

Business Growth and Adaptions Grant Example Application Form

This document is for guidance purposes ONLY. Do not use this document to apply to the grant. Applications using this document or its content will be refused.



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If you can't email us, please call 0117 456 6955 and leave a message with the Growth Hub team

Introduction

This document is an example application form for the Business Growth and Adaptions Grant. In the document you will see what questions will be asked, what we expect to see in your responses, and things to consider.

You can use this document as a guideline for your application preparations. When you start your online application, you will not be able to save and return. We recommend that you write your answers down before you start and save them for future reference.

Any additional tips will be highlighted using a box.

Hints and tips

This document is for guidance only. You cannot use this to apply for the grant. Any applications received using this document will be rejected.

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Before you begin

The West of England Combined Authority Business Growth and Adaptions Grant is designed to support Small and Medium Enterprises (SMEs) in the West of England with their plans to grow by investing in products or equipment to drive production.

Please check that your company meets the eligibility criteria for the fund you are applying to.

To apply for Fund 1, you must:

- Have a registered and/or trading address in the Bath and North East Somerset, Bristol, or South Gloucestershire local authority area
- Be able to provide a minimum of 20% match funding for your purchases
- Have traded for at least 1 year
- Be a sole trader, limited company, limited liability partnership, or a co operative
- Be a small or medium sized enterprise (SME), this means you must not employ more than 249 people

To apply for Fund 2, you must:

- Have a registered and/or trading address in the Bath and North East Somerset, Bristol, or South Gloucestershire local authority area
- Be able to provide a minimum of 20% match funding for your purchases
- Have traded as a limited company, limited liability partnership, or a co operative for at least 3 years
- Be a limited company, limited liability partnership, or a co operative
- Be a small or medium sized enterprise (SME), this means you must not employ more than 249 people
- Provide your latest full filled accounts with Companies House where the previous year's figures are also included. These should consist of the Profit & Loss Statement, Balance Sheet Statement and Notes to the Accounts. We will not accept abbreviated or draft accounts.

Applications must be submitted by the proprietor, a director, or a partner of the applicant company.

For further guidance please visit [our Business Growth and Adaptions Fund page](#) on The Growth Hub website.

Declaration

Subsidy Control

We are required to ensure that public funding is compliant with the UK's international subsidy control commitments, including the principles set out in the recent UK-EU Trade and Cooperation Agreement (TCA) (“the Subsidy control rules”).

It is proposed that any assistance provided will comply with the Subsidy control rules since it will be provided in line with the Article 3.2(4) exclusion under the subsidy control chapter of the TCA. Under this exclusion a single undertaking may receive up to the limit of 325,000 Special Drawing Rights (approximately £332,000) subsidies from the UK over any period of three fiscal years.

If successful you will be required to complete a Subsidy Control Declaration letter, with any other state funding you have received in the last three financial years, this must not exceed 325,000 Special Drawing Rights (approximately £332,000), including the value of the aid under this programme.

Are you compliant with the above State Aid / UK Subsidy Control requirement?

Yes No

It is important you ensure you comply with the state subsidy requirements. You must be compliant and select yes here for your application to be approved.

Credit Check

Please confirm that you are content for the West of England Combined Authority to carry out a credit check on your company in relation to this grant through a third-party credit reference agency.

We will only credit check your business if you pass our eligibility criteria.

We must perform a credit check on your business as part of our due diligence requirements.

If you are a Sole Trader or a Partnership, we will not be able to credit check you. You will need to provide your self-assessment tax return instead.

Do you provide credit check consent?

Yes No

You must provide consent for credit checking. This is a key part of our due diligence checks and if consent is not provided, we will be unable to approve your application.

Your declaration

I understand that if I give information that is incorrect, incomplete or misleading, this application may be rejected, the grant may be withheld or reclaimed, and action taken against me. I declare that the information I have given on this form is correct and complete.

I declare that I have not started the project as described in this application and no expenditure has been incurred or defrayed on it.

I understand that this application does not entitle my organisation to funding and is in no way a binding agreement between my company and the West of England Combined Authority.

Yes No

I am content for information supplied here to be stored and shared in confidence with other organisations where they are involved in the management and monitoring of the Business Growth and Adaptions Grant fund.

Yes No

We must have your permission so we can assess and process your application form

I am content for the West of England Combined Authority to keep my details on file and use them for everything connected to the Business Growth and Adaption Grant and associated business support services delivered by the West of England Combined Authority. Please read [our data protection policy](#), which can be found on the West of England Growth Hub website, for further information on the way we keep and use your data.

Do you accept this declaration?

Yes No

Your details

Please provide your contact details for this grant application. We will use these details for any feedback or extra necessary information. We will generally contact you via email.

Applications must be submitted by the proprietor, a director, or a partner of the applicant company

First Name:

Jane

Surname:

Smith

Company position:

Director

Phone number:

07123456789

Email address:

Smith@company.co.uk

We capture information on gender, ethnicity, and disability to help ensure we can evaluate our progress in meeting our inclusion targets. You can choose not to provide this information if you wish.

What gender do you most identify with?

- Female
- Male
- Prefer to self-describe
- Prefer not to say

What is your ethnic group?

