

For office use only	
Project reference no.	
Start-up or Growth beneficiary (delete as applicable)	IP3a IP3c

## Oxfordshire Business Support (OBS) Start Up and Growth Programme

### Elevate Grant Application

For further information about eligibility and completing this application form, please refer to the Elevate Grants Competition Guidance for Applicants.

Please fill out this form electronically ensuring all information is accurate. PLEASE **DO NOT** leave any boxes blank – enter NIL or N/A where appropriate.

Please provide below the name of your contact within OBS who you have had an initial discussion with regarding this application. This may be a member of the OBS team, a Network Navigator or one of the District Navigators:

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### Section A: Key Information

Contact Name:		Telephone:	
E-mail:		Gender:	Male <input type="checkbox"/> Female <input type="checkbox"/> Prefer not to say <input type="checkbox"/>
Address:			
Postcode:			
Date of birth:	Age range:	16-24 <input type="checkbox"/> 25-29 <input type="checkbox"/> 30-34 <input type="checkbox"/> 35-39 <input type="checkbox"/> 40-44 <input type="checkbox"/> 45-49 <input type="checkbox"/> 50-54 <input type="checkbox"/> 55-59 <input type="checkbox"/> 60-64   65+ <input type="checkbox"/>	
Ethnicity:	White   Mixed/Multiple Ethnic Groups   Asian/Asian British   Black/African/Caribbean/Black British   Other Ethnic Group   Prefer not to say		
Do you consider yourself to have a disability?	Yes <input type="checkbox"/> No <input type="checkbox"/> Prefer not to say <input type="checkbox"/>		
Stage of your business / business idea:	Pre-start <input type="checkbox"/> Start-up <input type="checkbox"/> Established (>1 year old) <input type="checkbox"/>		
If you have not yet started your business, what is your current labour market status:	Employed <input type="checkbox"/> Self-employed <input type="checkbox"/> Unemployed <input type="checkbox"/> Other <input type="checkbox"/>		

#### Business information (if you have started your business)

Business name:					
Position in business:					
Business address:					
Business postcode:					
Website:					
Legal Status of Business:		Pre-start <input type="checkbox"/> Sole Trader <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Company (Private) <input type="checkbox"/> Limited Company (Public) <input type="checkbox"/> Social Enterprise <input type="checkbox"/> Co-operative <input type="checkbox"/> Other			
Company number		VAT number			
Business start date		Business trading age	years	months	
SIC code (if known) or business sector					
Annual R&D spend in last complete financial year					
Number of product and process innovations in last three financial years					

**SME Declaration (if you have started your business)**

This section checks your eligibility for support as a Small and Medium sized Enterprise (SME).

Headcount: Fewer than 250 employees (full time equivalent)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	No. of employees:	
Annual Turnover: does not exceed €50m per year OR	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Please provide figures:	
Annual balance sheet: does not exceed €43m per year	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Please provide figures:	
Ownership: more than 25% of the company is owned by another enterprise of which itself is not an SME	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If no, skip to Equalities section below	
Parent company: please provide the name and address of the parent company	Name:			
	Address:			

**Equalities information relating to the SME owner/manager (or 51% of ownership if shared)**

Only complete if different from information provided above.

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Age range:	16-24 <input type="checkbox"/> 25-29 <input type="checkbox"/> 30-34 <input type="checkbox"/> 35-39 <input type="checkbox"/> 40-44 <input type="checkbox"/> 45-49 <input type="checkbox"/> 50-54 <input type="checkbox"/> 55-59 <input type="checkbox"/> 60-64 <input type="checkbox"/> 65+ <input type="checkbox"/>
Ethnicity:	White <input type="checkbox"/> Mixed/Multiple Ethnic Groups <input type="checkbox"/> Asian/Asian British <input type="checkbox"/> Black/African/Caribbean/Black British <input type="checkbox"/> Other Ethnic Group <input type="checkbox"/> Prefer not to say <input type="checkbox"/>
Do you consider yourself to have a disability?	Yes <input type="checkbox"/> No <input type="checkbox"/> Prefer not to say <input type="checkbox"/>

Please provide the financial forecast information for your business to demonstrate the impact of the project for which you are seeking a grant

	Last full financial year (before project)	Current financial year	Next financial year (after project)
Year-end date of accounts: Year & month	/ /	/ /	/ /
Turnover (Sales)	£	£	£
Balance sheet	£	£	£
Net profit	£	£	£
Depreciation	£	£	£
Employment costs	£	£	£
Total number of employees			

