

## North East Derbyshire District Council (NEDDC) Business Growth Fund (BGF)

### Expression of Interest Form Helpsheet

This Helpsheet provides guidance on how to complete the Expression of Interest Form for the North East Derbyshire Business Growth Fund (NED BGF). You should speak to the North East Derbyshire District Council Economic Development Unit prior to submitting your Expression of Interest by contacting:

Martyn Handley, Economic Development, 01246 217203,  
[martyn.handley@ne-derbyshire.gov.uk](mailto:martyn.handley@ne-derbyshire.gov.uk)

You may be referred to another Economic Development Officer to discuss your project idea further.

#### 1. Applicant Details

Please provide the contact details of the main contact for the project. This person needs to be available to answer any queries your application's appraiser may have and so must also have a good working knowledge of the project and its background. We will only discuss the project with the applicant organisation and not intermediaries operating on your behalf.

#### 2. Funding Requested

- a) Please let us know the total amount of BGF grant you are requesting. Remember, that the maximum grant you can receive is £4,000.
- b) Please tell us the total cost of the project, excluding VAT (unless you cannot reclaim VAT)
- c) Please tell us the amount of private (i.e. not from other public funding sources) match funding you will provide. This must be a minimum of 10% of the total project costs.
- d) Please tell us the intervention rate of the BGF grant you are requesting. This equates to your answer to Q2 (a) divided by your answer for Q2 (b) and multiplied by 100
- e) Please tick this box if you received any other public grants for any other projects related to your organisation since 2007. This helps us to ensure that there is no breach to the national State Aid regulations.

#### 3. Project Overview

- a) Use this section to tell us all about your project. Go into detail about what the project is (e.g. 'we would like to purchase a new piece of production machinery...' etc) and what you are hoping to achieve with the project (e.g. 'the new machinery will help us to improve the efficiency of our production methods by 60%. Our increased production will help us to expand our customer base and also improve our customer satisfaction levels through faster delivery times' etc).
- b) If your project will be undertaking its activity at a different address to the main business address, please provide the full address for this also. Please note that

BOTH the business address and the project activity address must be in the eligible grant areas for your project to be approved.

- c) Please also tell us of any outputs, such as job creation or increased turnover, or any other outputs that you expect your project to achieve. A Full Time Equivalent (FTE) job equates to a minimum of 30 hours per week for 52 weeks a year.

#### **4. Project Timescales**

Please tell us when you expect your project to start, and when you expect to have completed all elements of your project, including generating any outcomes and outputs mentioned by you in Q3.

#### **5. Permissions**

If your project requires planning permission (e.g. for new build, extensions, new signage etc) it MUST have received it before you submit your final application, but does not need to be in place at the Expression of Interest stage. Please use this table to provide the details of the permission granted. Other forms of statutory permissions MUST also be in place (e.g. licensing etc) before you submit your final application. Please provide details of when each permission/license was received (or when you expect it to be received) and from which organisation, as well as any license or other reference numbers.

#### **6. Options**

- a) Please explain what would happen if you received no funding. Would the project still go ahead? Would your outputs and outcomes still be delivered?
- b) Please explain what would happen if the BGF grant you received was not as high as expected. Would the project continue? Would it be a smaller project? Would the outputs be the same, or reduced?
- c) Please explain what you would do if there was a delay in receiving your funding from the BGF. Would it have an impact upon your project timescales? Would your cashflow be able to cope?

#### **7. Business and Organisation Details**

As part of the initial assessment, background checks on information in the public domain will be carried out on the business and individuals identified in this form.

Please tell us if any of your organisation's principal officers (e.g. your Board of Directors or similar) has ever been disqualified as a director, listed on the insolvency register, been the subject of bankruptcy proceedings or been the subject of a county court judgement. You will also need to provide the details if you answer 'Yes' to any of these (e.g. dates, reasons, business details etc).

#### **8. Advice from NEDDC Economic Development Unit**

We request that all applicants discuss their project ideas with our Economic Development Unit before submitting their Expression of Interest form.