**BUSINESS RECOVERY AND GROWTH FUND APPLICATION FORM**

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| **Purpose** | | | | | | | | | | | | | | | |
| The Business Recovery and Growth Fund (BRGF) is a competitive, discretionary grant fund targeted at new and existing businesses based in North Lanarkshire to support their strategic, longer term sustainability and growth. BRGF grants will provide 50% of eligible project costs (excluding VAT), up to a maximum grant award of £20,000 to fund specific activities to help businesses recover, adapt, and diversify their operations.  Businesses can apply for grant support towards the following project types:   * Capital Expenditure * Infrastructure Improvement * Consultancy Support * Exhibition Support * Training Support | | | | | | | | | | | | | | | |
| **Guidance and Support** | | | | | | | | | | | | | | | |
| Business Gateway Lanarkshire have advisors available to guide you through the eligibility criteria and support you with reviewing your business plan and cashflow projection as part of the application process. It is strongly recommended that all applicants contact Business Gateway Lanarkshire prior to completing the application form to discuss your intention to apply. Business Gateway Lanarkshire also provide other free business support and can be contacted by phone on 01698 756956 or via the contact form: [Lanarkshire - Contact Us | Business Gateway (bgateway.com)](https://www.bgateway.com/local-offices/lanarkshire/contact-us).  Before submitting an application, it is strongly recommended that you read the [Business Recovery and Growth Fund guidance notes](https://www.northlanarkshire.gov.uk/sites/default/files/2021-09/Guidance%20Notes.pdf) for information on business and project eligibility. | | | | | | | | | | | | | | | |
| **Guidance and Support - Questions** | | | | | | | | | | | | **yes** | | | |
| I have contacted Business Gateway for support and to discuss my intention to apply | | | | | | | | | | | |  | | | |
| I have read the [Business Recovery and Growth Fund guidance notes](https://www.northlanarkshire.gov.uk/sites/default/files/2021-09/Guidance%20Notes.pdf) | | | | | | | | | | | |  | | | |
| **Eligibility – to be eligible, your business must be able to meet all of the following criteria:** | | | | | | | | | | | | **yes** | | | |
| My business is based in North Lanarkshire. *Note: Applications from home-based businesses will only be considered in exceptional cases* | | | | | | | | | | | |  | | | |
| My business is a micro, small or medium sized enterprise (up to 250 employees) | | | | | | | | | | | |  | | | |
| My business does not operate in an ineligible sector: gambling and betting or drinking place (Bars/Public houses) | | | | | | | | | | | |  | | | |
| My business is not a ratepayer of a business in the retail sector operating in premises with a rateable value of £51,001 or over | | | | | | | | | | | |  | | | |
| My business turnover is expected to reach a minimum level of £85,000 within 12 months of the date of the application. | | | | | | | | | | | |  | | | |
| My business will not incur any project-related expenditure until after a formal decision on the grant application has been received. | | | | | | | | | | | |  | | | |
| My business owns the business premises or has more than 12 months remaining on a commercial lease at the date of application. Home-based businesses must be Limited Companies and trading (not incorporated) for more than 12 months and will only be considered for support in exceptional cases. | | | | | | | | | | | |  | | | |
| My business can demonstrate a funding gap that is preventing, delaying or limiting business sustainability or growth. | | | | | | | | | | | |  | | | |
| My business is not connected to a tax haven, as set out in the Coronavirus (Scotland) (No. 2) Act 2020. | | | | | | | | | | | |  | | | |
| **Purpose of Grant – My business requires a Business Recovery and Growth Grant in order to: (Please select from the following)** | | | | | | | | | | | | **yes** | | | |
| Create or sustain employment and/or create training opportunities | | | | | | | | | | | |  | | | |
| Support innovation to develop new and/or improve products, processes or services | | | | | | | | | | | |  | | | |
| Assist growth into new domestic markets | | | | | | | | | | | |  | | | |
| Assist export development and internationalisation | | | | | | | | | | | |  | | | |
| Support the adoption and integration of digital technologies and ecommerce in line with the Council’s Digital Economy and Place Ambition | | | | | | | | | | | |  | | | |
| Encourage the adoption and integration of green technologies and low carbon products, processes or services | | | | | | | | | | | |  | | | |
| Support the transition to a zero-carbon economic model and facilitate sustainable change and growth | | | | | | | | | | | |  | | | |
| **Type of Project – Please tick below to summarise the type of project for which you are seeking grant support (you may tick more than one box)** | | | | | | | | | | | | **yes** | | | |
| **Capital Expenditure.** *Minimum grant £1,000, maximum grant £20,000* | | | | | | | | | | | |  | | | |
| **Infrastructure Improvement.** *Minimum grant £1,000, maximum grant £20,000* | | | | | | | | | | | |  | | | |
| **Consultancy Support.** *Minimum grant £490, maximum grant £5,000* | | | | | | | | | | | |  | | | |
| **Exhibition Support***. Minimum grant £245, maximum grant £4,000* | | | | | | | | | | | |  | | | |
| **Training Support.** *Minimum grant £245, maximum grant £4,000* | | | | | | | | | | | |  | | | |
| **Contact Details** | | | | | | | | | | | | | | | |
| **Title:** |  | **First Name:** | | | | | |  | **Surname:** | |  | | | | |
| **Address:**    **Postcode:** | |  | | | | | | | | | | | | | |
|  | | | | | | Business Address  Home Address | | | | | | | |
| **Contact Number:** | |  | | | | | | **Contact Email:** | | |  | | | | |
| **Area:** | | North Lanarkshire | | | | | | **Are you the Business Owner?** | | | Yes  No | | | | |
| **Business Details** | | | | | | | | | | | | | | | |
| **Business Name:** | |  | | | | | | | | | | | | | |
| **Business Phone Number:** | |  | | | | | | | | | | | | | |
| **Business address:**    **Postcode:** | |  | | | | | | | | | | | | | |
|  | | | | | | Residential  Commercial | | | | | | | |
| **Business Email Address:** | |  | | | | | | | | | | | | | |
| **Telephone number:** | |  | | | | | | **Mobile number:** | | |  | | | | |
| **Business Website and/or Social Media Address:** | |  | | | | | | | | | | | | | |
| **Is your business autonomous\*?** | | Yes  No | | | | | | **\*** An enterprise is autonomous if:  -it has no participation in other enterprises and no enterprises have participation in it;  or  -it has a holding of less than 25 % of the capital or voting rights (whichever is higher) in one or more other enterprises; and/or  -any external parties have a stake of no more than 25 % of the capital or voting rights (whichever is higher) in the enterprise. | | | | | | | |
| **Is your Business part of a larger group of companies** | | Yes  No | | | | | | **If yes, please provide the name and address of the parent company** | | |  | | | | |
| **If yes, how many people does your parent company employ in total?** | | |  | | | | |
| **What is the Legal Status of your Business? Please select one:** | | Sole Trader  Partnership  Limited Company  Social Enterprise  PLC  Co-op  Other (please state): | | | | | | **When did your business start trading?** | | | DD/MM/YY | | | | |
| **Is your business a Small or Medium Sized Enterprise (SME)?** | | | Yes  No | | | | |
| **What is your percentage ownership of the business?** | | |  | | | | |
| **Is your business VAT registered?** | | | Yes  No | | | | |
| **Companies House Number (if applicable):** | | |  | | | | |
| **What sector does your business operate in?** | | Tourism  Manufacturing  Creative Industries  Construction  Health and Social care  Energy  Food & Drink  Logistics  Social Enterprise  Life Sciences  Other. Please state  ……………………………….. | | | | | | **Is Your Business Currently Trading?** | | | Yes  No | | | | |
| **Is your Business renting premises from North Lanarkshire Council?** | | | Yes  No | | | | |
| **Please state your SIC Code:**  **For a list of SIC Codes, see:** [**https://www.gov.uk/government/publications/standard-industrial-classification-of-economic-activities-sic**](https://www.gov.uk/government/publications/standard-industrial-classification-of-economic-activities-sic) | | |  | | | | |
| **Does your Company have policies in place relating to the following?** | | | Equality and Diversity  Health and Safety  Environmental | | | | |
| **Employee Details** | | | | | | | | | | | | | | | |