Have you supplied in the appendices the most recent full-year profit & loss accounts and your business plan with this grant application?  Yes  No

## Section B: Grant Application

***In no more than 3,000 words***

Provide brief information on your business and detailed information on the project being planned, specifically covering;

- a) an explanation of your business or business idea
- b) a brief history of your business or business idea to date (explaining whether you are a new or existing enterprise? (\*New defines as registered with Companies House less than 12 months or branches locating to England for the first time)
- c) a description of your proposed grant project
- d) how you intend to use the grant money
- e) how it will help your business grow
- f) how any jobs will be created as a result of the grant
- g) whether the project will result in you introducing products or services that are either new to the market or new to the business itself (must involve product development)

*Please consult the accompanying Elevate Grants Competition Guidance for Applicants and continue on a separate page if necessary.*

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## Elevate Grant Application

Q B1 What is the total estimated cost of the project to which the grant will contribute (excluding VAT)?	
Q B2 Please state the value of the grant you are applying for	
Q B3 Please state the percentage of grant requested (grant amount divided by total costs multiplied by 100)	
Q B4 Date on which the project is due for completion:	
Q B5a Have you researched any other sources of funding? <i>Please speak to OBS for further guidance</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Q B5b If Yes to Q B5a please list sources	

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## Section C: Grant Project Deliverables

Please provide details of the new full-time equivalent (FTE) jobs that you will create because of this project. (Note: FTE is at least 36 hours per week for a minimum of 12 months)

Job title	Annual Salary (£)	Estimated Start Date	Hours per Week Employed	Contract Length

Please note that you will have to provide evidence of job creation as explained in Elevate Grants Competition Guidance for Applicants.

Please provide details of any products or services that are either new to the market or new to the business itself that will be created because of the grant project.

## Section D: Planned Expenditure

Please use this table to record details of the **all** quotations that you have received for the goods / services. Please attach evidence of these quotes with your application – screenshots are acceptable. See Elevate Grants Competition Guidance for Applicants for more information. If you require more space to list items please use additional expenditure sheet in grant pack.

Item		Quote 1	Quote 2	Quote 3	Capital or Revenue	Chosen Supplier	Reason for selection
	Supplier Name						
	Cost £						
	Cost ex VAT £						
	Supplier Name						
	Cost £						
	Cost ex VAT £						
	Supplier Name						
	Cost £						
	Cost ex VAT £						
<b>Total cost INC VAT: £</b>					<b>EX VAT</b>	<b>£</b>	

## Section E: *De Minimis* Declaration

### Eligibility to receive aid under the *de minimis* exemption

You are being offered assistance under the *de minimis* regulation 1407/2013 of 18.12.2014 OJ L351/1 of 24.12.2013. This allows a company to receive up to but not exceed €200,000 of public funding (at the applicable exchange rate) of *de minimis* state aid over a rolling three-tax year fiscal period (the current fiscal year & previous two).

Any *de minimis* aid granted over the €200,000 limit may be subject to repayment with interest. If you have received any *de minimis* aid in the last three fiscal years from other public sources you should inform us with details of declarations received, dates and amounts received.

Information on aid provided by applicants to the growth programme will be supplied to public authorities, agencies and evaluators who require *de minimis* aid information for the next three fiscal years for compliance, audit and evaluation purpose.

Further details on *de minimis* aid & a list of possible (although not all) forms of aid is included below and in the "public funding declaration & previous engagement"<sup>1</sup> section at bottom of application.

If you are unsure whether assistance you were provided with in the past constitutes as *de minimis* state aid, seek clarification from organisation who provided support before completing the "Details of Funding" table in guidance notes below.

#### <sup>1</sup> Public Funding Declaration & Previous Engagement

In order to avoid public funding distorting competition within the European Common Market the European Commission regulate the levels of assistance which the public sector can provide to businesses ("the State Aid rules"). You should note carefully the requirements needed to comply with the European State Aid rules and if need be, refer to the relevant legislation.

It is proposed that the assistance provided will comply with the State Aid rules by applying the *De Minimis* exemption (in accordance with EC Regulation 1407/2013 of 18.12.2014 OJ L351/1 as published in the official journal of the European Union on 24<sup>th</sup> December 2013.) Under the *De Minimis* exemption an undertaking can receive up to €200,000 of *De Minimis* aid in the current financial year and the two previous financial years, subject to how much assistance it has received during that period under the *De Minimis* exemption.

