

Feasibility and Planning Grant

Application Form:

Completed application forms should be returned by e-mail or post.

E-mail: growth@west-lindsey.gov.uk

Post: West Lindsey District Council
Growth Fund
Guildhall
Marshall's Yard
Gainsborough
DN21 2NA

Check List for Supporting Information

The following documents should be submitted with your completed application form. Please tick below to confirm you have included them with this application form.

Tick ✓	Supporting documents you MUST send with your application:
	Quotations to support your project costs (1 quote for items up to £1,000; 2 quotes for items up to £10,000; 3 quotes for items £10,001-£75,000 and full tender details for items over
	Copy of your business plan and cash-flow projection covering at least 3 years. Your business plan must be in place prior to the release of any funding from this scheme. For more information on business planning, please visit: www.gov.uk/write-business-plan
	Copy of your latest company accounts

Contact Details

For advice and support completing this application form please contact:

Growth Team

West Lindsey District Council

Telephone: 01427 676635

E-mail: growth@west-lindsey.gov.uk

1. Your Company

1.1 Company and Contact Details

Name of Business:

Company Number:

VAT Number:

Main Activity of Business:

Business Address including postcode:

Registered Address including postcode (if different to above):

Website address or social media page:

Your full name:

Position in company:

Daytime telephone number:

Mobile telephone number:

E-mail address:

Alternative contact name:

Position in company:

Daytime telephone number:

Mobile telephone number:

You will find useful guidance in this side bar throughout the application form.

The name of your business should be the full name as registered with Companies House or other similar bodies.

Please include your full address including postcode.

Please provide full contact details for yourself and another person we can contact in your company.

1.2 Company Background

Provide a summary of your company's history:

Please provide a summary of your company's history including year of establishment, ownership, past trading results and any recent developments.

Are there any known legal proceedings against your company?

Yes No

Please include any details about actions being taken by another company, legal institution, court hearing or financial organisation.

If Yes, please provide full details:

Is the company content to have credit and any other checks deemed necessary carried out? (for internal WLDC use only)

Yes No

Does your company have an immediate or ultimate parent company or linked enterprise?

Yes No

Please provide details of any parent company or any companies you are formally linked with here.

If Yes, please provide details including name, country of registration, registration number and VAT number:

If Yes, what was the Turnover of this parent/linked company from the last audited accounts?

If Yes, what was the Balance Sheet Value of this parent/linked company from the last audited accounts?

Are there other companies under common control or ownership?

Yes No

Please provide details of any other companies which come under the same parent company/in common control.

If Yes, please provide full details including dormant situations:

2: Your Project

2.1 Project Details

Name of project:

Please give your project a title in under 10 words. It could be a description of what the project will do.

Please describe your project. Explain what will happen if you receive a grant.

We may know nothing about your project so this is the main section to explain what you will do.

The explanation doesn't need to be complicated but should give a clear understanding of what you would do if you receive funding.

Please describe your project and how you will use the grant?

How will this project help your business to develop and grow?

Please explain how delivering your project will help the business develop and become bigger or more successful.

What difference will this project make to your business?

How will it enable your business to do better?

Is the project location the same as the business address?

Yes No

If the project is not at your business address please provide the location with postcode.

If No, please give full address including postcode

2.2 Project Timescale

When do you plan to start your project?

Please provide dates to show the project timescale.

Project start date:

Anticipated completion date:

Is this fixed?

or flexible?

2.3 Project Impact

How will your project benefit the district's economy?

Please explain how your project will be of benefit to the local economy.

Think about the specific benefits your project will bring to local trade, customers and employment.

Will your project use suppliers from the local area?
(e.g. West Lindsey or Lincolnshire)

Yes

No

Will your project result in employing more people?

Yes

No

If Yes, how many new positions do you intend to create?

List all other funders and the amounts you have been successful in obtaining, e.g. own funds, other grants, other business finance, bank loans etc...

Remember to include details of your own funding committed to the project.

The total funding should equal the total project costs on Question 3.1

3.2 Total Project Funding

Please enter all sources of funding for your project below:

Funding Source	Amount Requested	Is this confirmed?	Date applied	Date to be confirmed
Example: Government Business Grant	£5,000	No	1 st Jun 2019	1 st Aug 2019
Gainsborough Growth Fund				
Own Company Funds				
Total Funding:	£			

The difference between your Total Costs and Total Funding is:

£

This figure should be £0 to show that your total funding is enough to cover the total project costs.

