

AIM FOR GOLD

Business Resilience and Recovery Programme

Part-funded by the European Regional Development Fund (ERDF)

Grant Application Form

SECTION A

1. General Business Information

Company Name/Trading Name:	
ERDF Beneficiary Number:	
Project Title:	
Date ERDF Grant is required:	
Proposed Start Date of your project:	Proposed End Date of your project (Should be 90 days after the project start date):

SECTION B – Business Case for Grant Support

2. Description of Support Required

2a. Where the project total costs exceed £166,666.66, the maximum ERDF financial assistance will be capped at £50,000. The rest of the project cost should be added to the additionality section.

	Total Project Value	Business Contribution	Requested Grant
TOTAL Project Value Ex. VAT			
Capital Costs Ex. VAT			
Revenue Costs Ex. VAT			
Additionality Ex. VAT amount (if the project value exceeds £166,666.67)			
Total Ex. VAT			

2b. Please provide a brief summary of the project your planning to invest in and deliver to achieve business resilience, stability and/or growth over the next 1 to 12 months. This section can be copy and pasted from A4G-003B Business Diagnostic Strategy & EOI Form - Section A.

Overview of the company

Main Products

What are the main products or services the company provides or relays on?

Main Customers

Who are the main customers?

About the project

What is the project for which you are seeking AIM for GOLD (A4G) Grant?

Has this arisen due to Coronavirus?

Yes No

What resilience and stability do you require now and in the future to grow?

About new products or services created

Please provide details of any products or services that are either new to the market or new to the business itself that will be created because of the grant supported project.

2c. Give examples of your current approach to sustainable development (environmental impact) and equal opportunities. Also list how the proposed growth would impact on these topics.

[Empty response area for 2c]

2d. Give examples of Digital Transition creating a digital roadmap, giving businesses, the right combination of digital media knowledge, technology leadership, digitalization, remote working, skills gaps, on line trading etc

[Empty response area for 2d]

3. Creating and Safeguarding Jobs

If your project will create or safeguard jobs, please provide details of any Full-time equivalent (FTE) jobs that you will be created or safeguarded because of this project. A FTE job is a minimum of 36 hours a week, so 18 hours a week is 0.5FTE and the minimum contract is for 12 months.

Job title	Qualification / skills required	Annual salary or weekly wage	Expected start date	Hours per week	contract length	Created or safeguarded

*NB: If the grant is awarded, any future jobs created **MUST** be recorded with the AIM for GOLD Team using the Employment Creation/Safeguarded Form. Failure to provide this information may result in Wolverhampton City Council asking you to pay back the grant you were awarded.*

4. Planned Expenditure

Please use this table to record details of all the items you wish to purchase or services that need to be provided. The maximum AIM for GOLD (A4G) grant for Capital expenditure is 30% of costs, but this will be reviewed on a case by case basis and could be increased. Revenue expenditure is 50% of the costs.

Revenue Expenditure (please list)	Amount £	Capital Expenditure (please list)	Amount £
A Total ex VAT £		Total ex VAT £	
Total revenue cost			
A4G Revenue Grant Aid requested			
B Total £		Total £	
Revenue match funding confirmed from any separate source – please list source	Amount £	Capital match funding confirmed from any separate source – please list source	Amount £
C Total £		Total £	
Grand Total £ (A + B + C)		Grand Total £ (A + B + C)	

Please note that Hire Purchase Agreements/Asset Finance or any other arrangements that require payments in installments of more than 3 months (90 days) are not eligible as all projects must be completed within 90 days.

In exceptional circumstances such as complex or large projects we may agree for the project to be completed up to 120 days and for payment in installments to be made in 120 days.

If you think the project will take more than 90 days but less than 120 days, you must seek agreement from the AIM for GOLD Project Management Team before you start the project.

4. Key delivery milestones

What are the key milestones for the project and the key risks; note that if approved, projects must be completed within 90 days.

Please highlight specific milestones for the project to show that you can manage the delivery of the project. For example, if you are ordering a CNC machine or equipment, key milestones will include: placing the order, date of delivery, tasks involved in installation, testing and finally commissioning for production. Confirm who in the company will be responsible for ensuring the project is delivered.