The following is not a comprehensive list of the possible forms of aid. However, it should give an indication of the most common forms of aid, which you may have been given over the past three years. Potentially any assistance from a public body might be aid. Should you have any doubts on this matter, please contact the body from which the assistance was received:

- Grants from public bodies
- Loans from public bodies at favourable rates
- Loan guarantees from public bodies
- Differential tax benefits
- Grants from an investment trust (including charities) which may themselves have received the funds from a public body
- Grants from part publicly funded venture capital fund
- Publicly administered funds, even if the funds were originally not public such as the national lottery
- Waiving or deferral of fees or interest normally due to a public body such as the waiving of rent or waiver of interest normally due on late payment or guarantees of market share
- Monopoly licence or guarantees of market share
- Advertising via a public channel such as a tourist board or state-owned television
- Consultancy advice provided either free or at a reduced rate
- Training provided either free or at a reduced rate (excluding Modern apprenticeships)
- Aid for investment in environmental projects
- Provision of a free or reduced rate feasibility study for research and development or other assistance with research and development
- Purchase of public land or property at a less than market share
- Benefiting from the provision of infrastructure where your organisation was pre-identified as a beneficiary



Self-declaration to be completed by applicant	
Project name	Oxfordshire Business Support Start-Up & Growth
Funding Stream	Elevate Grant Programme
Applicant Name and Company Name (Your details)	
<p>This declaration does not cover undertakings engaged in the primary production of;</p> <ul style="list-style-type: none"> <li>• agricultural goods and fisheries/aquaculture</li> <li>• road freight</li> <li>• services of general economic interest</li> <li>• export related activities and activities favouring domestic over imported goods.</li> </ul>	<p>Please confirm the recipient does not fall within these categories, by initialling this box (if in doubt contact us or seek independent legal advice).</p>

A fiscal year runs from 1<sup>st</sup> April to 31<sup>st</sup> March. Past aid which needs to be cumulated can be in any form, provided it is expressly given as de minimis. The aid can take the form of grants or discount in services or charges (amongst other things) and should be discounted to its current value using European Commission discounts rates if spread over a period of time.

I declare the amount of *De Minimis* aid received by recipient (including the group it is a member of) over the last three fiscal years is:

Organisation who provided the aid*	Declaration copy of previous support included;	Date aid approved <sup>†</sup>	Value (£)
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Total (including this aid)</b>			£

\* Add or delete rows as necessary

<sup>†</sup> This should be the date the aid was approved, not the date the aid was received

<sup>#</sup> This should be the Official EU Exchange Rate from the date that the aid was approved not received

## Section F: Privacy Notice for the Purpose of Data Collection for ERDF

The UK is updating its data protection legislation and it will come into force on 25 May 2018. The new laws aim to update current data protection legislation including the Data Protection Act 1998, increase the privacy protection of all UK and EU citizens and reduce the risk of data breaches. It will apply to all public and private organisations processing personal data.

The EU Common Provisions Regulations (CPR), and Article 6 of the European Regional Development Fund (ERDF) Regulation require the Ministry for Housing Communities and Local Government (MHCLG), as the managing authority for the programme, to monitor and evaluate ERDF-funded activities. In order to conduct monitoring and evaluation (including the summative assessment) and to ensure compliance, the collection of personal data is required.

### Who is the data controller for ERDF personal data?

The MHCLG ERDF Managing Authority is the controller for all personal data required to help deliver the ERDF programme under the terms of its ERDF Funding Agreement.

The MHCLG ERDF Managing Authority will be processing personal data in the ERDF programme according to the following lawful basis:

Article 6(1)(e) of the EU General Data Protection Regulation (GDPR)

'processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller'.

The lawful basis for controlling or processing 'special category' data under ERDF is:

Article 9(2)(g) GDPR

"processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide suitable and specific measures to safeguard the fundamental rights and the interests of the data subject;"

### What personal data will be collected?

Depending on the nature of activities of the ERDF-funded project and the indicators listed under each activity, the following information for each direct or indirect beneficiary where these are individuals **may** be collected:

- Name of contact point within a business (in some cases property owner) engaged with or individual engaged with;
- Address
- Postcode
- Phone number
- Ethnicity
- Disability
- Email address
- Labour market status prior to receiving support and 6 months after receiving support
- Duration of support
- Intensity of support
- Pay details

MHCLG may collect special category data on ethnicity and disability.

### Who will my personal data be shared with and how will it be used?

Your details will be stored securely and retained in compliance with GDPR and the new Data Protection Act. This information will be used to evaluate this project and to report to the European Regional Development Fund for monitoring and evaluation purposes.

