**ECO-I North West**

**SME Capital Grant Application Form**

This project is part funded by the European Regional Development Fund.

**Before you begin**

This is a competitive process. The information you submit below will be reviewed and scored by a panel to assess the suitability and risks associated with your plans. All applications should seek to achieve carbon savings as well as enabling the business to progress along technology readiness levels and/or commercialise a new product, process or service. Please view the SME Capital Grant guidance notes for full details.

If successful, the expenditure must be cash-flowed by the business in line with ERDF rules and regulations (the Eco-I NW project team will support beneficiaries through this). Grants will be paid upon completion/installation and once there is sufficient evidence of defrayal. All assets will required to be registered and a funding plaque to be displayed which will be provided by the project team.

**State Aid**

SME Capital Grants are awarded as a State Aid under the De Minimis Regulation or General Block Exemption. Alongside this application for you must complete an eligibility for setting out the full details of the applicant enterprise and the value of State Aid received by the business in the previous three years.

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| **Section 1: APPLICANT DETAILS:** | | | | |
| Name of Applicant |  | | | |
| Position |  | | | |
| Contact Number |  | | | |
| Company Name (as set out on the Eligibility form) |  | | | |
| Is the company VAT registered?  Please tick as appropriate | Yes |  | No |  |

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| Location of the Business please cross X one box only | | | |
| Eligible for grant at maximum 60% of total project costs | | Eligible for grant at maximum 50% of total project costs | |
| Lancashire including  Blackburn with Darwen  Blackpool |  | East and West Cheshire and Warrington including:  Halton District |  |
| Merseyside |  | Greater Manchester |  |
| Cumbria |  |  |  |

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| **Section 2: TIMESCALE:** | | | |
| Start date |  | End date |  |
| Please cross (X) to confirm work on this capital project has not already started. | | |  |
| Explain the timescales required for the installation, including key milestones and deadlines: | | | |
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| **Section 3: PROJECT PROPOSAL – AMBITION**  **Please summarise the ambition of the project setting out briefly what you are trying to achieve.** | | | | |
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| **PROJECT PROPOSAL and TECHNOLOGY:**  Please detail the equipment and technology to be purchased with the grant. | | | | |
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| **How does this help your enterprise to innovate?**  **What does the grant allow you to do which you currently are unable to do?** | | | | |
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| Will it support your enterprise to introduce a new product, process or service? (please cross X) | Yes |  | No |  |
| If yes is this New to the Business? | Yes |  | No |  |
| If yes is this New to the Market? | Yes |  | No |  |

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| **Section 4: CARBON SAVINGS**  **How does this deliver environmental benefits and support a transition to a low carbon economy?**  **Please project any savings of CO2 e emissions which may result within one year of the project being completed.** |
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| **Section 5: COMMERCIAL BENEFITS**  **Please set out any other benefits to your company?**  **Would it allow you to collaborate with any other businesses? Please detail.**  **Would it create any new jobs? If so when? Please give numbers.**  **Would it safeguard any jobs? If so why would these jobs be lost? Please give numbers.**  **Other benefits for the local area, please detail.** |
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| **SECTION 6: RISKS**  **Are there any potential risks to completing the project?**  **What are your mitigation plans?** |
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| **What will happen if the application is NOT successful. Please state** |
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| **Section 7: FINANCE and PROCUREMENT**  **Total project costs and breakdown:**  **VAT should be EXCLUDED from project costs unless the business is NOT VAT registered** | | |
| Expenditure | Description | Cost £s |
| Equipment costs |  |  |
| Building work |  |  |
| Premises fit out/ Installation |  |  |
| Other (please detail) |  |  |
| Total Project costs |  |  |

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| **FUNDING:**  **How will the project be financed:** | £s |
| Company investment A |  |
| Directors’ loans B |  |
| Bank C |  |
| Other D |  |
| Grant E |  |
| Total (A+B+C+D) + E |  |

