

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 | | |

How calculated? Explain how the outputs have been calculated.

| | | | | |
|---|-----|--|----|--|
| Have you discussed this project with the Chorley Council Business Support Team prior to submitting the grant application? | Yes | | No | |
| If 'no' please explain reasons; | | | | |

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

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:

Business, Development and Growth Department, Civic Offices, Union Street, Chorley, PR7 1AL

Tel: 01257 515300 Email: edu@chorley.gov.uk

DATA PROTECTION ACT 1998 and GENERAL DATA PROTECTION REGULATION

Chorley Council is the data controller for the purposes of the Data Protection Act and the General Data Protection Regulation. 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 subsequently to process your claim for grant payment. For the purpose of offering a full business support service it may be necessary to share your information with other business support agencies and related providers. However information will not be shared for any unrelated purposes unless required by law to do so.

PLEASE TICK HERE () to acknowledge your agreement for us to hold and share your information. We would like to keep you informed via email of our Choose Chorley events and activities including our business E-Bulletin and other business support initiatives which may be of benefit to you.

PLEASE TICK HERE () if you wish to receive this information

If you have any queries about or want access to personal information that we may hold, please write to: Subject Access Request, Chorley Council, Market Street, Chorley PR7 1DP 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.

Further information is available on the website at www.chorley.gov.uk/Pages/AtoZ/Information.aspx

Further information on the Data Protection Act 2018 and General Data Protection Regulation and your rights can be found on the Information Commissioner's website at www.ico.org.uk