

BCGS Application Form

1. Business/organisation name

2. Full postal address of the business/organisation, including postcode

Building number or name

Street

District

Town/Village

Postcode

3. Website/Social media

4. Contact details of the person in your business/organisation that will be responsible for the BCGS Application:

Full name

Position in the business/organisation

Mobile number

Email address, This is how we will communicate with you so please ensure that the address is entered correctly.

5. Bank account details

If the business is eligible for the grant, this account is where the funds will be sent.

Name of bank or building society

Name of account holder

As it appears on the bank account

Sort code, will be six digits, don't include spaces or dashes

Account number

6. Please give a complete picture of what your business/organisation does (max 200 words)

7. Please explain specifically what the BCGS money will support.

For example, if it is a specific piece of equipment tell us what it is and how it will benefit your business/organisation. This is a capital grants scheme and any revenue items are not admissible. (max 200 words)

8. Applications will be considered from businesses and organisations that can demonstrate receiving BCGS funding will deliver as many as apply but at least two of the following six outcomes within 12 months of the purchase of the asset(s).

Important: Please ensure that as much detail, justification, SMART objectives, etc as possible are submitted in support of the outcomes you claim that this investment will deliver, this will be critical in the success or otherwise of the application.

For example, if the “enables growth” outcome is selected a “weak” explanation would be “by purchasing this machine the business will be able to grow”. A “strong” explanation would include exactly how the investment would generate growth, what the growth would look like e.g. sales or income growth, growth in customers, growth in market share, etc and how this will be measured e.g. by when, how much, etc

Recovery from the impacts of Covid-19

Please explain in detail how this investment will help enable recovery from the impacts of Covid-19 (max 200 words)

Improved competitiveness

Please explain how this investment will help improve competitiveness (max 200 words)

Enables growth

Please explain in detail how this investment will help enable growth (max 200 words)

Enhances productivity

Please explain in detail how this investment will help enhance productivity (max 200 words)

Create sustainable jobs

Please explain in detail how this investment will help create sustainable jobs. Be as detailed as you can in terms of the types of job opportunities you think can be created, both in terms of numbers of jobs and the type/level of jobs (max 200 words)

Safeguard any jobs at risk of redundancy within the next 6 months where formal consultation has commenced with those at risk (tick box)

Please explain in detail how this investment will help safeguard any jobs at risk of redundancy within the next 6 months (max 200 words)

9. Please provide a breakdown of the total capital cost of the project against which the BCGS funding is sought.

We can only support eligible spend and costs related to capital projects.

10. How much grant are you seeking to claim? What is the percentage of the grant you are applying for compared to the total capital value of the project.

We can only fund up to 95% of eligible expenditure up to a maximum BCGS award of £10,000.

Amount of grant seeking to claim £

Grant as a percentage of the total capital cost of the project %

11. Please indicate your preferred supplier for each item included in the application and provide three quotations or tenders from suppliers on their headed paper for each of the proposed items of capital expenditure.

All quotes or tenders must:

- come from different, independent suppliers who are not linked to each other or to your business through shared ownership or control;
- be sourced independently by you or your agent. A supplier cannot source quotes from other suppliers on your behalf; and
- meet the detailed requirements set out below.

The quotes or tenders must:

- include a detailed and itemised breakdown of capital costs;
- be on the suppliers headed paper and include the supplier's business name, address (including postcode) and telephone number;
- be comparable with each other in terms of quality, size, quantity, units and specification for every capital item;
- have been obtained within the last 9 months and still be valid; and
- be addressed to the applicant business or agent (containing the business name, business or project address, if different, and postcode). If the quote is addressed to your agent, it must clearly reference the project and its location.

If the quotes or tenders don't meet the requirements shown above you will need to submit revised quotes or tenders that do. Ultimately, we may remove the item from consideration if it is not supported by valid quotes or tenders.

You are not obliged to accept the lowest quote received, but a written explanation of the rationale behind any such decision will be required.

All quotes or tenders must be attached to the email with your completed application form.

Preferred supplier(s)

1. Name of supplier

Item(s) being supplied

If not the lowest quote or tender please explain the rationale behind this decision.

2. Name of supplier

Item(s) being supplied

If not the lowest quote or tender please explain the rationale behind this decision.

3. Name of supplier

Item(s) being supplied

If not the lowest quote or tender please explain the rationale behind this decision.

