

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

Full Application Form Helpsheet

This Helpsheet provides guidance on how to complete the Full Application Form for the North East Derbyshire Business Growth Fund (NED BGF). If you have any further queries regarding the application form please contact:

Martyn Handley, Economic Development, 01246 217203,
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. Previous Grant Funding

In this section, you should inform us of any other grant schemes your business has received funding from since 2007. This should include the name of the grant scheme, the organisation the grant was from, the amount of funding received, what the grant was used for and the date the funding was received. This should be repeated for EVERY grant your business has received since 2007 in order to adhere to national State Aid regulations.

3. Business & Organisation Details

In this section, you should provide us with details of the business or organisation that will benefit from the BGF. This information should include:

- a) The legal status of your organisation. If your organisation does not have a legal status, then explain what type of organisation it is;
- b) The organisation's address, if it is different to the address you provided for your main contact in Q1;
- c) 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 the project activity address must be in the eligible grant areas for your project to be approved;

- d) If either the main contact (provided in Q1) or the benefiting organisation (provided in Q3) have links to other businesses or organisations, the details of these need to be provided. This should their name and address, employee numbers, annual turnover and assets. A 'linked business' is described in section 7 of the 'Applicant Guidance' document;
- e) Please provide the number of Full-Time Equivalent (FTE) employees employed by your organisation. An FTE is a job (or combination of jobs) that amount to 30 hours per week for 52 weeks per year. Further guidance is available on page 3 of the 'Applicant Guidance' document;
- f) If you are a registered company with Companies House, please provide your Company Registration Number;
- g) If you are a registered charity, please provide your Charity Registration Number;
- h) If you are registered for VAT, please provide your VAT Registration Number;
- i) If your project activity will take place in premises or on land that you do not own, please tell us what type of agreement you have (e.g. leasehold) and provide us with copies of the relevant documentation.
- j) Please could you also 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)

4. Project & Delivery Overview

- a) In this section, please give us a brief description of your business or organisation, including its area of work/focus, services or products provided and a brief history of the development of the organisation (e.g. when was it formed etc). If the organisation has any experience which you feel is relevant to this project, also mention this here.
- b) Please inform us whom in your organisation will be the project manager for this project and who will monitor its progress, expenditure and outputs (if this will be a different person to that stated in Q1). Please tell us of any relevant project management and monitoring skills and experiences these people have that will be of benefit to this project.
- c) 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), 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 allow us to expand our customer base and also improve our customer satisfaction levels through faster delivery times' etc). In this section, you should also tell us why you think your project is needed. When speaking about need, you should talk about the overall need for the project, not your organisation's need for a new piece of equipment etc. For example, you should explain any market research you

have undertaken to show a gap in the market, or any anecdotal evidence you have (e.g. customer orders you have been unable to take due to lack of capacity etc).

- d) If you are asking for funding to implement a new product or service, please let us know what your plans are to market and publicise it, to help ensure its success? Please tell us of all the marketing routes and tools you will use (e.g. social media, website, newspaper adverts, leaflets etc).
- e) In this section, please provide details of the outputs you expect your project to deliver. This includes the total number of FTE jobs you expect to create directly through this project, what you expect your increase in your turnover to be as a direct result of this project, or any other outputs specific to your project (e.g. increase in customer base, additional exporting, increased efficiency etc). Please note, as outputs, these additional outputs should be quantifiable (e.g. how many additional customers etc)
- f) Use this section to describe any other benefits that your project will create. This could include other outputs such as 'Number of Jobs Protected', but could also include 'non-quantifiable' benefits (outcomes) such as using local suppliers and therefore helping the local economy, improving your organisation's image etc.
- g) In this section, please provide details of EVERY new job role your project will create. These details should include the job title, a summary of its roles and responsibilities, the skills required, the number of FTEs for each role, the likely salary and whether the job is permanent, temporary (if so how long) or seasonal (if so how long).

5. Funding and Delivery Issues

5.1 Value for Money

- a) For every item of expenditure you are planning in your project (both capital and revenue items), please provide details in this table. This includes the item/service you are wishing to purchase, the supplier you have chosen for this, the suppliers VAT number (if applicable) and the gross and net price.
- b) If you have chosen a supplier that is NOT the cheapest, you will need to give an explanation here of your reasons. Examples of possible reasons for this could include that although the chosen supplier is more expensive, the quality of the item/service is higher, or that you wish to use a local, but more expensive, supplier to support the local economy. You will need to provide these reasons for EVERY supplier you have chosen that is not the cheapest and this will be assessed on a case by case basis.
- c) If any of the suppliers you have chosen have any kind of connection with the business named in Q3, please let us know. Possible connections could include sharing directors, being a parent, child or sibling organisation, having a director who is related in some way to you or any of your directors, or being a shareholder in that business, amongst others.