| How many people in total does your company employ?  (Include all branches/subsidiaries) | | | | | | | Full time within North Lanarkshire | | | |  | | | | |
| Part time within North Lanarkshire | | | |  | | | | |
| Worldwide | | | |  | | | | |
| Average Full Time Equivalent for part time workers\* | | | | FTE | | | | |
| \*To calculate the FTE for part time staff take the hours worked by the part time staff and divide this by the working week hours.  For example, a part time staff that works 30 hours in a 37 working week would be 30/37 = 0.8 FTE  If you have 2 part time staff that work 30 hours and 15 hours within a 37 hour working week you would calculate this as 30/37=0.8 and 15/37= 0.4, then add both together (0.8+0.4) = 1.2FTE | | | | | | | | | | | | | | | |
| **Ethnic Origin** | | | **Full Time** | | | | | | | **Part Time** | | | | | |
| **Male** | | | | | **Female** | | **Male** | **Female** | | | | |
| White Scottish | | |  | | | | |  | |  |  | | | | |
| White English | | |  | | | | |  | |  |  | | | | |
| White Welsh | | |  | | | | |  | |  |  | | | | |
| White Irish | | |  | | | | |  | |  |  | | | | |
| White Other | | |  | | | | |  | |  |  | | | | |
| Black Caribbean | | |  | | | | |  | |  |  | | | | |
| Black African | | |  | | | | |  | |  |  | | | | |
| Black Other | | |  | | | | |  | |  |  | | | | |
| Asian Chinese | | |  | | | | |  | |  |  | | | | |
| Asian Indian | | |  | | | | |  | |  |  | | | | |
| Asian Pakistani | | |  | | | | |  | |  |  | | | | |
| Asian Bangladesh | | |  | | | | |  | |  |  | | | | |
| Asian Other | | |  | | | | |  | |  |  | | | | |
| Gypsy/Traveller/Romani | | |  | | | | |  | |  |  | | | | |
| Arab | | |  | | | | |  | |  |  | | | | |
| Multi-ethnic Background | | |  | | | | |  | |  |  | | | | |
| Other Ethnic Background | | |  | | | | |  | |  |  | | | | |
| Not Known/Prefer not to say | | |  | | | | |  | |  |  | | | | |
| **Total** | | |  | | | | |  | |  |  | | | | |
| **Disabilities** | | | **Full Time** | | | | | | | **Part Time** | | | | | |
| **Male** | | | | | **Female** | | **Male** | **Female** | | | | |
| Number of employees with a Disability | | |  | | | | |  | |  |  | | | | |
| Number of employees without a Disability | | |  | | | | |  | |  |  | | | | |
| Not Known/ Prefer not to say | | |  | | | | |  | |  |  | | | | |
| **Total** | | |  | | | | |  | |  |  | | | | |
| **Financial Information** | | | | | | | | | | | | | | | |
|  | | | | | **Last Annual Accounts** | | | | **Current year/Period**  **(No of Months)** | | **Next Years Projected (Forecast)** | | | | |
| **Dates** | | | | |  | | | |  | |  | | | | |
| **Turnover (£)** | | | | |  | | | |  | |  | | | | |
| **Net Profit/Loss Before Tax (£)** | | | | |  | | | |  | |  | | | | |
| **Is your Business trading out with the UK?** | | | | | | Yes  No | | | If yes, what percentage of your turnover is from trade out with the UK? | | |  | | | |
| **Business Description - brief description of your main business activity including key products/services** | | | | | | | | | | | | | | | |
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| **Project Information** | | | | | | | | | | | | | | | |
| **Project Name:** | |  | | | | | | | | | | | | | |
| **Estimated start date\*:** | |  | | | | | | **End date** | | |  | | | | |
| Estimate the number of jobs this project will safeguard or create immediately and after 12 months | | | | | | | | Jobs created: | | | Immediately | | After 12 months | | |
|  | |  | | |
| Jobs safeguarded: | | |  | |  | | |
| Estimate the increase in turnover this project will bring after 12 months (£): | | | | | | | | | | |  | |  | | |
| **Project Costings – Provide details of proposed expenditure excluding vat.** | | | | | | | | | | | | | | | |
| Infrastructure - Land and Buildings | | | | | | | | | | |  | | | | |
| Infrastructure - Property Improvements | | | | | | | | | | |  | | | | |
| Capital Expenditure - Plant and Equipment | | | | | | | | | | |  | | | | |
| Exhibition Support | | | | | | | | | | |  | | | | |
| Consultancy Support | | | | | | | | | | |  | | | | |
| Training Support | | | | | | | | | | |  | | | | |
| **Grant amount applied for (£)\*\*** | |  | | | | | | **Total project cost**  **(£ excluding VAT):** | | |  | | | | |
| \* Project must not start until after you have received a formal grant decision from NLC.  \*\* The maximum grant award is capped at £20,000 | | | | | | | | | | | | | | | |
| **Project Description – Describe in detail the project for which you are seeking support.** | | | | | | | | | | | | | | | |
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| **Project Description – State, in your own words, the ways in which this project will improve competitiveness, increase turnover, create or sustain jobs, encourage innovation, bring additionality or solve a problem in your company.** | | | | | | | | | | | | | | | |
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| **Project Information – If your project enables your business to be more environmentally sustainable. Please provide details below.** | | | | | | | | | | | | | | | |
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| **Project Information – state, in your own words, why local authority financial support is required for this project to progress.** | | | | | | | | | | | | | | | |
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| **Supporting Documentation – Please attached images or digital copies of the following in support of your application** | | | | | | | | | | | | | | | |
| **Evidence of Incorporation**- any one of the following:  Company (inc. SCIO): Certificate of Incorporation or Companies House registration number.  Partnership: Partnership agreement or HMRC registration.  Sole Trader Self Employed and Freelancers: HMRC registration, Self-assessment documents or valid business insurance document.  Community Interest Company: Certificate of Incorporation  Trust: Constitution documents, HMRC registration or VAT registration document. | | | | | | | | | | | | | | |  |
| **Evidence of ownership/commercial lease.** This could be a copy of i) premises lease summary or ii) e-mail from landlord confirming duration of tenancy agreement, or iii) proof of ownership. | | | | | | | | | | | | | | |  |
| **Evidence of projected project costs.** This should include formal supplier quote(s) for all eligible items/works/consultancy/exhibition seeking grant support. | | | | | | | | | | | | | | |  |
| **Bank Mandate for Payment by BACS**. Appendix E Bank Mandate | | | | | | | | | | | | | | |  |
| **Addition Supporting Documentation Depending on Type of Project – Please attached images or digital copies of the following in support of your application** | | | | | | | | | | | | | | | |
| **Capital expenditure**  **and**  **Infrastructure Improvement** | | | | Business Plan | | | | | | | | | | |  |
| Latest Management accounts | | | | | | | | | | |  |
| 12 month Cashflow projection | | | | | | | | | | |  |
| **Consultancy Support** | | | | Appendix A Consultant’s Declaration (completed by consultant) | | | | | | | | | | |  |
| **Exhibition Support** | | | | Appendix B Exhibition Support (completed by applicant business) | | | | | | | | | | |  |
| **Training Support** | | | | Appendix C Trainee Details (completed by each trainee) | | | | | | | | | | |  |
| Appendix D Training Provider Declaration (completed by training provider) | | | | | | | | | | |  |
| **Subsidy Control/public sector support** | | | | | | | | | | | | | | | |
| *Please detail any public sector support you have received from UK, Scottish, Local Government and/or any other publicly funded body (e.g. Scottish Enterprise) over the last 3 years including any funding received under the De minimis aid regulation or COVID related business grant support* | | | | | | | | Please confirm any funding/support received: | | | | | | | |
| Date | Source of Funds | | Name of grant/Loan fund | | | Amount (£) | |
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| **Data Protection Notice** | | | | | | | | | | | | | | | |
| We (North Lanarkshire Council) are committed to protecting the privacy and confidentiality of any personal information that we hold.  This privacy notice will tell you how we look after your personal information and tell you about your rights.  We will ensure that your personal information is kept secure, in line with the General Data Protection Regulation and the Data Protection Act 2018, and we will only collect the minimum information necessary to fulfil a particular purpose; when we don't have a need to keep information about you, it will be disposed of in a secure manner.  For further information on how the information you provide will be used by North Lanarkshire Council, please read our [**privacy notice**](https://www.northlanarkshire.gov.uk/index.aspx?articleid=15003). | | | | | | | | | | | | | | | |

