



HM Government

**Rushcliffe Borough Council UKSPF**  
**High Street Small Business Grants Scheme**  
 Application Form

For office use	
HSSBGS Reference No.	
Date application received	
Date of appraisal	
Name of appraiser	

Section 1 – Business Details	
Business name	
Contact name	
Position within business	
Business address	
Postcode	
Business rates account number (if applicable)	
VAT registration number (if applicable)	
Email address	
Business website (if any)	
Telephone number	
Nature of business (including sector)	
Legal status of the business	
SIC code (if known)	
Number of employees	

Business registration number, charity number or Unique Tax Reference	
Date of incorporation	DD/MM/YYYY
Trading start date (if different to incorporation date)	DD/MM/YYYY

**Eligibility**

Does your enterprise have more than 50 FTE (full time equivalent) employees?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is your enterprise more than 25% owned by a company, which itself is not an SME?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does your annual turnover exceed £10 million?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**Section 2 – Grant funding to support your business**

Amount of Grant funding requested. Please indicate the amount next to the theme that it relates to.  All amounts should be exclusive of VAT if you are able to recover VAT.  If you are unable to recover VAT then costs should include VAT but should not exceed the maximum amount of grant available within the theme	Grant theme	Maximum grant available	Amount of grant request
	1. Energy efficiency measures	£5,000	£0,000.00
	2. Digital / ICT	£5,000	£0,000.00
	3. Shopfront improvements	£5,000	£0,000.00
	<b>Total amount of grant requested (this must not exceed £5,000)</b>		£0,000.00
Is match funding confirmed? (Refer to section 2 of the Applicant Guidance for an explanation of match funding)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Amount of Match funding you will be contributing:	Match amount £0,000.00		
Please provide a brief description of the project  (maximum of 200 words)			
Please describe what you intend to purchase  (maximum of 200 words).  Note: you will need to attach a copy of quote(s) for the proposed works or purchases			

What difference will the grant make to your business and your High Street/shopping district  (maximum of 200 words)			
Proposed start date (for applications for shopfront improvements)	DD/MM/YYYY	Anticipated completion date (for applications for events and shopfront improvements)	DD/MM/YYYY
Please indicate the outputs / outcomes the grant funding will achieve	<b>Output / Outcome</b>		<b>Number</b>
	Jobs created		
	Jobs safeguarded *		
	Increase in footfall		
	Increased business sustainability (%)**		
	Amount of low or zero carbon energy infrastructure installed		

\*A job safeguarded is a job that is at risk and will be sustained as a result of the support from the High Street Small Business Grants Scheme

\*\*Business sustainability refers to the impact of grant funding on the business's future viability and success.

### Subsidy / State Aid

Have you received a Subsidy or State Aid of more than £315,000 over the last 3 financial years

Yes     No

Please confirm the amount of subsidy/aid received by your organisation in the last 3 years, you will need to confirm the amount and the date received.

In addition please detail any aspect of the project which involves the provision of subsidies? If yes, explain how the subsidies are compliant with the UK Subsidy Control Regime.

<https://www.gov.uk/government/collections/subsidy-control-regime>

### Section 3 – Details of items / services to be purchased

Please provide a summary of each item or service you wish to purchase. Please add additional lines if required (highlight a row, right click, select insert, select insert rows below).

#### Total project cost

Grant theme number	Item/Service	Name of supplier	Total cost (inc VAT)	Total cost (exc VAT)
<b>Total project cost</b>				

### Section 4 - Declarations

- I confirm that I am authorised to sign on behalf of the company and confirm that the information contained in this application form is correct to the best of my knowledge
- I declare that neither myself as signatory to the application, members of the governing body of the company or agents acting on our behalf have an interest in the awarding of contracts to the suppliers who have quoted for the work.
- 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 understand that any grant received by a business must be declared to HM Revenue & Customs (HMRC) as appropriate as part of the tax return for the business.
- 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 High Street Small Business Grants project is funded 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 High Street Small Business Grants project 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

<b>Name</b>	
<b>Signature</b>	
<b>Position in business</b>	
<b>Date</b>	

Please provide a summary of each item or service you wish to purchase. Please add additional lines if required (highlight a row, right click, select insert, select insert rows below).

### Section 5 – Bank Details

Please include details of the business account you would like funding to be paid into in the event of your application being accepted. We hold your details in strict alignment with GDPR guidelines and will dispose of any sensitive information immediately should your application be unsuccessful.

<b>Name</b>	<b>Sort Code</b>	<b>Account Number</b>

### Section 6 – 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	<input type="checkbox"/> Yes <input type="checkbox"/> No
You have read and signed Section 4: Declarations	<input type="checkbox"/> Yes <input type="checkbox"/> No
You have enclosed quotes for any proposed purchases	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
You have enclosed a budget if you are applying for a grant to fund an event	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA

### Section 6– Next steps

Please email the completed form and supporting documents (quotes, budgets, evidence of any permissions for improvements to shopfronts) to:

[ukspfenuiries@rushcliffe.gov.uk](mailto:ukspfenuiries@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.