Your details will be used to support the ERDF programme research and evaluation activities. MHCLG will need to share all or some of your personal data with the national evaluator of the ERDF programme. In some cases, the national evaluator, i.e. independent external contractors commissioned by DCLG, may use the contact details to contact a sample of direct or indirect beneficiaries for the purpose of the National Evaluation of the programme. It is likely that the survey methodology will need to incorporate a variety of approaches in order to maximise the survey response rate (for example, telephone survey, written survey, and e-mail survey) – hence the need for a variety of contact details required for each participant. MHCLG may also need to share with other government departments and the European Commission where this is necessary to test the robustness of the data gathered or to inform the National Evaluation.

MHCLG will not give any personal data to any other organisation unless needed for the purpose of the evaluation and will instruct them not to use it to contact individuals for any reasons not connected with the purpose of the National Evaluation of the ERDF programme 2014-2020 or other matters directly relating to the evaluation. If MHCLG has to pass on the data, it will only provide what is needed, and if possible will remove the details that might identify individuals personally. MHCLG will not transfer personal data outside the European Union, to third countries or international organisations.

MHCLG will not keep your personal data for longer than it needs but as a minimum, will retain data for two years after the closure of the 2014-2020 ERDF programme in line with the European Regional Development Fund document retention guidance to ensure MHCLG meets reporting obligations and to demonstrate compliance with EU Requirements.

### Individual's rights

ERDF participants cannot claim the following rights in terms of ERDF personal data:

- right to erasure (“right to be forgotten”)
- right to portability of their data

The data collected is your personal data, and you have the right, subject to lawful data requirements:

- to see what data we have about you;
- to ask us to stop using your data;
- to ask us to delete your data, or to correct your data if there is no longer a justification to process it;
- to lodge a complaint with the independent Information Commissioner (ICO) if you think we are not handling your data fairly or in accordance with the law.

### Automated decision making

Your personal data will not be subjected to automated decision making

### Contact Details

You can contact the ICO at Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Tel: 0303 123 1113

Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)

If you would like further information about the programme and your personal information please contact the ERDF Programme at: [esif@communities.gsi.gov.uk](mailto:esif@communities.gsi.gov.uk)

## Section G: Declaration

- By signing I confirm the project has not yet commenced and no expenditure has been incurred to date.
- I understand any grant offer will be invalid if the project commences prior to the date of a grant offer letter from OBS.
- By signing I confirm that the information provided herein is correct to the best of my knowledge.
- I understand that data supplied is protected under the terms of the Data Protection act 1998. However, I agree to information provided to the Oxfordshire (OBS) Start-Up & Growth programme being shared with public authorities, agencies and evaluators who require this information for compliance, audit and evaluation purpose.
- By signing I understand Oxfordshire Business Support (OBS) Start-Up & Growth Programme will comply with UK and EU law and retain this information in a secure environment.
- This information could be held in excess of 10 years but will be securely destroyed as soon as is appropriate.
- I understand that the information provided in this application may be used by OBS to comply with statutory and contractual requirements.

Would you like to sign-up to our mailing list? We will use your information to send you regular OxLEP updates and information on any services or promotions from OxLEP that may be of interest to you.

Yes   
No

All personal data collected will be subject to our privacy policy:

<https://www.oxfordshirelep.com/privacy-policy>

You may unsubscribe at any time by emailing us on [info@oxfordshirelep.com](mailto:info@oxfordshirelep.com) or clicking the unsubscribe link in the footer of any of our emails.

<b>Signed:</b> (Wet ink signature)		<b>Position</b>	
<b>Print name</b>		<b>Date</b>	/ /

The information that is contained in this form will be kept strictly confidential and will only be shared by OBS, with its delivery partners, sub-contractors such as auditors/evaluators and government funders.

**Please post this form to OBS at the address below with an original signature (scanned or electronic signatures are not acceptable).**

**OBS, OxLEP Ltd,  
First Floor, Jericho Building,  
Activate Learning**

Oxpens Road,  
Oxford, OX1 1SA

You will be informed if your grant application meets eligibility checks within 14 days of receipt by OBS. Once confirmed your grant application will then be forwarded to the next competitive grant competition panel meeting to be assessed. If successful you will receive a grant offer letter containing the full details of the grant claims procedure.

**Please note: do not make any purchases until you have written confirmation of grant acceptance.**  
**Retrospective grant applications are not accepted.**

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