- d) Please let us know how much funding you are seeking from the BGF. Remember that the maximum grant is £4,000.
- e) Please tell us the total cost of your project, excluding VAT (unless you are unable to recover VAT).
- f) Please tell us how much match funding you will provide. This must be a minimum of 10% of the total project costs. This figure should equal 5.1 (e) – 5.1 (d).
- g) Please tell us the intervention rate you have requested. This equals 5.1(d) divided by 5.1(e) multiplied by 100.
- h) If any of the figures provided in this section differ from those provided in your Expression of Interest (EOI) please explain why (e.g. cost of materials increased etc).

5.2 Applicant's Contribution

- a) For your contributions mentioned in 5.1(f), please provide us with details on each contribution, including the amount, its source and confirm that the funding has been made available to you.
- b) Please explain to us how you will manage your cashflow to account for only receiving your grant from BGF after you have paid for your items/services received and have put in a claim to us for grant payment. Please note that to help with your cashflow, we will accept interim grant claims. Requests for advance funding will be considered on a case by case basis following analysis of risk to the Council. If you require advance funding, please explain why this is the case.

6. Project Timescales

- a) Please tell us when you expect your project to start, when you expect to have spent all the allocated project budget (as given in Q5.1(e)) and finally when you expect to have completed all elements of your project, including generating any outcomes and outputs mentioned by you in Q4
- b) Please provide us with a list of key steps and accomplishments that your project will need to achieve in order to be successful. Examples could include:
 - Supplier chosen
 - Item(s) purchased
 - First grant claim submitted
 - New person employed
 - Final grant claim

7. 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?
- d) Please also tell us about any other options you considered during your project's creation, and why you did not choose them. Examples of potential other options include purchasing alternative equipment, having a project in a different geographical area to the one chosen, having more/less staff and less/more automated machinery etc.

8. Project Risks & Issues

In this table, please list all of the risks associated with the delivery of your project. Please describe the risk, provide the name of the person in your organisation that will take ownership of managing the risk, tell us what the likelihood is of the risk occurring, what the impact would be to the project of the risk occurring and finally let us know what you have done to mitigate against the risk's occurrence.

Examples of potential risks to your project include:

- Increased costs;
- A lack of demand for product or services;
- An over demand for the product or service (lack of supply);
- An inability to recruit for new job roles.

9. Sustainable Development, Communities & Business

- a) Please explain how your project will ensure that it has a positive impact upon the environment. This includes how you will take full advantage of all the 'green' aspects of your project, and how you will work to reduce any negative environmental impacts. Possible negative impacts could include more travelling, increased use of delivery vans, new premises being built on Greenfield, emissions created by the manufacturing process, or waste products created by the manufacturing process.
- b) Please ensure that your business adheres to the Equality Act 2010 throughout the lifetime of the project. An overview of the Act can be found at <https://www.gov.uk/guidance/equality-act-2010-guidance>

- c) Use this space to inform us of your future growth plans for your organisation once this project has ended. For example, will you expand your business into selling alternative products? Will you begin exporting, or expand into bigger premises etc?

10. 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 application. 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). Please provide details of when each permission/license was received and from which organisation, as well as any license or other reference numbers.

11. Other Information

Please use this space to let us know of any other activity, situation, arrangement or person, not mentioned previously by you in this application, which may have an impact (positive or negative) on the project, or which would cause a conflict of interest to arise.

12. Declaration & Signature

Please check through your application, read the information contained within the declaration carefully, and then have EVERY partner/director/trustee associated with the organisation, sign in the spaces provided.

13. Supporting Documents Checklist

Please ensure that you provide a copy (where appropriate) of every document on this checklist. Your application will not be able to be processed if all the correct documentation is not submitted. This could delay the start of your project. Please only provide copies of documents, NOT originals.

14. Submitting your application

Your completed Application must be submitted **within 30 working days** of receipt of notification of endorsement of Expression of Interest, in both electronic and hard copy to: **NEDDC, Partnership Team, District Council Offices, 2013 Mill Lane, Wingerworth, S42 6NG**, e-mail sue.dixon@ne-derbyshire.gov.uk, Telephone 01246 217606.

Important Information

You should not commence project activity, or enter in to any legal contracts, including the ordering or purchasing of any equipment or services, before your application has been formally approved and you have entered into a grant funding agreement. Any expenditure incurred before the approval date is at your own risk and may render the project ineligible for support.