



**Funded by  
UK Government**

**\*\* This is an example application form and should be used for reference only – please use the online form to apply for this grant \*\***

## **Staffordshire Moorlands Rural Business Development grant – Application Form**

### **As part of REPF Supporting Rural Business Investment Priority**

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).**

***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@staffsmoorlands.gov.uk](mailto:UKSPF@staffsmoorlands.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.

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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](#)

Please see [Additional Guidance from Defra](#)

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 micro or small business? yes/no  
*Turnover of less than £10m, Balance sheet total of less than £10m and Fewer than 50 employees.*

Is your business located in a defined rural area within the Staffordshire Moorlands? yes/no  
*As defined by DEFRA's MAGIC mapping system*

Is your business registered with Companies House and/or HMRC **or will be** as part of this process yes/no  
Please note all businesses must be registered with Companies House and/or HMRC before any grant will be awarded.

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: \_\_\_\_\_.

Are you a farm business? yes/no

Application Form v2 – Rural Business Development Grant (SM R20)

Registered Address:

Building and Street Address Line 2 Town or City County Postcode
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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.*

If not yet registered, when do you plan to register your business: \_\_\_\_ / \_\_\_\_ / \_\_\_\_.

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/X/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:£ \_\_\_\_\_.

Application Form v2 – Rural Business Development Grant (SM R20)

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.

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

**Section 3 - Your Project**

**Please note: the text box can be extended from the bottom right corner to help with completing each question.**

Application Form v2 – Rural Business Development Grant (SM R20)

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/eligible business

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.

Is your project located within a conservation or specially designated area?      yes/no/don't know

Application Form v2 – Rural Business Development Grant (SM R20)

If yes, please provide details:

Does this project require any planning permissions?

yes/no

If yes, please provide details:

Please note:

All applications may be subject to a review by a planning officer and any recommendations/requirements noted will form part of any grant agreement offered.

It should be noted that if extensive consents are required, the project may not be suitable for delivery within the funding timescale as all funding must be defrayed by March 2025 with no extension permitted.

Project Detail

**Please note: the text box can be extended from the bottom right corner to help with completing each question.**

Please provide a full overview of the proposed project

*Details of the full project and any key aspects/elements which will be supported by this grant*

Application Form v2 – Rural Business Development Grant (SM R20)

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....*

Does 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....*

Application Form v2 – Rural Business Development Grant (SM R20)

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...If so how do you plan to mitigate these risks?*

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 policies 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.

This grant is can only be used for Capital Expenditure

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.



Application Form v2 – Rural Business Development Grant (SM R20)

Activity/Item of expenditure	Costs
	Capital Cost £
<b>Total Cost</b>	

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. Evidence will need to be provided that your business cannot recover VAT.

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

Does the business 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.

Application Form v2 – Rural Business Development Grant (SM R20)

How much of your business'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)

- Business savings (cash)
- Loan secured
- Loan not secured
- Other grant
- Other

If Other, please provide further information:

**Section 5 - Output/Outcomes**

The Rural Business Development Grant Programme is being supported by the Rural England Prosperity Fund (REPF)

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.

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 you will be able to evidence this – new jobs need to increase your existing FTE staff numbers.*

Application Form v2 – Rural Business Development Grant (SM R20)

2. Number of jobs safeguarded.

*Please provide details of any jobs to be safeguarded and how you will 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 businesses created.

*Please provide details of any new businesses that will be created as part of this funding and how you will be able to evidence this - A new business is one which has been registered at Companies House or HMRC as a result of the support provided.*

4. 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 you will 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.*

5. Number of businesses with improved productivity.

*Please provide details of any improved productivity resulting from this project and how you will be able to evidence this. Productivity refers to the gross value added per hour worked or gross value added per worker.*

6. Number of businesses experiencing growth/increasing their turnover.

*Please provide details of any expected growth/increase in turnover in relation to this project and how you will be able to demonstrate this.*

Application Form v2 – Rural Business Development Grant (SM R20)

**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.