with all other required supporting documents.