  
Small Business Grant Scheme

Application Form 2019-21

Please return this application form with accompanying supporting documents by email to [business@richmondshire.gov.uk](mailto:business@richmondshire.gov.uk) .

Q1. About your business

|  |  |
| --- | --- |
| **Name of your business** |  |
| **Your name** |  |
| **Your position in the business** |  |
| **Business location** |  |
| **Date business started** |  |
| **Business postal address** |  |
| **Telephone number** |  |
| **Email address** |  |
| **Website address** |  |
| **Nature of your business** e.g. retail, web design |  |
| **Type of business**  Please highlight the option applicable to your business. | Sole Trader:  Limited Company:  Partnership: |
| **Current number of employees and hours worked**  The total should not exceed the equivalent of four full time employees or 160 hours per week, for this purpose. |  |

Q2. Project Timescales

Please state when you intend on starting and completing your project. Business grants are offered for a six-month maximum period only, starting from the date in which a grant is offered. Grants not claimed after six months may be withdrawn.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Start date (month/year) |  |  | End date (month/year) |  |  |

Q3. Project Description

Please provide a full description of the proposed project; what you would purchase with a grant, why this is needed and how the purchase(s) will help your business to grow and develop; for example creation of employment opportunities, increased business revenue, expansion or diversification of existing services, increased awareness of your business, apprenticeship opportunities (min 1000 words). Please also include a copy of your current Business Plan including cash flow forecast.

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Q4. Project Finances

Please complete this section detailing your project finances and how much you are applying for from this scheme. Please explain why grant support is required to enable the project to be completed. For example: risk mitigation, leverage funds from other external funders or delay in timescales the project start etc

The amount requested should not exceed **75%** of the total project costs and the maximum grant available from this scheme, per business is **£1,000**. Where a business is unable to reclaim VAT on any of the purchases, this cost can be included as a legitimate expenditure within the application for funding support.

|  |  |
| --- | --- |
| Are you able to reclaim VAT on any of the items listed below? |  |

You should list here all individual items, which you intend on purchasing with the use of a grant, however small, and include a **minimum of two quotes** for each item from different suppliers to accompany your application form. Approvals are made in line with the items you list here therefore please be as specific as possible with your description below.

Where it is not possible to obtain two quotes (for example, where there may be a limited number of suppliers), please provide a written explanation using pages 8-9.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item(s) to be purchased** | | **Cost of Item (£)**  Excluding VAT | **VAT Amount**  Where applicable | **Can this VAT be reclaimed by your business?** | **Amount requested from the Scheme (£)** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| **Total** | | **£** | **£** |  | **£** |

All projects require a minimum match funding contribution of 25%. Please detail below where the additional funding (outside of this application) for your project will be coming from? *E.g. Business Reserves, another Funding Organisation, Business Loan etc.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Funder / Source** | **Amount** | **Confirmed or unconfirmed** | **Decision Date**  (for unconfirmed amounts) |
|  |  |  |  |
|  |  |  |  |
| **Total** | **£** |  |  |

Q5. Business Accounts

Please provide the following details from your last two years’ accounts **-** evidence of your accounts should be provided alongside your application form. Please note successful businesses should be solvent with no more than £25,000 in their business reserves at the end of the last financial year. If your financial year runs form an alternate date, please amend as appropriate, for example November to November.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Date | Month | Year |  | Date | Month | Year |
| Year ending | 31 | March |  | Year ending | 31 | March |  |
| Total (gross) income | | £ | | Total (gross) income | | £ | |
| Total yearly expenditure | | £ | | Total yearly expenditure | | £ | |
| Balance | | £ | | Balance | | £ | |

Please note new/start-up businesses should detail their income and expenditure to date and provide information on their projected income and expenditure for the next 6 or 12 months. This should be detailed on the ‘additional notes’ section on pages 8-9, a template for projects can be provided if requested.

Q6. Timetable for Decisions

Applications are considered on a bi-monthly basis. The grants panel will consider only applications which are fully complete and have no outstanding information required. It is advisable to submit your application in good time before the deadline to ensure that any outstanding information or queries can be resolved before the deadline date.

Please note these deadlines are subject to change, applicants will be informed of any amendments to the timetable at the time of submitting their application.

Applicants should note that the scheme has a limited amount of funding to allocate and once the funds have been allocated in full, the scheme will close to further applications. Any subsequent deadlines will no longer apply. The RDC website will be updated to reflect this accordingly.

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| --- | --- | --- |
| **Receipt of proposal** (applications should be received in full by 5pm) | **Officer Grant Panel Meeting** (Approximate date) | **Applicants are expected to be informed by the following date:** |
| 21st Nov 2019 | 5th December 2019 | w/c 9th December 2019 |
| 23rd January 2020 | 6th February 2020 | w/c 10th February 2020 |
| 24th March 2020 | 7th April 2020 | w/c 13th April 2020 |
| 21st May 2020 | 4th June 2020 | w/c 8th June 2020 |
| 22nd July 2020 | 4th August 2020 | w/c 10th August 2020 |
| 22nd Sept 2020 | 6th October 2020 | w/c 12th October 2020 |
| 19th Nov 2020 | 3rd December 2020 | w/c 7th December 2020 |
| 21st January 2021 | 4th February 2021 | w/c 8th February 2021 |
| 18th March 2021 | 5th April 2021 | w/c 8th April 2021 |
| 20th May 2021 | 31st May 2021 | w/c 7th June 2021 |
| 22nd July 2021 | 2nd August 2021 | w/c 9th August 2021 |
| 23rd September 2021 | 4th October 2021 | w/c 11th October 2021 |

Q7. Small Business Grant Declaration

I declare that the information I have given on this form is correct and complete. I authorise you to verify any information provided and confirm that you can check my Richmondshire District Council accounts to ensure they are up to date (e.g. Business Rates). Where businesses are not up to date with their RDC accounts, they will be given the opportunity to rectify this prior to the grant being considered.

I understand that if I supply false or incomplete information, or I fail to notify you of relevant changes of circumstance, any money paid in grant funding will be recovered in full. I confirm I have spoken with my local District Councillor about my proposals and have received their support in written format. I understand that lobbying of any member/official will nullify my application. I confirm I have not yet purchased items or started any works, included within this application. I understand that any offer of grant will be subject to terms and conditions, which must be accepted within 30 days and prior to starting my project.

I confirm that I have discussed my application to the Small Business Grant Scheme with a Business Growth Manager and that they support my application:

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Business Growth Manager: |  | Date of appointment: |  |

**Main Application Contact**

|  |  |  |  |
| --- | --- | --- | --- |
| Electronic Signature |  | Date |  |

**Data Protection Act 2018**

Richmondshire District Council is a Data Controller for the purposes of the Data Protection Act 2018. Any personal information supplied on this form will be processed in accordance with the principles of the Act. If you want to find out more about your rights under the Act; please visit [www.ico.gov.uk](http://www.ico.gov.uk/)

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Additional Notes – Page 7

Please use this space to provide any additional information, which you would like to make the panel aware of in relation to your application.

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Additional Notes – Page 8

Please use this space to provide any additional information, which you would like to make the panel aware of in relation to your application.

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