



Funded by UK Government

**** This is an example application form for reference only – please use the online application form to apply for this grant ****

Staffordshire Moorlands SME Growth and Innovation grant – Application Form

As part of UKSPF E20 Research and development grants supporting the development of innovative products and services

A decision on your initial application is expected within 20 working days of the application closing date.

Completing this application form does not guarantee the awarding of a grant.

Where an application is approved, organisations will be subject to due diligence checks. This will include evidence the organisation is financially stable/evidence of match funding/evidence of finances to defray the expenditure requested before payment is made/quotations to meet procurement regulations and photographic evidence (if applicable).

Full guidance notes, including eligibility criteria, requirements of the funding, grant award values etc can be found here

If you require more information at this stage on the terms and conditions of the grant or assistance in completing the application form – please contact

UKSPF@staffs Moorlands.gov.uk

Please note no payments made prior to signing of a Grant Funding Agreement will be eligible to claim as part of the project. We cannot grant aid for works already started or completed.

To find out how we use your information, please see our [privacy notice](#).

Your ref no:

Data Protection

Your proposal and contact details will be used by Staffordshire Moorlands District Council to communicate with the below persons for the purpose of delivering the project appraisal and if successful, delivery of the activity. These details will be shared by Staffordshire Moorlands District Council with the funding bodies in UK Government the Departments for Levelling Up, Housing and Communities (DLUHC) and for Environment, Food & Rural Affairs. (Defra)

Please see [Additional Guidance from DLUHC](#)

Please see [Staffordshire Moorlands District Council privacy notice](#)

Your proposal and contact details will be shared by Staffordshire Moorlands District Council with the members of the Staffordshire Moorlands UKSPF Board.

APPLICATION FORM

Section 1 - Pre-checks

Have you read and understood the guidance notes yes/no

Are you classified as a SME Business yes/no

Is your business located in the staffordshire Moorlands District Council Area yes/no
Within a geographical area covered by Staffordshire Moorlands District Council.

Is your business registered with Companies House and/or HMRC yes/no

Has your business been trading for more than 12 months yes/no

Is the organisation currently financially solvent? yes/no
(Financial solvency refers to the ability of an individual or company to: Pay all financial obligations in a timely manner, have liquid spending capital left over, not be burdened by financial debt and generally have a good credit rating)

If the answer to any of the above is **no** then your application is ineligible and cannot be considered.

Section 2 - Your Business

Lead Applicant

Full Name: _____.

Position within the business: _____.

Contact Email Address: _____.

Contact Phone Number: _____.

Business Details

Business Name (full legal name): _____.

Is the Business known by any other name: yes/no

If yes please provide this here: _____.

Registered Address:

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Building and Street Address Line 2 Town or City County Postcode

Organisation legal status: (Select One) –

- Sole Proprietor
- Partnership
- Limited Liability Partnership (LLP)
- Limited Liability Company (Ltd)

What date was your business established (took on its legal status): ____ / ____ / ____.
estimated date is acceptable if not known.

Companies House Number (if applicable): _____.

HMRC Registration Number (If applicable): _____.

Are you able to recover VAT? yes/no

If so, please provide your VAT registration number: _____.

Website address (if applicable): _____.

Social media page (Facebook/twitter/LinkedIn) (if applicable): _____.

Number of FTE employees: _____.

Full-time equivalent is the long version of FTE, meaning the number of full-time employees a company would have if all employees worked full-time. For example, if you have four employees who each work 30 hours per week, their total combined hours are 120. 120 hours divided by your own full time hours i.e.35 hour work week equals 3.4 FTEs.

Annual Turnover: £ _____.

Balance Sheet Total: £ _____.

Public Liability Insurance Value:£ _____.

Document reference/number: _____.

Expiration/Renewal Date: _____.

UK Subsidy

It is expected that all grants awarded will be deemed as Minimal Financial Assistance (MFA) under the UK Subsidy Control Regulations.

Under MFA regulations, organisations can receive up to a maximum of £315,000 of aid in any three fiscal year period.

