

**Rushcliffe Borough Council UKSPF**

**Small Business Low Carbon Bursary**

Application Form

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| **Business Details** | |
| Name of Business |  |
| Business Address |  |
| Postcode |  |
| Registered Business Number (as per Companies House) |  |
| Do you currently pay Business Rates? |  |
| Email address |  |
| Telephone number |  |

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| **Section 2 – Bursary Details** | |
| Which Low Carbon or Green Skills course provided by Rushcliffe Borough Council or Rushcliffe Accelerator have you attended?   (Please include dates and venue) |  |
| Have you attached a Carbon Reduction Action Plan as part of your application? | Yes  No |
| What activity from your action plan will you use your bursary to fund?  *Please include intended purchases in this section.* |  |

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| **Section 3 – Previous Subsidy** | |
| Please confirm whether your business has been the recipient of previous subsidies and/or grants within the past 3 years. | Yes  No |
| If yes, please detail the grants/subsidies and amounts. |  |

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| **Section 4 - Declarations** | |
| * 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, and Rushcliffe Borough Council. * I accept that the grant is consistent with most recent UK government law regarding subsidy control and any over payment of grant will be paid back to Rushcliffe Borough Council. * I understand that if Rushcliffe Borough Council approves the application, the terms and conditions shall be enforceable on the basis of the Terms and Conditions of the grant scheme. * 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. * I confirm that the information provided in this application is a true and accurate description of the intended use of the grant. | |
| **Data Protection** | |
| The Rushcliffe Low Carbon Bursary is provided through the UK Shared Prosperity Fund (UKSPF) administered by the Department of Levelling Up, Housing and Communities (DLUHC). Within it, Rushcliffe Borough Council, process personal data and has an obligation upon request to share it with DLUHC. In order to deliver the project, the project manager may also share it with other departments across Rushcliffe Borough Council.  The Low Carbon Bursary has contractual obligations to collect the data included within this form to record outputs and outcomes, and undertake a project evaluation, so that DLUHC can monitor and evaluate the UKSPF programme.  For the purposes of the General Data Protection Regulation (GDPR), in terms of the information processed, the following parties are Data Controllers:   * DLUHC – who determines the purposes and criteria for processing. * The Lead Authority, Rushcliffe Borough Council   **For more information, please see our** [**full privacy statement on our website**](https://www.rushcliffe.gov.uk/business/employment-and-skills/)**.  If you consent to the terms on the privacy statement, tick this box.** | |
| **Name** |  |
| **Signature** |  |
| **Date** |  |

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| **Section 5 – Application Checklist.**  **Please use this checklist to ensure that you send us everything that we need to assess your application.** | |
| You have answered all the relevant questions on this application form | Yes  No |
| You have read and signed Section 4: Declarations | Yes  No |

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| **Section 6– Next steps** |
| Please email the completed form and any supporting documents to:  [econdev@rushcliffe.gov.uk](mailto:econdev@rushcliffe.gov.uk)  On receipt of a fully completed application form, your application will be acknowledged as received and a decision on payment is expected within 10 working days. Failure to provide all required information and the volume of applications received may affect this timescale.  Completing this application form does not guarantee the awarding of a grant. An offer letter will be sent to you if your application is approved. |