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| **Equal Opportunities Monitoring** | | | | | | | |
| Under the Enterprise Act, local government has an obligation to collect Equal Ops information for the purpose of ensuring fairness and transparency in service delivery to all sections of the community. Completion of the above information will allow us to monitor the uptake of our services and help us to achieve this commitment. All responses are optional. | | | | | | | |
| **Gender (please delete non relevant options):** | | | Male Female Prefer not to say | | | | |
| **Date of birth:** |  | | | **Young Person (18 – 25) (Please delete)** | | | Y/N |
| **Ethnic Origin:** (please delete non relevant options) |  |  | |  |  |  | |
| **Gender**:   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Male |  | Female |  | Prefer not to say |  |   Your date of birth  **Ethnic origin**: please tick one of the following  **White**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Scottish |  | Other British |  | Irish |  | | Other |  |  |  |  |  |   **Asian or Asian British/Scottish**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Pakistani |  | Indian |  | Bangladeshi |  | | Chinese |  | Other |  |  |  |   **Black or Black British/Scottish**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | African |  | Caribbean |  | Other |  |   **Mixed**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | White/Black African |  | White/ Caribbean |  | White/Asian |  | | Other |  |  |  |  |  |   **Other**   |  |  | | --- | --- | | Other ethnic background |  | | Prefer not to say |  |   **Disability**  Do you have any long-term illness, health problem or disability that limits your daily activities or the work you can do?   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Yes |  | No |  | Prefer not to say |  | | | | | | | | |