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| **Section 5: PROCUREMENT and SUPPLIER DETAILS:**  **EQUIPMENT**  **Please attach copies of the 3 quotes per item to the application form**  **(Please add additional boxes if necessary)** | |
| Item 1 | Names of companies providing 3 separate quotations |
| 1. Name of Supplier |  |
| 1. Name of Supplier |  |
| 1. Name of Supplier |  |

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| Item 2 | Names of companies providing 3 separate quotations |
| 1. Name of Supplier |  |
| 1. Name of Supplier |  |
| 1. Name of Supplier |  |

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| **INSTALLATION DETAILS**  **Please attach copies of the 3 quotes to the application form**  **(Please add additional boxes if necessary)** | |
| Item 1 | Names of companies providing 3 separate quotations |
| 1. Name of Installer |  |
| 1. Name of Installer |  |
| 1. Name of Installer |  |

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| **Please add additional tables per item if needed** | |
| Item 2 | Names of companies providing 3 separate quotations |
| 1. Name of Installer |  |
| 1. Name of Installer |  |
| 1. Name of Installer |  |

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| **RATIONALE**  **Please provide a rationale for the chosen supplier(s) and/or installer(s)**  **Showing why they represent the best value overall.** |

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| Premises impacted by the project | | | | |
| Project Premises where this will this project be located? (please cross X) | | | | |
| Do you own the premises? | Yes |  | No |  |
| Do you lease the premises? | Yes |  | No |  |
| If yes when will the lease end? |  | | | |
| Is planning permission required for this project? | Yes |  | No |  |
| If yes has planning permission been granted | Yes |  | No |  |
| If the project is not dependent on premises at all, please confirm here |  | | | |

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| **Section 8: DECLARATION:**  **Please cross X the boxes and add the date of completion** | |
| I confirm that this undertaking is not currently undergoing a ‘state aid recovery case’ and did not meet the criteria of an ‘Undertaking in Difficulty’ at or before 31/12/2019. |  |
| I have provided the most up-to-date accounts and figures for the business named on this registration form and confirm these are accurate figures as at the date of this grant application |  |
| I confirm the business named in this application form is not currently subject to collective insolvency procedures and does not fulfil the criteria under domestic law for being placed in collective insolvency proceedings at the request of it’s creditors. |  |
| I declare the information given on this form is true and accurate to the best of my knowledge. |  |
| **DATA PROTECTION**  This form is part of the auditable evidence chain for the assistance provided. Please read our data protection notice here: <http://www.lancaster.ac.uk/research/research-enterprise-services/project-support-unit/psu-data-protection/>  Please cross this box to confirm that you have read and accept the Lancaster University data protection policy and agree to the data provided being shared with the funding body, project partners, auditors and evaluators of the project in line with the above policy and the 2018 (DPA) and the EU General Data Protection Regulation (GDPR) including subordinate legislation and any data protection law amending, replacing, superseding or supplementing the DPA or GDPR during the term of the Eco-I North West Project. |  |
| **Date of Application** |  |
| **Signature To be completed by E-Sign only**  **(This box is for an electronic signature to be completed when the application has been initially checked and sent back to the applicant for the formal declaration and signature)** | |

CHECKLIST

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| **Section 9: SUBMISSION** For all projects we require the following prior to considering your application. Please check the list with a cross X: | |
| 2 years Financial accounts |  |
| 3 Written quotations per item of expenditure |  |
| If you are a new business a Business Plan for 2 years |  |
| If this is a buildings related project we will need: | |
| Planning permission approval (if required) |  |
| Lease agreement (if relevant) |  |

When ready for submission please submit the application by email to:

[**cge-admin@lancaster.ac.uk**](mailto:cge-admin@lancaster.ac.uk)

**Your application will be given a brief check at this point and if there are no obvious omissions it will be sent back to you via E-Sign for you to formally sign and complete.**