



Leicestershire Business Recovery Fund

Applicant Guidance Notes

You should read these Leicestershire Business Recovery Fund Applicant Guidance Notes, prior to completing the application form.

Further guidance on the application process can be found on our website:

<http://www.oakleaves.org.uk/leicestershire-business-recovery-fund>

Before applying, applicants are encouraged to contact the Business Gateway Growth Hub Programme by email on growthhub@bizgateway.org.uk or by completing the enquiry form <https://bizgateway.org.uk/enquiry/>

The Growth Hub business advisors can provide applicants with free sessions to help discuss proposals and can provide support via seminars and workshops in key subject areas.

If you have already begun an application, please email economicgrowth@leics.gov.uk for any further assistance.

July 2020 - Version 5

1. Introduction

This guidance is intended to provide information to potential applicants for the Leicestershire County Council run *Leicestershire Business Recovery Fund*, which will provide support for rural businesses (including tourism, agriculture and creative industries) and independent retail businesses, to enable them to overcome the impacts they may have faced or are still facing, as a result of COVID-19.

This funding scheme is to ensure business recovery, through mitigation measures, including supporting businesses to diversify and increase their digital skills.

Grants are available between £2,000 and £10,000 (excluding VAT). The scheme will provide 50% grant support with the applicant providing the other 50% as match funding.

The funding scheme is managed by the Economic Growth Team at Leicestershire County Council and funded through the Leicester and Leicestershire Enterprise Partnership Business Rate Pool.

Before applying, applicants are encouraged to contact the Business Gateway Growth Hub Programme by email on growthhub@bizgateway.org.uk or by completing the enquiry form <https://bizgateway.org.uk/enquiry/>

The Growth Hub business advisors can provide applicants with free sessions to help discuss proposals and can provide support via seminars and workshops in key subject areas.

2. Eligibility Criteria

Ideally your business should have been trading for at least 12 months prior to time of application.

The programme may consider businesses trading less than 12 months, but a business adviser would need to review your business plan and make an assessment of company viability.

Ideally if funding is available, then you would need to demonstrate that you will first and foremost safeguard jobs, before creating new ones, as a result of the funding and provide a clear explanation of the type and number of jobs.

Your business must;

- Be located within, or locating to the administrative area of Leicestershire (businesses within the Leicester City boundary are ineligible)
- Employ less than 50 full time equivalent (FTE) employees i.e. a Micro or small business.
- Apply for minimum of £2,000 and a maximum of £10,000
- Provide up to date financial accounts for at least the last two years, or your most recent management accounts, if you have been trading less than two years, in order to demonstrate that your business was financially viable prior to COVID-19.
- Items over £1000 must be procured utilising 3 written quotations per item which must be submitted to ourselves as part of the application form.
- State aid measures to support the economy in the current COVID-19 outbreak allows for a maximum support of €800,000. This ceiling takes into account all assistance given under this funding stream and therefore businesses will also be required to submit a State Aid Declaration as part of the application process.
- Priority will be given to businesses who haven't received funding from other sources. These could include:
 - Coronavirus Business Interruption Loan Scheme.
 - Coronavirus Job Retention Scheme.
 - Self-employment Income Support Scheme.

- Business Rates Holiday for Retail, Hospitality and Leisure.
- Cash Grant for Retail, Hospitality and Leisure.
- Small Business Grant Funding.
- Business Rates Holiday for Nurseries.
- Destination Management Resilience Scheme
- The identified costs would be supported at a 50% intervention rate, reflecting the nature of the scheme
- Businesses that have applied for a Bounce Back Loan to assist with Growth, will be able to utilise this as match funding.
- Any purchases initiated prior to award, will not be valid for funding.
- Applicants must satisfy us that the proposals are viable, realistic and deliverable and have been compliantly procured.
- Due to the size of the scheme, there is potential for it to be a competitive fund. If required, applications will be assessed on their relative merits in terms of the outputs offered (safeguarded jobs and productivity levels).

You agree to;

- Give consent to Leicestershire County Council and the Business Gateway to involve your business in publicity, press releases, case studies and photographs (subject to commercial sensitivity).
- Take part in the independent evaluation to assess the overall success of the programme.
- Partake in periodic agreed monitoring after the final grant payment.

General eligibility criteria;

- Only one grant per business will be awarded. If the grant is a collaboration, both businesses are eligible to apply for the grant.
- Details of any purchases more than £1000 per item must be recorded on the Asset register
- Retrospective applications will not be considered.
- Applications from a consortia of businesses, will be considered.
- Applications must be for capital expenditure, a maximum of 25% project costs can be considered as revenue.