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| **Subsidy Control/State Aid** |
| **European funding**   * Grants provided to applicants as a contribution towards the cost of Capital Expenditure, Infrastructure Improvement, Consultancy Support and Exhibition Support are supported by the European Regional Development Fund (ERDF).     **State Aid**  Capital Expenditure and Infrastructure   * Under EC regulation No 1407/2013 (de minimis aid regulation), provision of grants for Capital Expenditure and Infrastructure Improvement is a de minimis aid. There is a ceiling of €200,000 for all de minimis aid provided to any one firm over a 3-year period. Any de minimis aid awarded to you will be relevant if you wish to apply, or have applied, for any other de minimis aid. For the purposes of the de minimis regulation, you must retain grant award letters for 3 years from the award date and produce it on any request by the UK public authorities or the European Commission. You may need to retain the award letter for longer than three years for other purposes.   Consultancy Support and Exhibition Support   * Grants awarded for Consultancy Support and Exhibition Support are not classified as de minimus aid. Grants for consultancy and exhibition support are provided under the “European Structural & Investment Funds 2014-2020 SMART Growth” scheme (SA.43048) agreed by the Scottish Government and European Commission. Under Commission Regulation EU No. No 651/2014 of 17 June 2014, General Block Exemption Regulation (GBER) applies to grants provided for Consultancy Support (Article 18) and Exhibition Support (Article 19).   Training Support   * Grants awarded for Training Support are not classified as de minimus aid. Grants for training support are provided under the “European Structural & Investment Funds 2014-2020 INCLUSIVE Growth” scheme (SA.43103) agreed by the Scottish Government and European Commission. Under Commission Regulation EU No. No 651/2014 of 17 June 2014, General Block Exemption Regulation (GBER) applies to grants provided for Training Support (Article 31).   Monitoring   * North Lanarkshire Council are required to report on key outputs and benefits arising from grants awarded under the Business Recovery and Growth Fund. Successful applicants will be monitored both during the project and 12 months after completion to verify the impact of Council grant funding on business growth via a number of indicators, with a particular focus on turnover growth and the number of new jobs created and/or existing jobs safeguarded. |