Examples of aid include grants, loans at below market rate, or a loan guarantee at below market rate.

For more information: <https://www.gov.uk/government/collections/subsidy-control-regime>

Has your organisation received any UK Subsidy or State Aid since Jan 2021? yes/no

If Yes, please list all Subsidy you have you received since January 2021 in the below table.

Name of organisation that provided the subsidy*	Type of Subsidy/Funding Awarded (or programme of delivery) i.e. Small Grant scheme	What was the Funding awarded for?	Date subsidy was awarded. (DD/MM/YY)	Total Value (£)

Section 3 - Your Project

Please note you can extend the text box from the bottom right corner to help with completing each question.

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Overview

Please provide a brief overview of the project / what the funding is to be used for.

Full Address of where the funding will be utilised:

Address 1

Address 2

Address 3

City

County

Postcode

How much will the project cost to deliver? £ _____.

How much grant are you requesting (maximum of 80% of the total cost)? £ _____.

*must not exceed maximum grant award for this grant fund

Proposed project start date: ____ / ____ / 2024

Proposed project completion date: ____ / ____ / ____.

Has any part of this project started at the time of submitting this application? yes/no

If yes, please provide details of all activity underway.

*Please note activity started prior to any grant offer/award will be ineligible for funding.

Does the project include any physical building works/amendments? yes/no

If yes:

Are you the registered building owner? yes/no

If no:

Do you have the registered owner's permission to undertake this project? yes/no

Please note: Relevant owners' permissions will be required should the project be approved in principle.

Why are you looking to undertake this project?

Background/wider overview of the proposed project

How does the project fit with your business's future/strategic plans?

Aims / ambitions, strategic development plans etc....

How will this project lead to the development of a new product and/or service?

What impact will the project have on your business?

Creation of new jobs, Promotion of Knowledge exchange, networking and collaboration, increase in private sector investment, Increased turnover, new product line, new service, new markets etc...

Are there wider impact considerations that you would like us to be aware of?

Any additional added value this project might support/deliver i.e. additional funding levered, supports a wider product offer, responds to wider need etc....

How do you intend to continue supporting this project after the grant has been paid?

What plans are in place to continue to deliver/develop this project after the grant?

Please identify any potential issues or risks which you can foresee in delivering this project?

Are there any major risks which may halt the delivery of this project i.e. planning timescales, additional funding required, procurement of service providers etc...

Does your organisation have the relevant policies and insurances to deliver this project?

Yes/no

If yes, please list all live policies currently in place.

List of all live policies that your organisation has in place.

*All policies/certification must be up to date and specific to your organisation. All polices may be requested as part of our due diligence checks or future audits and must be provided on request.

Section 4 – Project Costs

Please list all of the key activities/areas of expenditure associated with your full project costs in the table below.

By Capital costs we mean assets such as building improvements or equipment which are expected to be used for a period of at least one year.

By Revenue costs we mean costs for additional/complimentary services and activities (not day to day running costs)

Activity/Item of expenditure	Costs		Total £
	Capital £	Revenue £	

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Total Cost			

NB: Please note all approved expenditure will need to adhere to UKSPF Procurement requirements (see guidance notes for more information).

Only Irrecoverable VAT (VAT that cannot be recovered anywhere else) can be included in the project costs.

Please note: All grant awards are paid in arrears on evidence that purchases have been made and paid for in full.

Does the organisation have the funds to cover the initial project costs before the grant is paid? Yes/no

If No, how do you intend to cover these costs?

Are any of the works/costs listed above already underway/started? Yes/no

If yes, please provide details below:

*Please note activity started prior to any grant offer/award will be ineligible for funding.

How much of your organisation’s own funds or those from other sources will you contribute to this project? Please note these need to be a Minimum 20% of the total project cost.

£ _____.