12. Please indicate how the balance of the capital cost of the project will be financed; through reserves, an agreed bank loan, a director's loan, etc

13. Please indicate if you are registered for VAT

Yes	No	If yes, VAT number
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14. State Aid

Following the UK's departure from the European Union the rules relating to what was formerly referred to as State Aid have changed. These provisions are now known as subsidy allowance.

The subsidy allowance refers to the provisions which exist to limit the amount of funding any one organisation or business can receive as part of grant schemes put in place by government. The rules relating to this scheme form part of the Trade and Co-Operation Agreement reached between the United Kingdom and the European Union when the United Kingdom left the European Union.

Business which have received less than 325,000 special drawing rights (the equivalent of £335,000 as at 3rd March 2021) over a period of three fiscal years do not need to take any further action. Any grants paid will be below the threshold that has been set but businesses should note that this threshold covers all branches of the business, including any subsidiary companies within a Group Structure. This is known as the 'Small Amounts of Financial Assistance Allowance'.

Businesses which have received more than the 'Small Amounts of Financial Assistance Allowance' over a period of three fiscal years can opt to receive an additional £1,600,000 as part of provisions enacted to assist businesses impacted by Covid 19. This is known as the 'Covid 19 Business Grant Allowance'. This allowance can be combined with the 'Small Amounts of Financial Assistance Allowance'.

If a business has exceeded the two allowances referred to above it is eligible to receive a further allowance of up to €9,000,000 if the criteria below are met. This known as the 'COVID-19 Business Grant Special Allowance':

- a. The Special Allowance covers only the applicant's uncovered fixed costs incurred during the period between 1 March 2020 and 31 March 2022, including such costs incurred in any part of that period ('eligible period');
- b. Applicants must demonstrate a decline in turnover during the eligible period of at least 30% compared to the same period in 2019. The calculation of losses will be based on audited accounts or official statutory accounts filed at Companies House, or approved accounts submitted to HMRC which includes information on the applicant's profit and loss;
- c. 'Uncovered fixed costs' means fixed costs not otherwise covered by profit, insurance or other subsidies;
- d. The grant payment must not exceed 70% of the applicant's uncovered fixed costs, except for micro and small enterprises (for the purposes of this scheme defined as less than 50 employees and less than £9,000,000 of annual turnover and/or annual balance sheet), where the grant payment must not exceed 90% of the uncovered fixed costs;

- e. Grant payments under this allowance must not exceed £9,000,000 per single economic actor. This allowance includes any grants previously received in accordance with Section 3.12 of the European Commission's Temporary Framework; all figures used must be gross, that is, before any deduction of tax or other charge;
- f. Grants provided under this allowance shall not be cumulated with other subsidies for the same costs.

An applicant must be able to provide the necessary documentation to demonstrate it is eligible for funding under the COVID-19 Business Grant Special Allowance. The Council is required by government to verify that an applicant can meet all the criteria set before awarding grants under the COVID-19 Business Grant Special Allowance.

Having read the above information please tick the box below to confirm that if the business were to receive this grant it would be able to apply with the provisions relating to subsidy allowance. In the unlikely event that a business can only claim the capital grant as part of the COVID-19 Business Grant Special Allowance arrangements please provide the information set out above at (a) to (f) alongside your completed application.

14. Declaration

I declare that the information provided is true and accurate to the best of my knowledge and authorise the Council to make any enquiries necessary to verify it. .

I understand it is a criminal offence for me to give false information when making this application which could result in legal action being taken against me if I'm found to have made a fraudulent claim.

15. Data Protection

Any information provided will be held securely and in accordance with the rules on data protection. We will treat personal details as private and confidential and safeguard them. We will not disclose them to anyone unconnected with the council unless you've consented to their release or in certain circumstances where:

- we're legally obliged to do so;
- disclosure is necessary for the proper discharge of our statutory functions;
- disclosure is necessary to enable us to provide you with a requested service or deal with your enquiry;
- we are under a duty to protect public funds.

We may use the information you've provided for the prevention and detection of fraud. We may also share this information with other bodies responsible for public funds or for auditing them for these purposes.

Please note that checks will be undertaken to protect the Council against fraudulent activity. The Council will not accept deliberate manipulation and fraud. Any business caught falsifying their records to gain additional grant money will face prosecution and any funding issued will be subject to claw back.

Full name

Position in the business/organisation

Signature

Date