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| **Client Declaration -**  **in signing this declaration, you are confirming the above information is accurate as completed** | | | |
| I apply to North Lanarkshire Council for a grant under the Business Recovery and Growth Fund. I understand that if this application is accepted by North Lanarkshire Council, payment of the grant will be made subject to compliance throughout the grant period with the conditions of the scheme as specified in the scheme guidelines which I have read, and which include the following conditions detailed below and overleaf:   1. Businesses who commence projects which are subject of the application before written approval has been received do not qualify. 2. Grants are discretionary and North Lanarkshire Council reserves the right to refuse grant at its sole discretion. 3. Employers will provide sufficient access to allow North Lanarkshire Council Officers and the Council’s approved agents to offer advice and guidance to recruits or clients. 4. No employees are currently subject to redundancy notices. 5. The business will repay any grant where North Lanarkshire Council decides that the conditions under which the grant was offered have not been fulfilled. 6. The business agrees to fully comply with all UK and European Equal Opportunities Legislation including the Sex Discrimination Act 1975 and 1986, the Equal Pay Act 1970, the Race Relations Act 1976 and 2000, the Equality Act 2006 and the Disability Discrimination Act 1995 and 2005. 7. I / we certify that the business and the directors/partners/trustees have not engaged in and I undertake that they will not at any time during the period of this grant engage in serious and organised criminal activities as defined in section 28 to 31 of the Criminal Justice and Licensing (Scotland) Act 2010. 8. I/we certify that no other grant or assistance is being received for this application, and no application will be made for any other grant or assistance for this project. 9. I/we certify that works/training relating to this application will not commence prior to issuing of offer/approval letter. 10. Failure to disclose information material to my/our company’s application may result in a refusal of grant. 11. I/we certify that the business has no arrears of VAT, National Insurance, PAYE, Income/Corporation Tax, premises rent, or non-domestic rates. 12. The information given on this application form is correct and complete in all respects. 13. I/we understand that the provision of false information may lead to prosecution. 14. I/we authorise that information provided can be shared between North Lanarkshire Council, Scottish Enterprise and the Business Gateway and hereby consent to the obtaining by you of any relevant personal data/company data such as: 15. Credit references to ascertain the credit worthiness of both company and related directors, partners, owners etc. 16. Other public information – accounts, annual returns etc. 17. Local Authority Finance Department data – to ascertain current position with rent, rates etc 18. The company has the necessary statutory consents in place including planning permission, building warrants and environmental health. 19. I/we understand that we will be monitored by North Lanarkshire Council both during the project and 12 months after completion to verify the impact of Council grant funding on business growth via a number of indicators, with a particular focus on turnover growth and the number of new jobs created and/or existing jobs safeguarded. | | | |
| **Client Declaration -**  **please answer the following questions** | | **yes** | **no** |
| Do you have bankruptcy proceedings pending against you? | |  |  |
| Have you ever been found guilty of a criminal offence? | |  |  |
| Have you had an alias or at any time changed your name? | |  |  |
| Have you at any time been disqualified as a Director? | |  |  |
| Have you been a Director of a Company that has gone into liquidation, receivership, administration or has entered into a voluntary compromise with its directors? | |  |  |
| Have auditors ever qualified the accounts of any company while you were a Director? | |  |  |
| Has any company of which you have been a Director committed a criminal offence? | |  |  |
| Are you aware of what money laundering is and of the duty to report such activity? | |  |  |
| Are you aware of when a company is insolvent, and that wrongful trading and unfair preference in such a situation is an offence? | |  |  |
| Are you aware of the general principles surrounding Corporate Governance? | |  |  |
| **Applicant Name:** |  | | |
| **Signature\*:** |  | | |
| **Organisation:** |  | | |
| **Position in Organisation** |  | | |
| **Date:** |  | | |

