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| SME BUSINESS IMPROVEMENT GRANT APPLICATION & GUIDANCE **Please return your completed application by email to** [**TilburyCLLD@thurrock.gov.uk**](mailto:TilburyCLLD@thurrock.gov.uk)  How the grant process works:  **Stage 1: Complete the Eligibility Form and be approved as an eligible company**  **Stage 2: Eligible businesses complete this Grant Application Form**  **Stage 3: Application reviewed by Tilbury CLLD**  **Stage 4: Successful applicants will be sent a Grant Offer Letter and Funding Agreement**  **Stage 5: Businesses undertake activity and claim 50% of cost**  **There are two types of grant:** *Decide which grant you are going to apply for, 1 or 2 (tick relevant box) and check that what you want to spend money on is on the list. If it is, you can apply for a grant.*  **1. New Business Grant**  *Equipment* **(no individual item above £4,000**)  • IT hardware  • phone systems and mobile phones  • uniforms (if branded)  • materials and equipment (not for sale)  *Marketing, publicity costs*  • website development costs  • signage  • products for display or demonstration (not for sale)  • advertising  *Procured goods/services/works*  • IT software  • business certification and accreditation  • facilities hire  • external consultants  • support for efficiency improvements.  **2. Business Frontage Improvement Grant**  *Appearance and marketing enhancements*  • signage  • marketing and advertising such as window displays  • new glass frontage (where linked to improved appearance and/or energy efficiency)  • display lighting (linked to low carbon/energy efficiency)  • brick cleaning  • cleaning and improvement of shutters (**not** new installations)  • external painting  • products for display or demonstration (**not** stock or items to be sold) |
| **Application details**   |  |  |  |  | | --- | --- | --- | --- | | **Company name** |  | | | | **Postcode** |  | | | | **Contact name** |  | | | | **Telephone** |  | | | | **E-mail** |  | | | | **1. What is the total project cost?**  **£** | | | | | **Please provide a simple project plan.** This will include information on when you want to do the work, what you are going to spend the money on, how you hope this will help your business grow and what impact this will have on your business and the local community? *We don’t need more than half a page* *but you do need to provide enough detail to explain why grant funding should be invested.* | | | | | **3.** **Itemised costs:** We need to understand how you will be spending the grant. You should set out details of **every** purchase you propose to make with an an accurate cost. You cannot add things in later if they are not set out here. You should carry out any spend within 4 months of the grant award. **The grant covers 50% of any purchase and can only be paid after proof of spend has been supplied.**  *If you want to buy a computer or small item of equipment these are classed as assets.* | | | | | **Description of purchase** | | **Value (£)** | **Expected date of purchase (month/year)** | |  | |  |  | |  | |  |  | |  | |  |  | |  | |  |  | |  | |  |  | |  | |  |  | | **4.** **Quotes:** To be able to give us information on the cost of the items or services you want to use the grant to purchase you will need to provide us with evidence of procurement. For any item costing **£2,500 or more** that you want to include in your grant application you need to attach 3 quotes. You do not need this for items costing less than this amount. | | | | | **5. If you are including any assets in your grant application please confirm that they will only be used by your own business.** | | | | | **6.** **VAT registration:** If you are registered for VAT please provide us with your VAT registration number. Please be aware that recoverable VAT cannot be claimed as part of the grant. | | | | | **7. Funding 50% of the project**: Please confirm how you will be funding the 50% of costs that you cannot claim from the Tilbury CLLD Programme. Please note that the grant contribution can only be paid **after** you have incurred costs and proved your expenditure through supplying copies of invoices and business bank statement/s. | | | | | **8. Risks:** Please list any risks that might delay or even stop the project. This could be an issue such as health and safety. | | | | | **9. New jobs:** Tilbury CLLD has a major focus on improving opportunities for those living and working in Tilbury, including increasing the number of people in work. Will this grant help your business employ another member of staff? Please tell us if they are likely to be part-time or full-time and how long the jobs are expected to last. *If you indicate you will be creating a job/jobs, you will be required to evidence this as a condition of any grant awarded.* | | | | | **By signing this form you will be confirming that the information provided is accurate. You will be added to the Tilbury CLLD local network and agree to receive information about the programme.**    *Company contact signature Date* | | | | | **How we will use your information:**  **Any personal data provided by sole traders or any individuals not representing a company (on the basis that this information is captured by the Data Protection Act):** Thurrock Council will use your information to provide the service requested. We may share your personal data between our services and with partner organisations, such as government bodies and the police. We will do so when it is of benefit to you, or required by law, or to prevent or detect fraud. To find out more, go to [thurrock.gov.uk/privacy](https://www.thurrock.gov.uk/privacy). Get free internet access at libraries and community hubs.  **All information captured on this form:** This data will also be passed on to the MHCLG ERDF Managing Authority as part of the CLLD TILBURY ERDF grant programme requirements. Please read the ERDF privacy notice: <https://www.gov.uk/government/publications/european-regional-development-fund-privacy-notice/european-regional-development-fund-privacy-notice> | | | | | Please tick the following if you want to be contacted about these services by:    Email Telephone Post  We may also want to share this information with the local Growth Hub (see link [HERE](http://www.bestgrowthhub.org.uk/) for Growth Hub details). Please tick the following if you are happy for us to do so to enable a long-term, joined up approach to local service provision.  Please contact [TilburyCLLD@thurrock.gov.uk](mailto:TilburyCLLD@thurrock.gov.uk) if you wish to withdraw consent. | | | | | **OFFICIAL USE ONLY: Checked details**      *Project manager signature Date* | | | | |