

**North Norfolk District Council
Business Recovery and Resilience
Grant Scheme**

APPLICATION FORM

**North Norfolk District Council
Business Recovery and Resilience Grant Scheme**

**SECTION A
Company Information**

Business Name	
Trading Name (if different)	
Address and Postcode	
Contact Name	
Contact Position	
Contact Email	
Contact Mobile	
Web Address	
Social Media Accounts (Twitter, Facebook, Instagram etc)	

Date of Establishment (if unknown, please provide your best estimate)	
Company Reference Number (or Unique Tax Reference for unincorporated businesses)	
Business Rate Account Number (if applicable)	
PAYE Ref	
VAT Number	

Please provide a short description of your business: (This should include a brief background of your business, business activity including your product or services and customer base/market)	
Is your business a member of Visit North Norfolk?	Yes No

Turnover for the current financial year to date	
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Number of Full Time Employees for the current financial year to date. (Note: this figure should be Full Time Equivalents – Full time = 1, Part time = 0.5)	
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Eligibility

Please complete the following table for your business for the last two complete accounting periods.		
If your business is part of a group, please provide information for the whole group. In the case of newly established businesses whose accounts have not yet been approved or finalised, the information should be taken from your own records made in the course of the financial year.		
	Period 1 (the most recent year) dd/mm/yyyy to dd/mm/yyyy	Period 2 (the preceding year) dd/mm/yyyy to dd/mm/yyyy
Dates covered		
Number of employees (based on full-time equivalents)		
Annual Turnover (£)		
Balance Sheet Total (£)		

Is your company currently subject to insolvency proceedings?	Yes	No
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Have you commenced the project and incurred any expenditure, including deposits, entered into any legal contracts, including the ordering or purchasing of any goods, services or contracts in relation to any aspect of the investment project for which you are seeking funding?*	Yes	No
If yes, please provide details below		

*Please note - the grant will not cover items you have already bought or any costs already incurred prior to this application.

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If this investment is to be carried out at a different location to the address provided above, please provide the location address below:

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SECTION C Project Costs

Total project cost	
Amount required from grant (no greater than 75% of the total project cost)	
Amount of match funding	
Source of match funding	
Is this match funding secured and available? If no, please provide details below as to when this will be available	Yes No
Do you anticipate any risks or impediments to providing match funding? If yes, please provide details below	Yes No

Please provide a breakdown of the anticipated total expenditure incurred against the grant criteria:

Item name	Description of use/benefit	Total amount	Max 75% claim request	Confirmed or estimated?

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Please provide details of any additional funding that you are seeking or already have in place.

Date	Amount	Source of Funding	Conditions/ Restrictions	Has this been secured?	
				Yes	No

SECTION D Business Impact if Grant Awarded

If this project is completed what impact will this have directly on your business and outside of your business? e.g: Job retention/creation, local economy, supply chain, improved resilience, turnover, energy efficiency etc.

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**SECTION E
Subsidies and State Aid**

Please provide details of any grants or Subsidies/State Aid that your business, or any other company in your group have received in the last three years, or are currently applying for.

Please note: If you have received any COVID-19 related grants such as the Retail, Hospitality and Leisure Grant, Discretionary Grant, Additional Restrictions Grant, Local Restrictions Support Grant, Restart Grant etc, you will not be excluded from applying for this grant.

Date of application / award (dd/mm/yy)	Name of Provider	Amount awarded / applied for (£)	Reason for or purpose of payment	Regulations. e.g De Minimis, EU Temporary Framework etc

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SECTION F

Declarations

Declarations to be signed in accordance with the applicant's normal signing arrangements

I declare:

- That I have the authority to represent the business/organisation making this grant application.
- That to the best of my knowledge, the information I have provided is true and accurate.
- That I am not aware of any information, not included in the application, but which if included is likely to affect the decision.
- My/our business activity meets all its statutory requirements including the National Minimum Wage regulations.
- My/our business has the legal authority to carry out this project.
- No owners/directors/shareholders have ever been involved in businesses that have been placed into administration or liquidation.
- No owners/directors/shareholders have ever personally been bankrupt or established an IVA.
- No owners/directors/shareholders have ever been disqualified as a company director.
- No owners/directors/shareholders or the business/organisation itself have any County Court Judgements against them.
- That all VAT, PAYE, local taxes (including Business Rates) are paid to date and there are no outstanding disputes.
- That the business/organisation is not in dispute in any way with the local County and/or District Council.

I cannot confirm some of the above statements and therefore I provide explanation on a separate sheet

Note: Any false declarations will result in any grant offer being withdrawn.

I understand:

- That checks can be made with the relevant authorities to verify this declaration and any person who knowingly or recklessly makes any false statement for the purpose of obtaining grant or for the purpose of assisting any person to obtain grant is liable to be prosecuted. A false or misleading statement will also mean that approval may be revoked, and any grant may be withheld or recovered with interest.
- That acceptance of this grant application does not in any way signify that the project is eligible for grant funding support or that grant funding has been approved towards it.
- North Norfolk District Council and the project partners may make enquiries of any person who may have access to information relevant to this application without prior reference to me.
- North Norfolk District Council may use our business name and amount of the awarded grant in promoting the scheme and agreed case studies.
- That I shall inform North Norfolk District Council if, prior to any grant funding being awarded, I become aware of any further information which might reasonably be considered as material in deciding whether to fund the grant application.

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General Data Protection Regulation (GDPR) and Freedom of Information Act 2000

North Norfolk District Council is the 'Data Controller' for 'North Norfolk Business Recovery and Resilience Grant Scheme' related personal data and controls and processes personal data (including sensitive special data) under the lawful basis of **Article 6 (1) (e)** and **Article 9 (2) (g)** of the European Union 'General Data Protection Regulation' (2016/679).

I have informed or will inform all persons in relation to whom I have provided personal information and data of the details of the personal information I have provided to you and of the purposes for which this information will be used.

Data may be shared with North Norfolk District Council partners as well as the Department for Business, Energy and Industrial Strategy for the purpose of supporting your business/organisation and for reporting and statistical analysis and Her Majesty's Revenue & Customs (HMRC) as all payments under this Scheme are taxable.

Data recorded by North Norfolk District Council is subject to the Freedom of Information Act 2000.

North Norfolk District Council's decision is discretionary and final.

Signature	Position in Organisation
Name (please print)	Date

I can confirm I have attached the following documents with my application:	
Quotations	
Evidence of match fund (e.g. bank statement, agreed finance arrangement)	
Copy of business bank statements for the last 3 months prior to application	
Copy of your last full and unabbreviated Annual Accounts (displaying Turnover etc)	
If you are unincorporated, such as a sole trader or partnership you will need to provide a copy of your last trading accounts or last Self-Assessment Tax Return	

Please send your completed application form with all the supporting documentation by email to: grants@north-norfolk.gov.uk