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| **Application Submission** |
| Please ensure you complete all parts of this application and provide the relevant evidence required. Insufficient evidence will lead to a delay in your grant application being processed.  Completed applications should be emailed to [BusinessFund@northlan.gov.uk](mailto:BusinessFund@northlan.gov.uk) from the business email address alongside the requested supporting evidence.  \*Grants are supported by the European Regional Development Fund and as such a signature is required. If you are unable to insert an electronic image of a wet signature into this document, please follow the below steps:   * Printing off the application or signature page * Sign the hard copy application/signature page * Scan or take a photograph of the application/signature page * Sending the application alongside the scan/photograph by business email to [BusinessFund@northlan.gov.uk](mailto:BusinessFund@northlan.gov.uk) |

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| **Data Protection Notice** |
| How we will use your personal data    Introduction  We, North Lanarkshire Council, act as Data Controller for the purposes of the General Data Protection Regulation and the Data Protection Act 2018. We are fully registered under the Act and ensure we comply with the protections the Act affords you. This notice explains how the information you supply will be used, and how you can remove it from our records. North Lanarkshire council are the data controller for your information, if you have any queries regarding processing of your personal data, these should be directed to Michael McChord, Enterprise Development Manager on [mcchordm@northlan.gov.uk](mailto:mcchordm@northlan.gov.uk)  How the information we collect be used  We require you to provide certain information so that we can adequately respond to your request. We may also pass your details to other local authority services/partners/stakeholders delivering business support which may be better suited to deal with your query. So that we can do this we may be required to pass your details to third parties who carry out these services for us.    North Lanarkshire Council are mindful of the Scottish Government’s report on ‘Delivering Better Outcomes for Consumers and Businesses in Scotland’ and are supportive of businesses to enable them to innovate and flourish, in order to aid sustainable growth in our economy which is a key council priority.  The information on this form will be shared by services/partners/stakeholders within North Lanarkshire Council for the purposes of improving economic opportunities and outcomes for your business and for recording interactions and support with us.  Your information will therefore be used:   * To avoid the need for you to complete a registration form for each partner / project you work with through the same funding stream. * To allow us to monitor the success and performance of services offered and undertake evaluations. * To allow us to monitor outcomes of partners and funding streams. * To contact you in regard to your time with any of the services. * To monitor compliance with equal opportunities legislation. * To comply with EU / funder rules and regulations.   We may pass share your details with these Council regulators in order for them to be able to offer bespoke advice and guidance to assist your business at the earliest opportunity in achieving full regulatory compliance.  Can we share your personal details with the parties referred to above for the purposes detailed above?  Yes  No  We may also use your information for marketing purposes. This will include information on programmes, services, and products we provide such as events, seminars and networking opportunities that may be of interest to you. If you would like to receive marketing information, please indicate your preferred format for the marketing communications. Please tick the relevant box(es):  Telephone  Mail  Email  Do not contact  We also use your information to customise our products and services to serve you better, by providing more tailored products and services and to help us understand your needs better e.g. though internal research, data analysis and market research. So that we can do this we may pass your details to other parties who carry out surveys, questionnaires and customer evaluations for us. If you would like to be contacted for market research in the following formats please tick the relevant box(es):  Telephone  Mail  Email  Do not contact  We may also pass your details to other Council partners (for example, Business Gateway) who we feel may be able to provide you with information or services which may be of use to you. If you would like to receive marketing information from other Council partners in the following formats, please tick the relevant box(es):  Telephone  Mail  Email  Do not contact  How you can request that information about you is removed  If at any time you wish your details to be removed from our database, please contact North Lanarkshire Council in writing or by e-mail to the following address – [BusinessSupport@northlan.gov.uk](mailto:BusinessSupport@northlan.gov.uk) or you can call us on 01236 638948. When you contact us please tell us:     * Your full name * The name of your business   Occasionally North Lanarkshire Council may wish to use information from programme applications in publicity materials. If you do not wish the information to be used in this way, please tick here:  If you wish your company details to be published in the Lanarkshire Business Guide & Directory, please visit: [www.chooselanarkshire.com/business/business-directory-2](http://www.chooselanarkshire.com/business/business-directory-2). |