Specific requirements;

The grants will seek to support businesses' plans to recover growth following COVID-19. Recognising the length and scale of the outbreak will not be known for some time, detailed recovery planning may be limited at this stage.

Examples of projects for recovery are included below;

A) Independent Business (Including Retail)

To encourage businesses to compete with sales, on-line grants will be available to implement new technology products or services, that improve business performance and enable enhanced customer services to be offered.

- Build a new website that provides advanced features and functionality, enabling your business to improve access and become competitive in the market place.
- Grants are also available to assist with any necessary capital measures that need to be introduced to maintain social distancing and other longer-term measures

Outputs/Outcomes

- Businesses would need to demonstrate reach in terms of new customers.

B) Tourism and Hospitality Business

Recovery & rebuilding consumer confidence

- Measures to help meet the Government COVID-19 Secure Guidance for tourism & hospitality businesses (physical adaptations to premises including a one off deep clean, new signage, online booking systems or increased functionality of website, cashless payments etc).
- Measures to support diversification of businesses and introduction of new services or experiences (restaurant to takeaway function, providing online classes and courses etc.) – This would be subject to planning regs/EHO regs etc.
- Measures to encourage sustainable transport e.g. access to attractions by bicycle, contributing to our ambitions to be carbon neutral.
- Preparing recovery campaigns targeted at new and existing domestic markets including
 - Website development
 - New photography
 - Virtual tours
 - Supporting promotion through social media campaigns
 - Note: These items will be classed as revenue funding and would need to be supplementary to main capital expenditure

Outputs/Outcomes

- Applicants will need to demonstrate the number of additional visitors/ spend / bed nights as a result of the grant.

C) Agricultural Business

To assist farm businesses following closure of LEADER funding

- Support for projects that increase farm productivity e.g. no till drills.
- Support for farm diversification e.g. holiday lets, enterprise workspace or industrial workspaces or new products/services.
- Support for provision of renewable energy equipment.

Outputs/Outcomes

- Applicants will need to demonstrate the number of new techniques or new products introduced as a result of the project and if contracting, the number of businesses benefitting as a result of the project.

D) Creative Industry

Support for business diversification including investments in technology particularly to support software and hardware interface e.g., to create new products and e-commerce such as contactless payment technology.

Outputs/Outcomes

- Need to demonstrate reach in terms of new customers/increased turnover
- and/or need to demonstrate the number of new techniques or new products introduced as a result of the project and if contracting, the number of businesses benefitting as a result of the project.

3. Eligible/Ineligible Costs

The following costs are **not eligible** for any grants

- Reimbursement of goods/services already purchased prior to date of grant offer letter

- Repayment of existing loans or debts
- Recurring revenue costs including salaries, pensions, stocks, rent, utility services, subscriptions, insurance, tax, recruitment fees, website hosting, equipment hire etc
- Line rental and ongoing maintenance costs associated with implementing a superfast broadband product
- Repairs and maintenance to existing technology
- Like for like replacement of existing items
- Any items where the applicant already has, or intends to get, EU or national funding
- Reclaimable or irrecoverable VAT
- Cost of obtaining planning permission or building control.

Some examples of what might be considered eligible capital / revenue costs are shown below. Revenue costs can only be up to 25% of your total project costs. All costs must help maintain your business position and/or support business growth.

CAPITAL

- Significant repairs to the structure / fabric of any permanent building, including items such as drains, roofing, windows, floors, rewiring, insulation, solar panels, heat-pumps and associated professional/planning/installation costs.
- New equipment (but not simple repairs to existing).
- New or replacement vehicle
- New gardens, allotments, orchards, etc.
- Safety surfacing
- New/replacement fencing - but not simple repairs
- Full or substantial replacement of the roof covering, but not simple repairs including touch up painting and guttering repairs.
- Building refurbishment - so works on the fabric e.g. new flooring, roof, toilets, windows, flooring, etc would be capital but not general maintenance.
- Refurbishment of toilets and changing rooms
- Permanent finger posts, styles, gates, information boards
- PA and audio/visual systems
- Benches and seats, lecterns, etc
- Computers, printers, scanners and associated hardware
- Pianos, musical instruments, lighting rigs, fire curtains, etc
- Fire alarms, sprinklers, emergency lights, fire extinguishers, fire blankets, stair lifts, hoists - but not safety inspections
- Allotments, community farms, water systems, storage sheds, rotavators, tractors, water butts, composters, mowers and other gardening equipment - not consumables such as plants, seeds, sharpening, repairs, etc.
- Websites (construction of a completely new website or creation of significantly new functionality)
- Desks and physical items of office equipment - but not stationery or consumables such as printer ink, paper, envelopes, etc.
- Broadband routers, cabling and installation - but not ongoing costs
- Blue plaques and permanent information boards, way markers, benches, litter bins, dog bins, recycle bins, etc.
- Trees, woodlands, trails, paths, fences, gates, access, riverbank enhancements, cycle lanes, picnic tables, built BBQs and BBQ areas
- Acquisition of land, buildings, monuments and heritage assets
- Product certification
- Permanent fixtures and fittings to support social distancing