- Prefer not to say
- White
 - English / Welsh / Scottish / Northern Irish / British
 - Irish
 - Gypsy or Irish Traveller
 - Any other White background, please describe:
 - Prefer not to say
- Mixed / Multiple Ethnic Groups
 - White and Black Caribbean

- White and Black African
- White and Asian
- Any other Mixed / Multiple ethnic background, please describe:
- Prefer not to say

- Asian / Asian British
 - Indian
 - Pakistani
 - Bangladeshi
 - Chinese
 - Any other Asian background, please describe:
 - Prefer not to say

- Black / African / Caribbean / Black British
 - African
 - Caribbean
 - Any other Black / African / Caribbean background, please describe:
 - Prefer not to say

- Other Ethnic Group
 - Arab
 - Any other ethnic group, please describe:
 - Prefer not to say

Do you consider yourself to have any physical or mental health conditions or illnesses?

- Yes
- No
- Prefer not to say

Company details

Company trading name:

The Stellar Company

Company registered or trading address:

Address line 1, town/city

Post Code:

XX## #XX

Type of company

- Limited Company
- Sole Trader
- Limited Liability Partnership
- Cooperative

Date your company started trading (DD/MM/YYYY)

01/05/2018

Company annual turnover (GBP)

200,000

Company registration number (where applicable)

12345667

Is your company VAT Registered?

- Yes
- No

If the VAT status of the business changes you must let us know immediately in writing

VAT Registration number (where applicable)

123432

Total number of employees in the company:

This should be the full-time equivalent number

10

Company Sector

- Agriculture, forestry & fishing
- Mining, quarrying & utilities
- Manufacturing

- Construction
- Motor trades
- Wholesale
- Retail
- Transport & storage (inc. postal)
- Accommodation & food services
- Information & communication
- Financial & insurance
- Property
- Professional, scientific & technical
- Business administration & support services
- Public administration & defence
- Education
- Health
- Arts, entertainment, recreation & other services

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Application details

Which fund are you applying for?

- Fund 1 - £6k - £10k
- Fund 2 - £10k - 30k

Please provide a summary of your business. Using up to 100 words please summarise your business.

The Stellar Company are a local pub based in Bristol aiming to bring customers the best locally brewed beer. Since opening in 2018, we have worked with over ## micro-breweries and regularly have 2 of our own brews available. The Stellar Company believe in giving back and taking care of employees, that's why we are a living wage employer and recently signed up to the Good Employment Charter.

Tell us about your business. Remember we don't know you or what you do.

What project and products are you applying for? (Fund 1 200 words max, Fund 2 400 words max). Please summarise the project and the products you are seeking funding for.

Our project is to start providing our microbrews in bottles. We are seeking funding to allow us to purchase equipment to start a bottling line. We currently have microbrews which we serve directly to customers through our brewpub. These have been very successful with our customers and have helped up to build a loyal customer base. Having purchased another building, we now have the space and opportunity to start bottling our product.

Bottling line: We have found a supplier to provide the full bottling line as a package deal. This is the best approach for our business because we do not currently have any of the necessary equipment for this process.

Training: As the bottling line would be an entirely new aspect of our business, we would also like to apply for training on how to use the equipment for up to 5 of our current employees. This will ensure they can use the equipment efficiently and, most of all, safely.

What is the project and what will you be applying for? We should see how these fit with your business and/or proposal

Needs statement and impact (Fund 1 200 words max, Fund 2 400 words max). Please provide details about the need for the project and product(s) to your business, how the grant will help the business and why funding can't be accessed elsewhere. You should also provide information about the aims, objectives and impact of the project.

If the product is a response to changes in legislation, please clearly identify this.

The Stellar Company was forced to close during the pandemic and as a result our ability to grow has been significantly impacted. We were unable to make any profit whilst we were closed and could not pivot the business due to loss of earnings. As we come out of the pandemic, we want to create an arm of the business that could generate income when the main brewpub is closed to make the business more resilient.

Purchasing a bottling line will allow us to create a product that customers can enjoy at home. Before the pandemic, awareness and consumption of craft beer was on the rise, increasing by 35% in the years from 2016-2019 ([Statista, 2020](#)). We want to tap into this increase and to do so we will make the product(s) available to buy from the pub, food markets, and independent retailers. This will help us to build a locally recognisable brand.

We expect this project to increase our turnover by at least 50% in the first year and allow us to hire 5 FTEs to manage the facility. We will aim to hire 3 within the first 12 months.

If the project is successful, we hope to create more brews to provide more variety to our customers. We also intend to branch out into retail stores to make the product more accessible.

Due to the loans we had to take to sustain the business we are unable to access funding elsewhere.

Tell us why the project is needed and the difference it will make to your business. Think about what you could achieve if you implemented the project, why you need this grant and can't fund the project yourself or with alternative funding, and what you could achieve in the future.

Cost breakdown

| Description | Amount (£) | Percentage Sought This is the amount of grant funding you're requesting for the item |
|--|------------|---|
| Bottling line | 25,000 | 80% |
| Training on bottling line use and safety | 5,000 | 80% |

Impact

How much increase (£s) in revenue/sales over the next 12 months do you anticipate the project will achieve?

£100,000

How many jobs will the project safeguard?

This is the number of jobs in the company currently at risk of redundancy

0

How many new full time equivalent employees will this create in the next 12 months?

3

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