**Appendix A**

**CONSULTANT’S DECLARATION**

|  |  |
| --- | --- |
| 1. Company Details of Consultant undertaking project:   Registered Company Name: | |
| Address:  Postcode: | |
| Telephone Number: | Fax Number: |
| Email Address: | |
| Website: | |
| Contact Name: | |
| Project title: | |
| Project start date:  *Note: Project must not start until after applicant company*  *has received a formal grant decision from NLC.* | Project completion date: |
| 2. Please describe the type of consultancy to be provided to the applicant business: | |
| 3. What will the outcomes/benefits of the consultancy be to the applicant business? | |
| 4. Number of hours required to carry out the assisted project: | |
| 5. What is the hourly rate you are charging for the assisted project? | |
| 6. What is the total fee for the assisted project (excluding VAT)? | |
| **Application Submission** | |
| I confirm that we offer to carry out the consultancy service as detailed above and that the costings shown are accurate and that no discounts or rebates will be offered at a later stage. I further confirm that we are accredited to deliver the above service. | |

**Signed: Date:**

**Name:** **Position:**

**Appendix B**

**EXHIBITION SUPPORT**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1. Registered Company Name: | | | | | | |
| 1. Event Name: | | | | | | |
| 1. Event Start Date: | | | Event End Date: | | | |
| 1. Location of Event:     Postcode: | | | | | | |
| 1. Description of the event: | | | | | | |
| 1. Purpose of attending event: | | | | | | |
| 1. Event Costs excluding VAT (*please attach copies of quotes for all costs*) | | | | | | |
| Type of Assistance | | | | Cost (£) | | |
| Exhibition Stand Hire: | | | |  | | |
| Electrical Hire: | | | |  | | |
| Furniture/Equipment Hire: | | | |  | | |
| Marketing Costs (detail below): | | | | | | |
|  | | | |  | | |
|  | | | |  | | |
|  | | | |  | | |
| Travel & Accommodation (detail below): | | | | | | |
|  | | | |  | | |
|  | | | |  | | |
|  | | | |  | | |
| Other (please specify): | | | | | | |
|  | | | |  | | |
|  | | | |  | | |
|  | | | |  | | |
| Total cost of event (excluding VAT): | | | |  | | |
| 1. Please detail the effect this investment in exploring new markets will have on the following :- | | | | | | |
|  | On Completion | After 1 Year | | | After 2 Years | |
| Jobs Created |  |  | | |  | |
| Jobs Safeguarded |  |  | | |  | |
| Turnover |  |  | | |  | |
| Profit |  |  | | |  | |
| 9. Please explain, in your own words, how this project (where appropriate) will allow you to achieve: | | | | | | |
| Increased/Sustained Employment | | | | | | |
| Increased/Sustained Turnover (e.g. Improved Competitiveness) | | | | | | |
| Increased/Sustained Profit (e.g. Resource Efficiency) | | | | | | |
| Other ways that your company will grow or be more competitive | | | | | | |
| Checklist  Have you enclosed copies of the following: | | | | | |  |
| Formal supplier quotes for all exhibition costs: | | | | | |
|  | | | | | |  |
|  | | | | | |  |