Is this funding secured? yes/no

Please outline the potential source/s of funding: (DROP DOWN LIST)

Organisation savings (cash)

- Loan secured
- Loan not secured
- In kind payments
- In kind sponsorship
- Cash sponsorship
- Other grant
- Other

If Other, please provide further information

Section 5 - Output/Outcomes

The SME Innovation Grant Programme is being supported by the UK Shared Prosperity Fund (UKSPF)

The outcomes associated with this intervention are listed below.

Please outline how your project will contribute to any of the below outcomes and identify any numbers as required.

Please note:

Applications will be appraised based on the information provided and that any commitments made at this stage will therefore be a requirement of the formal grant funding agreement if successful. All outputs/outcomes are expected to be delivered in full by 31 January 2025.

If your project does not fit with any individual output, please put N/A (Not Applicable).

Please note your project will need to contribute to at least one of the core outcomes to be considered for grant funding:

Funders Outcomes

1. Number of Jobs created.

Please provide details of any new jobs to be created and how will you be able to evidence this – new jobs need to increase your existing FTE staff numbers

2. Number of Jobs safeguarded.

Please provide details of any jobs to be safeguarded and how will you be able to evidence this - A safeguarded job is a permanent and paid job that was at risk prior to support being provided, and which the support helped the business to retain. This includes sole traders and business owners.

3. Number of new to market products.

Please provide details of any new to market products being created and how will you be able to evidence this - A product is new to the market if there is no other product available on a market that offers the same functionality, or the design or technology that the new product uses is fundamentally different from the design or technology of already existing products. Products can be tangible or intangible (incl. services and processes).

4. Number of R&D active businesses.

Please provide details of how your enterprise is engaged in scientific and technological development to improve competitive performance.

5. Number of businesses adopting new to the firm technologies or processes.

Please provide details of any new technologies or processes which will be new to the organisation as a result of this support and how will you be able to evidence this - A technology or process is new to the firm if it did not use a technology or process with the same functionality before, or the production technology or process is fundamentally different from those already used. This may be tangible or intangible.

6. Increased amount of investment.

Please provide details of any increased amount of investment this project will support/facilitate and how will you be able to evidence this.

7. Number of organisations engaged in new knowledge transfer activity.

Please provide details of any knowledge transfer undertaken as part of this project - This focuses on collaborations which are about transferring good ideas, research results and skills between the knowledge base and businesses to enable innovative new products and services to be developed.

8. Number of businesses adopting new or improved products or services.

Please provide details of any new or improved adopted products and services developed as part of this project and how will you be able to evidence this - Support must be for an enterprises to introduce one of the following:

- Product - when it is either at pre-launch or launched to the market
- Service - when it has been introduced to the market

Section 6 - Declarations

I confirm that I am authorised to sign on behalf of the organisation and confirm that the information contained in this application form is correct to the best of my knowledge.

I declare that neither myself as signatory to the application, members of the governing body of the company or agents acting on our behalf, have an interest in the awarding of contracts to the suppliers who have quoted for the work.

I understand that any financial assistance granted will be repayable on demand, or future payments not made, if any information provided is found to be incorrect.

I give permission for the information contained in this form to be shared, if requested, by the Programme funding body, the Department for Levelling Up, Housing & Communities, Department of Environment, Food & Rural Affairs and Staffordshire Moorlands District Council.

I accept that the grant is consistent with most recent UK government law regarding subsidy control.

I understand that if Staffordshire Moorlands District Council and the Staffordshire Moorlands UKSPF Board approve the application, the terms and conditions shall be enforceable on the basis of the Terms and Conditions of the grant scheme set out in the Grant Funding

Agreement.

I understand that providing wrong or misleading information is a criminal offence and any such information may be used against applicants in any subsequent criminal investigation.

The information provided on the online application form may be made available to other departments/agencies for the purposes of preventing or detecting crime.

I understand that any grant received by a business must be declared to HM Revenue & Customs (HMRC) as appropriate as part of the tax return for the business/organisation.

I confirm that the information provided in this application is a true and accurate description of the intended use of the grant.

I declare that I have read, understood, and agree to all of the above.