REVENUE

- Workshops, seminars, training sessions
- Events, fun days, fetes, carnivals, fayres, concerts and festivals
- Trips and transport costs
- Out of pocket expenses, entrance fees, overnight accommodation
- Food and drink
- Clothing, kit and bags
- Maps, publications, guidebooks, route cards, certificates, prizes, ribbons
- Advertising, mail shots, flyers, posters, printing
- Office consumables - printer cartridges, envelopes, post-it notes, paper clips, etc.
- Discounts, vouchers, subsidies, financial aid, bursaries.
- Building maintenance costs

If in doubt about your business eligibility or eligibility of specific items, please contact us to discuss.

4. Application Process

Businesses are encouraged to contact the Business Gateway Growth Hub Programme and complete the SME enrolment process. The Growth Hub will be able to provide advice and assistance regarding the grant programme and other support that might be available.

The grant application form must be returned with up to date financial accounts for the last two years (or your most recent management accounts), together with evidence of payroll if applicable.

Copies of any procurement evidence to support your application must also be provided. All quotations fully addressed to you must be included within your application.

Other supplementary evidence to help demonstrate the need for your project can be also provided e.g. statistics, research etc.

5. Selection Process

On receipt of the completed Full Application and supporting documentation, the following checks will be made:

- Assessment of deliverability in proposed timescales/milestones, including contingency arrangements and the capacity of the organisation to manage and monitor the work.
- Assessment of your organisation's financial viability

All completed applications will be presented to a Grant Panel which is held weekly. If successful, Leicestershire County Council will notify you in writing and you will receive a Grant Offer Letter and Funding Agreement which must be signed and returned within 14 days.

6. Payment of the Grant

If a project is approved for funding, applicants would be expected to sign a legally binding grant agreement which sets out how much grant is being awarded, for what purpose and the outcomes expected as a result. There will also be provision made for ongoing monitoring to ensure outcomes are recorded.

50% of the grant payment will be paid up front upon agreement of the grant offer. Further grant monies will only be made when Leicestershire County Council receives appropriate supporting evidence which includes;

- The agreement between you and the procured service provider detailing the type of support being provided, the timescales for delivery and the total cost including VAT
- The original invoice from the service provider to the applicant for the full cost of the goods/services delivered evidencing expenditure defrayal
- A copy of the applicant's bank statement identifying the payment(s) made to the applicant to the service provider (s). The bank statement to clearly show business name and account details. For any purchase made via a credit card we require a full credit card statement and bank statement demonstrating that the credit card has been paid in full.
- Procurement evidence outlining that the goods/services were compliantly sourced and procured;
- Completed asset register recording form detailing all individual items over £1000 including web-sites

Please note: you are not permitted to make purchases using personal credit cards or cash.

If the actual costs are less than those agreed in the Grant Funding Agreement the grant award will be reduced accordingly. If the costs of the proposed project exceed the amount stated in the application, please tell us in order that we can adjust your award accordingly.

Leicestershire County Council is not obliged to increase the Grant amount. Where alternative suppliers /items have been used and not approved prior to purchase, these will be regarded as ineligible costs.

Final payments will be subject to the applicant having satisfactorily completed the project and complied with all the terms and conditions of the Grant Funding Agreement.

It is important that timescales for claiming your grant are adhered to, as per your Grant Agreement, as potentially this could put your grant at risk.

Leicestershire County Council reserve the right to withhold, vary or reclaim funding if any information supplied through the application and approval process proves to be inaccurate, misleading or incomplete.