4. Additional Information

Please use the space below to provide any additional information in support of your application. You can use this space to add more information for an earlier question.

Use this space to provide additional information either in general or to support an earlier question.

5. Declaration and Understanding

5.1 Company Directors

Have any of your directors/partners ever been disqualified from being a company director under the Company Directors Disqualification Act (1986) or ever been the proprietor, partner or director of a business that has been subject to an investigation (completed, current or pending) undertaken under the Companies, Financial Services or Banking Acts?

Yes No

Have any of your directors/partners ever been declared bankrupt or been subjected to an arrangement with creditors or ever been the proprietor, partner or director of a business subject to any formal insolvency procedure such as receivership, liquidation, administration or subject to any arrangement with its creditors?

Yes No

Have any of your directors/partners ever been the proprietor, partner or director of a business that has been requested to repay a grant under any government scheme?

Yes No

Is your business, or any holding company of the business, or any subsidiary of the business or any such holding company subject to an outstanding recovery order following a Commission Decision declaring an aid illegal and incompatible with the common market?

Yes No

If Yes to any of the above, please give details below:

5.2 De Minimis State Aid Declaration

The assistance you are being offered is being given under the European Commission's State Aid regulations. This allows a company to receive up to €200,000 of De Minimis state aid over a rolling three-year period. To confirm that you are able to receive this assistance you must therefore declare the full amount of De Minimis aid you have already received over the last 3 fiscal years.

Failure by the Company to disclose support received with respect to State Aid will result in recovery of all or part of the financial support given under this Scheme. The following is not a comprehensive list of the possible forms of aid. However it should give an indication of the most common forms of aid, which you may have been given over the past three years:

Grants from public bodies; Loans from public bodies at favourable rates; Loan guarantees from public bodies; Differential tax benefits; Grants from an investment trust (including charities) which may themselves have received the funds from a public body; Grants from a part publicly funded venture capital fund; Publicly administered funds, even if the funds were originally not public such as the national lottery; Waiving or deferral of fees or interest normally due to a public body such as the waiving or deferral of rent or waiver of interest normally due on late payment of taxation or other costs to a public body; Monopoly licences or guarantees of market share; Advertising via a public channel such as a tourist board or state owned television; Consultancy advice provided either free or at a reduced rate; Training provided either free or at a reduced rate; Aid for investment in environmental projects; Provision of a free or reduced rate feasibility study for research and development or other assistance with research and development; Purchase of public land or property at a less than market rate; and Benefiting from the provision of infrastructure where your organisation was pre-identified as a beneficiary.

Potentially any assistance from a public body might be an aid. Should you have any doubts on this matter, please contact the body from which the assistance was received. If they are unable to say or there is any uncertainty, assume that it was De Minimis aid unless its value exceeded €200,000 in which case it cannot have been De Minimis. Any De Minimis state aid awarded to you under this project will have to be declared if you apply, or have applied, for any other De Minimis aid.

For further information on state aid, please visit: <https://www.gov.uk/state-aid>

I declare that the comprehensive amount of De Minimis aid received by the company/organisation over the last three rolling years is (include nil value):

5.3 Declaration

Please tick to confirm the following declaration statements:

- I declare that, except as otherwise state on this form, I have not started the project as described in this application and no expenditure has been committed or defrayed on it.
- I understand that this application may be declined and that the decision of the Project Appraisal Panel is final and that there is no appeal process.
- I understand that any offer may be publicised by means of a press release giving brief details of the project and the grant amount.
- I declare that the information contained within this application is, to the best of my knowledge, accurate and complete in all respects, and I accept that any grant paid will become immediately repayable in the event of any material inaccuracy or submission of false information.

West Lindsey District Council reserves the right to withhold, vary or reclaim funding if any information supplied during this application process and the ensuing monitoring period proves to be inaccurate or false.

Please sign and date this application to confirm you have read and agree to the declaration.

Signature: **Date:**

Full Name:

Position within company:

Privacy Notice

Any personal information that is included in this application will not be used or processed for any other reason other than for business contact purposes. If you want to know more about how we handle personal data visit

www.west-lindsey.gov.uk/growth-privacy/