

Chorley Business Investment for Growth (BIG) Grant Application Form

Please note;

- All applications will be treated as commercially sensitive
- Please expand the tables in this document to accommodate your answers

Project Title

Company Name

Company
Registration No

Address

Telephone No

Email

Website

Project Details

Provide an overview of the project you are planning to undertake.

Project Description

Describe briefly how the planned project of works or equipment purchases will help you develop your business in the short, medium and long term.

Market Demand

Please provide details of what market research intelligence or evidence you have to support your plans.

Project Funding

Project Expenditure. Provide a breakdown of the costs for works/equipment purchase;	Cost
Total	

Funding Sources; Please detail the sources of funding being used for the project – such as grant, loan or own funds				
Project Funding	Amount	Applied For Yes/No	Secured Yes/No	Date when funds will be received
Chorley BIG application (See grant guidance notes for calculations)				
Total				

What would happen without funding from Chorley BIG? Would the project proceed in a reduced form at a reduced pace or not proceed at all? If it would not proceed, what would be the impact on your business?

Outputs and Other benefits

Outputs	Quantity	Date to be achieved (Month & Year)
Floor space improved/ created (Sq. ft.)		
No of jobs created – this should be an increase in the total jobs within your business		
No of jobs accessed by a resident of Chorley Borough		
Private sector investment		

Will your business be committing to the Chorley Employment Charter	Yes		No	
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If 'no' please explain reasons;

Are you working with a Chorley Council business adviser?	Yes		No	
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If not are you willing to be contacted by an adviser?	Yes		No	
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If 'no' please explain reasons;

How calculated? Explain how the outputs have been calculated.

Community Repayment
Please provide details of the Community Repayment activities you are able to provide.

What are the other benefits? Describe any other benefits for your business and for the Chorley economy as a result of this project.

Measuring Impact. How will the benefits for your business and for the Chorley economy be monitored?

Project Monitoring

Project Milestones- please give a date when the main project milestones shown below will take place

Milestones	Date (Month & Year)
Place order(s) for the works/equipment	
Works start (if applicable)	
Works complete (if applicable)	
Equipment installed and operational (if applicable)	
Payment of invoices	
Creation and filling of job vacancies	
Additional comments in relation to the details above for example where phased payments of grants will be made.	

Management and financial monitoring. Describe the accounts system that you use, how the projects costs will be easily identifiable in your accounts, and how you will monitor the project’s progress.

Deliverability

Applicant's track record and credibility. Provide information on your ability to successfully undertake the project proposals. What other projects have you been involved in?

Risk Assessment. What are the risks involved in setting up and delivering this project and what mechanisms are in place to minimise these risks?

State Aid

Under EC regulation 1998/2006 there is a ceiling of €200,000 for all de minimis aid provided to any one firm over a 3 year period. Please declare here any financial aid you have received during the previous 3 fiscal years, and if it was identified at the time as de minimis aid. If you have received no financial aid please write 'None'.

Date	Amount Received (£ and €)
.....
.....
.....

I confirm that this grant will not result in this SME receiving more than 200,000 Euro of state aid over the last 36 months.

Signature

Please sign and date this application

If you have completed the form electronically you will need to print a hard copy to sign

Signature

Name (Block Capitals)

Position in Organisation

Date

Application Checklist

Please check that you have included the following with your application:

- Business Plan
- Accounts from last three financial years and/or management accounts (where relevant)
Note: If your end of year accounts are due for submission to Companies House, or are to be produced for your own purposes within a month of making this application, you will be required to supply these accounts either as draft accounts, or provide these as soon as finalised, so they can be considered as part of your application.
- Cashflow Forecast (3 years)
- Confirmation of a submitted application for building regulations (if required)
- Landlord's permission (if applicable)
- Evidence of 'Top-up' Funding (e.g. letter from Bank or Bank statement)
- Three written quotes

PLEASE RETURN THE COMPLETED SIGNED APPLICATION FORM TO:

Cath Burns, Head of Economic Development, Civic Offices, Union Street, Chorley, PR7 1AL

Tel: 01257 515305 Email: cath.burns@chorley.gov.uk

DATA PROTECTION ACT 1998

Chorley Council is the data controller for the purposes of the Data Protection Act. We will use the information you give in this form, and in any supporting evidence you send, to provide business support or to process your application for grant assistance and, if your application is successful, to process your claim for grant payment. We will not give information about you to anyone else, or use information about you for other purposes without your permission, unless required by law to do so. If you have any queries about or want access to personal information that we may hold, please write to:

ICT Services, UnionStreet, Chorley PR7 1AL

Email: contact@chorley.gov.uk

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

Further information is available on the website at

<http://chorley.gov.uk/Pages/AtoZ/Information.aspx>

Further information on the Data Protection Act 1998 and your rights can be found on the Information Commissioner's website at <http://www.ico.org.uk>