7. Help and Support

If you would like to discuss the general eligibility of your proposal or have any other questions prior to submission of your application, please contact Leicestershire County Council on 01163057025 or 01163054117 Or email economicgrowth@leics.gov.uk

1. Applicant/Business Details

Registered Business Name	Please provide the official registered business name, as written on any legal documents
Trading Business Name (if applicable)	If your trading name differs from your registered business name, please highlight it here
Local Authority your Trading Address is located within (District or Borough Council): Find your local authority at: www.gov.uk/find-local-council	Please select the local authority within which your business is registered, as per the list on the application form
Type of Business	Please select your type of business, as per the list on the application form
Contact Name	Please provide the full name of the main contact in the applicant business. We will use this for all future correspondence.
Position	For the main contact in the applicant business, please provide their job title and details of their role/position in the organisation
Telephone Number	Please provide the landline and mobile telephone number for the main contact in the applicant business.
Email Address	Please provide the email address for the main contact in the applicant business This will be the email address we will use to contact the applicant and so should be one regularly used and monitored.
Trading Business Address	
Address line 1:	This should be the main postal address for the applicant business and the address that any postal correspondence should be sent
Address line 2:	
Address line 3:	
Town:	
County:	
Postcode:	
Business Registration Details (complete only those that apply)	
If you are a Ltd, LLP, PLC or CIO, please provide the information registered with Companies House. You can search for your company registration details at: https://www.gov.uk/get-information-about-a-company	

Company Registration Number:	
Unique Tax Reference (sole traders & partnerships only):	
Date of Business Registration:	
Date Business Started Trading (if different from registration):	
Number of Employees (and FTE) at Date of Application:	<p>Please provide details of the number of employees, and the total FTE within the applicant business. Anyone who works a minimum of 30 hours per week counts as 1 FTE employee. A person working 30 hours a week for 3 months of the year would be 0.25FTE employee. FTEs include business partners and directors.</p> <p>If any person, including a business partner or director, works more than 30 hours per week they still count as 1 FTE employee.</p>
Current Market Coverage:	<p>Please identify your market coverage</p> <ul style="list-style-type: none"> • UK Only • UK & Export • Export Only
Brief Description on what your Business Does (Max 100 words) - If you have an online presence, please include your website address and/or details of your social media accounts	
<p>Please provide a brief overview of your business and include any links to your website and/or social media, which may help us gain a better understanding of your business.</p>	

2. Financial Information

You should submit details of the most recent two years from your audited accounts into the table below. If you have less than two years of audited accounts, then management accounts should be provided instead.

Please also include relevant accounts as an appendix to your application

	Annual accounts <i>(insert year end date)</i>	Annual accounts <i>(insert year end date)</i>	Latest management accounts	12 Month Forecast
All figures must reflect those in your accounts, please do not round up/down				
Turnover (exc. VAT):	£	£	£	£
Gross profit:	£	£	£	£
Net profit/ operating profit (before tax or	£	£	£	£

drawings):				
Employment costs:	£	£	£	£
No of FTE employees:				

3. Project Overview

Theme applying under	<p>You need to select one of the following themes that you are applying under. Guidance on these themes is provided earlier in this document:</p> <ul style="list-style-type: none"> • Independent Business • Rural Business (Tourism) • Rural Business (Agriculture) • Rural Business (Creative Industry)
Project Name/Title	This is the name that your project will be referred to on future correspondence
Short Project Description (Describe your project and what the funding will pay for) (Max 100 words)	Briefly, in no more than 100 words, explain what the project is, what it will do and what it will achieve. Please be as clear and concise as possible.
Key Objectives	Please list 3 key objectives which you hope to achieve through this project
Proposed Start Date	Please indicate a realistic start date for your proposed project.
Anticipated Project Completion Date	Please indicate a realistic end date for your proposed project.
Total cost of the Project (exc. VAT):	Please tell us the total cost of your proposed project
Grant request (exc. VAT) up to 50% of total Project cost:	Please tell us how much grant funding you are seeking (up to a maximum of 50% of the total cost above)
<p>Please state the source(s) of match funding for the project (minimum 50% - e.g. own resources, bank loan, asset finance). Note: Hire purchase is not allowed unless can fully demonstrate all costs fully paid by project completion date.</p>	
<p>Please indicate what your source of match-funding will be for this project and whether it is confirmed.</p>	
<p>Rationale for grant request</p> <p>A) Please explain why grant funding is required to enable your project to proceed</p> <p>B) Explain what options you have considered in arriving at your preferred project</p> <p>C) Explain what will happen to the project and the delivery of the direct project outputs if grant funding was not offered</p>	

Please clearly demonstrate the rationale for the grant funding using the points above.

Are there any particular permissions and consents required to deliver this project and if so, are these in place?