**Appendix C**

**TRAINEE DETAILS**

*Please complete one form per trainee:*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Company Name:** | | | | | | | | | | | | | | | |
| **Name of Training Course(s)**: | | | | | | | | | | | | | | | |
| **Trainee’s Details:** Name:  Home Address:  Postcode: | | | | | | | | | | | | | | | |
| **Equal Opportunities**  To help us check that our Equal Opportunities Policy is working, please indicate to which of these groups you belong: | | | | | | | | | | | | | | | |
| White Scottish | |  | White English | | | | |  | White Welsh | | | | |  | |
| White Irish | |  | White Other | | | | |  | Black Caribbean | | | | |  | |
| Black African | |  | Black Other | | | | |  | Asian Chinese | | | | |  | |
| Asian Indian | |  | Asian Pakistani | | | | |  | Asian Bangladeshi | | | | |  | |
| Asian Other | |  | Gypsy/Traveller/Romani | | | | |  | Other Ethnic Background | | | | |  | |
| Arab | |  | Multi-ethnic Background | | | | |  | Prefer not to say | | | | |  | |
| **Gender** Male  Female  Other  **Date of birth** | | | | | | | | | | | | | | | |
| Do you have any long-term illness, health problem or disability which limits your daily activities or the work that you do? | | | | | | | | | Yes | | |  | No | |  |
| Are you registered disabled? | Yes |  | No |  | |  | Hours of work | | Full Time | | |  | Part Time | |  |
| Current Occupation/Job title: | | | | | | | | | | | | | | | |
| Do you have any academic/ vocational skills at present?  If yes, please detail below: | | | | | | | | | | Yes |  | | No |  | |
| **Subject** | | | | | **Award** | | | | | | | | **Date** | | |
|  | | | | |  | | | | | | | |  | | |
|  | | | | |  | | | | | | | |  | | |
|  | | | | |  | | | | | | | |  | | |

**DECLARATION**

I confirm that to the best of my knowledge the information given above by me is correct.

**Trainees Signature: Date:**

**Appendix D**

**TRAINING PROVIDER DECLARATION**

**THIS SECTION MUST BE COMPLETED BY THE TRAINING PROVIDER/ORGANISATION**

The training organisation must attach a fully itemised quotation for the training to this application. Please also outline your exact role within the project and declare any interest your organisation has in the company you intend to train.

|  |
| --- |
| **SECTION 1 – training organisation details** |
| Registered Name of Training Organisation: |
| Contact Name: |
| Position: |
| Address:  Postcode: |
| Telephone Number: |
| Fax Number: |
| Email Address: |
| Website: |
| What is your training rate: Per hour: Per Day: |
| What experience do you have of training companies in this type of training and industry sector? |
| **SECTION 2– Training Summary** |
| Course Title |
| Location of Training |
| Please provide start and finish dates relating to the training programme:  Start Date: Finish Date: |
| Total Cost of Training (excluding VAT): |
| Total Number of Hours of Training: |
| Hourly Rate of Training: |
| Total Cost of Training (excluding VAT): |
| Will completion of this training lead to trainee gaining an accredited qualification?  Yes  No  If yes, please specify: |
| Please supply equivalence of training in terms of SVQ levels (for further assistance please see <https://www.sqa.org.uk/sqa/files_ccc/ready-reckoner-for-SQA-qualifications.pdf>)  Level 1  Level 2  Level 3  Level 4  Level 5 |
| Please provide any other information you feel may be relevant: |
| **SECTION 3 – Training company declaration** |
| I confirm that we offer to carry out the programme as detailed above and in the attached quote. I also confirm that the costing as shown above and in the attached quotation are accurate and that no discounts or rebates will be offered at a later stage. |

**Signed: Date:**

**Name: Position:**

**Appendix E**

**BANK MANDATE FOR PAYMENT BY BACS**

**North Lanarkshire Council**

**Finance Department – Revenue Services**

***North***

|  |  |
| --- | --- |
| ***(a) Name of Organisation*** |  |
| ***(b) Address of Organisation*** |  |
|  |  |
|  |  |
|  |  |
| ***(c) Name of Bank Account*** |  |
| ***(d) Address*** |  |
|  |  |
|  |  |
|  |  |
| ***(e) Post Code*** |  |
| ***(f) Bank Sort Code*** |  |
| ***(g) Bank Account Number*** |  |
| ***(h) Acc. Roll Number*** |  |
|  | ***(e.g. Building Society, Municipal Bank)*** |

*Declaration*

*I hereby confirm that the above are true details to be used for the purpose of receiving payments from*

*North Lanarkshire Council which may be due to the organisations/payee as stated at (a) above.*

1. ***Authorised Signature: (please sign with blue ink) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

1. ***Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***
2. ***Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***For Office use only:***

***Passed to Finance by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Ext.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***For Finance use only:***

***Date received………………..***

***Cedar Ref. ………………….***

***Actioned by ……………….. Date ………………***

***Checked by ………………... Date ………………***