Please provide details of any relevant legal and liability aspects of the project such as: planning permissions, land owner consent, insurance etc. and what provisions are already in place? We do not expect you to have all necessary permissions in place at the time of applying, but this will be required before funding can be awarded.

Please let us know if there any particular permissions and consents required to deliver this project, for example, change of use.

Please list the project milestones

The project milestones should show clear progression (with built in contingency plans) and specified timeframes that can be realistically achieved.

Milestone (add more if necessary):	Date to be completed:
1. Please provide a set of clear milestones to demonstrate activity following any grant award	
2.	
3.	
4.	
5.	

4. Business Case/Selection Criteria

The answers you give in this section will help us to determine whether or not your application is successful. Please provide sufficient detail and reasoning.

<p>Q1. Describe how your project will be delivered, referring to timescales and capacity of your organisation to manage and monitor proposed work</p>	
<p>Q2. Please explain how your project will:</p> <ul style="list-style-type: none"> • help your business recover from the COVID-19 pandemic • help introduce new and emerging products and / or services • help safeguard or create new jobs within the organisation (please state role, FTE and proposed start date if applicable) <p><i>Please include any relevant research or supporting analysis (these can be provided as attachments).</i></p>	
<p>Q3. Please outline the direct and indirect outputs that you expect your project to achieve, according to the theme you are applying under:</p> <ul style="list-style-type: none"> • Tourism Businesses - need to demonstrate the number of additional visitors/ spend / bed nights as a result of the grant. • Retail Businesses - need to demonstrate reach in terms of new customers/increased turnover • Agricultural Businesses - need to demonstrate the number of new techniques or new products introduced as a result of the project and if contracting, the number of businesses benefitting as a result of the project • Creative Industries - need to demonstrate reach in terms of new customers/increased turnover and/or need to demonstrate the number of new techniques or new products introduced as a result of the project and if contracting, the number of businesses 	

<p>benefitting as a result of the project</p> <p><i>Please include statistical information to demonstrate growth forecasts (these can be provided as an attachment).</i></p>	
<p>Q4. Please explain the demand for the project and provide evidence of market need</p> <p><i>Please include details of any market or industry research you have completed (these can be provided as an attachment).</i></p>	
<p>Q5. Please explain how your project demonstrates value for money. Please consider:</p> <ul style="list-style-type: none"> • Return on investment • Whether the project spend is proportional to your business/ sector? • The positive impact and value this project will bring to your business and the implications if it couldn't go ahead 	
<p>Q6. Have you got any funding in place already and what other potential sources of funding are you exploring?</p> <p><i>Please provide any relevant details, such as sources of alternative funding, how much has been applied for, and when.</i></p> <p><i>Projects would need to demonstrate that support for the identified costs is not available from other sources (see guidance)</i></p>	

<p>Q7. Please explain how you have considered environmental, equality and diversity impacts associated with the project</p> <p><i>All projects we support must not unfairly disadvantage anybody in terms of ethnicity, disability, age, gender, religious beliefs, marital status, gender reassignment and sexual orientation.</i></p> <p><i>To support your answer, you can provide copies of any relevant policies within your business.</i></p>	
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5. Details of Items / Services to be purchased

PLEASE NOTE: before completing this section, you are strongly advised to read and understand the Leicestershire Business Recovery Fund Guidance notes to ensure the items / services you are looking to purchase comply with the requirements of this fund.

<p>Is the funding you are requesting for capital, or a combination of capital and revenue?</p> <p><i>If a combination, revenue funding can be for a maximum of 25% of your total project costs.</i></p> <p><i>Capital funding is for physical, fixed assets, such as equipment, materials, building works, vehicles, etc.</i></p> <p><i>Revenue funding is for any other non-recurring project costs (see guidance)</i></p>	<p>Please select one:</p> <ul style="list-style-type: none"> • Capital only • A combination of both capital and revenue
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Important - For ALL items of expenditure:

You must provide:

- A summary of **each item or service** you wish to purchase in the table below to provide further details about the supplier(s) you wish to use.
 - *For items with a value of up to £1,000 you must provide evidence from catalogue listings or equivalent for each item*
 - *For items with a value of between £1,000 - £10,000, three written quotations must be sourced for each item, on supplier letterheads, dated within the last three months.*
- **Relevant evidence/quotations must be submitted with your application**

Total Project Cost						
No.	Item/services	Capital/Revenue Funding	Name of preferred supplier (if applicable)	Quotation Number (if applicable)	Total cost (incl. VAT)	Total cost (exc. VAT)
1					£	£

2					£	£
3					£	£
4					£	£
5					£	£
6					£	£
		TOTAL COST OF PROJECT (exc. VAT)			£	£

6. Project Expected Employment Outcomes

Please provide details of the new, full time equivalent jobs this project will directly create, or details of existing jobs that will be safeguarded. Jobs created must be sustainable for at least two years. **New jobs should pay at or above the minimum national living wage of £8.72 for those aged over 25**, as set by the Living Wage Foundation.

Job Title	Contract hours per week	Hourly Rate	Annual Salary	Estimated Recruitment Date (if applicable)
1.		£	£	
2.		£	£	
3.		£	£	
4.		£	£	

7. Payment of Grant

Grant payments can only be made through a BACS transfer to a registered business bank account and on receipt of all relevant documentation approved by Leicestershire County Council.

Details of your business account will need to be provided on letterheaded correspondence if your application is successful.

8. De Minimis State Aid Declaration & Grant Application Declaration

To avoid public funding distorting competition within the European Common Market, the European Commission regulates the levels of assistance which the public sector can provide to businesses ("the State Aid rules"). You should note carefully the requirements needed to comply with the European State Aid rules and, if need be, refer to the relevant legislation

<https://www.gov.uk/government/publications/european-structural-and-investment-funds-state-aid-documents>

You are being aided under the European Commission's **de minimis regulation (1407/2013)** which allows an enterprise to receive up to €200,000 of De Minimis aid in any three fiscal-year period. To confirm that you are eligible to receive this assistance, you must declare the full amount, **in euros**, of any other De Minimis aid you have been awarded in the current and previous two fiscal years. This may include financial support, free or subsidised consultancy services/workshops etc. If you are in any doubt about whether previous assistance received is classed as De Minimis assistance please include details.

Note: Any De Minimis aid awarded to you under this project will have to be declared if you apply, or have applied for, any other support delivered under the De Minimis exemption.

I declare below the amount of De Minimis aid awarded (**in euros**) in the current and previous two fiscal years is:

Current Fiscal Year	Fiscal Year	Fiscal Year
Date From:	Date From:	Date From:
Date To:	Date To:	Date To:
Amount in €:	Amount in €:	Amount in €:

Organisation Providing the Assistance / Aid	Value of Assistance	Date of Assistance	Type of Assistance

Alternatively, if **NO** De Minimis aid has been received in the period by the enterprise, please tick here

Note - A fiscal year is a 12-month period over which a company budgets its spending. A fiscal year does not always begin in January and end in December; it may run over any period of 12 months. The fiscal year is referred to by the date in which it ends. For example, if a company's fiscal year ends 31 March 2016, then everything between 1 April 2015 and 31 March 2016 would be referred to as FY 2016.

I hereby declare that I have read and understood the Leicestershire Business Recovery Grant Applicant Guidance Notes and the information provided on this application form is a true and accurate record and fairly reflects my business activity and future prospects.

I confirm that I have read and agree to the information contained in the Data Protection Declaration document

(<https://www.leicestershirecommunities.org.uk/uploads/leicestershire-business-recovery-fund-data-protection-declaration-and-fpn.pdf?v=1594645334>) which includes my agreement to receive information about the Leicestershire Business Recovery Grant.

I understand that any financial assistance granted by Leicestershire County Council, 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 amongst the partner organisations as identified in the Data Protection Declaration document.

Please Note: A senior member of the organisation must sign below.

Name: (block capitals)

Signature:

Date:

**Position in
Organisation:**

Completing this application form does not guarantee the approval of your grant. An offer letter will be sent to you, by Leicestershire County Council, if the application is approved.

9. Submitting your Application

To submit your completed application and supporting documents please upload them via this link:

<https://www.leicestershirecommunities.org.uk/leicestershire-business-recovery-fund.html>

10. Checklist

- I have contacted the Business Gateway Growth Hub Programme
- I have checked the eligibility of my project and the items/services I wish to purchase
- Requests for revenue funding do not exceed 25% of the total grant request
- My grant request is for at least £2,000 and does not exceed £10,000
- I have answered all questions on this form, in full
- I have attached all supplementary documentation
 - two years audited accounts (or management accounts),
 - provided relevant evidence/quotations for items/services I wish to purchase
 - any relevant research or statistics to help demonstrate the need for my project
- I have signed and dated my application
- I have submitted my application and supporting documents via this link:
<https://www.leicestershirecommunities.org.uk/leicestershire-business-recovery-fund.html>