Milestones / Key tasks and deadlines involved in delivering the project	Start date	Forecast achievement date	Risks & mitigation	High, medium or low

5. Business Financial Performance

	Finances for previous 12 Month	Finances for current year or Management Accounts	Financial projections for next 12 months	Financial projections for next 24 months if possible
Turnover (£)				
Gross Profit (£)				
Gross Profit (%)				
Net Profit (£)				
Net Profit (%)				

6. Any other information in support of your application

Declaration

- By signing I confirm the project has not yet commenced and no expenditure has been incurred to date.
- I understand any grant offer will be invalid if the project commences prior to the date of a grant offer letter from City of Wolverhampton Council.
- By signing I confirm that the information provided herein is correct to the best of my knowledge.
- By signing I understand City of Wolverhampton Council AIM for GOLD Business Growth Programme will comply with UK and EU law and retain this information in a secure environment.
- This information could be held in excess of 10 years but will be securely destroyed as soon as is appropriate.
- I understand that the information provided in this application may be used by City of Wolverhampton Council to comply with statutory and contractual requirements.
- By signing I confirm that the information I have provided in this form and supporting documents below is true and accurate to the best of my knowledge. If I subsequently become aware of any inaccuracies, I shall notify City of Wolverhampton Council AIM for GOLD Programme Manager.
- I am not related to a member of the City of Wolverhampton Council AIM for GOLD Accountable Body Team, Councillor or staff member of City of Wolverhampton Council that could be considered by a reasonable person to potentially affect the selection process.

If related, please complete

Name:

Job title:

<p>I confirm that I have attached the following documents</p> <p>Please note that your application will not progress without the information listed here</p>	<input type="radio"/> Business Registration and Declaration Form A4G-001 - signed and dated	<input type="radio"/> If project costs are under £24,999 - 3 Quotes submitted if available
	<input type="radio"/> Business Diagnostic Strategy & Expression of Interest Form A4G-003B - signed & dated	<input type="radio"/> If less than 3 quotes - Single Tender/ 2 Tenders Justification Form
	<input type="radio"/> 0 - 12 or 24-months cash flow forecast	<input type="radio"/> Completed high or low procurement template includes conflict of interest
	<input type="radio"/> 0 -12 or 24-months Income and Expenditure Statement (Profit/Loss)	<input type="radio"/> Current bank statements (last 2 months) if not submitted with Expression of Interest Form
	<input type="radio"/> Specification for planned expenditure	<input type="radio"/> Evidence of business match funding contribution

<p>Signed*: Wet ink signature</p>	<p>Name: (BLOCK CAPITALS)</p>
<p>Position: Must be an officer able to bind the organisation in legal agreements</p>	<p>Date: (DD/MM/YY)</p>

*electronic signatures or confirmation of signing by email are acceptable during the coronavirus crisis. Once checked, the Council will return this form to you for electronic Adobe signature.

Useful Information

What happens when we receive the application

Due to the coronavirus crisis, we recognise that many businesses will require urgent assistance. If all the relevant information and documents are provided with this application:

- We will endeavour to deal with your application and notify you of a decision within 10 working days on whether or not application has been successful.
- We will endeavour to enter into a grant Funding Agreement within 15 working days.

Payment of Grant

The payment of ERDF grant is always in arrears after the business has spent. Therefore, the business must have enough funds to bankroll the project. Payment can be made in installments with prior agreement to assist cash flow.

The ERDF rules are very strict about the business spending first and then claiming the grant in arrears.

To claim the grant, the following evidence is mandatory: invoices, receipts for the goods/services, BACS, and/or bank statements. Where the project cost is over £24,999.99 include evidence of procurement (specification of goods and services) copies of advertisements for quotations, signed procurement evaluation form and signed Conflict of Interest Form.

ERDF rules require that the business is able to show the invoice from the supplier that has been paid, and this must be linked to a transaction on the business's bank statement to show that the supplier has been paid.

Where on-line-banking services are used, a screen shot of the banking page from where the statement is being downloaded so that the screen shot can be linked to the document that is downloaded.

City of Wolverhampton Council normally pays small and medium sized business within 10 working days of the claim being approved.

***Please note that ERDF rules require all documents that are submitted which are not originals, for example electronic documents or downloaded documents to be "certified as true copies of the original documents" using the example below.**

Signed:
Name: (BLOCK CAPITALS)
Position: Must be an officer able to bind the organisation in legal agreements
Date: (DD/MM/YY)

Where you provide certified copies, you must retain the original documents as European Union Auditors might wish to visit you and see the original documents.

Procurement

A condition of European Regional Development Fund (ERDF) requires beneficiaries to demonstrate that they are procuring goods, services or supplies in line with EU Procurement regulations. This applies to the total costs of the project, i.e. ERDF grant + match funding and leverage if applicable.

A summary of the rules are:

- An open and transparent procurement exercise must be undertaken, and evidence must be provided to demonstrate that this has been done. This should include a specification document, transparent scoring/award criteria, open advertisement of the opportunity (e.g. through Contracts Finder) and evidence of scoring and selection process.
- For procurement of £1 to £24,999.99 3 Quotes are required and the business must sign a Conflict of Interest Form to confirm that there is no connection or relationship between the business, its directors and/or senior managers and the chosen supplier.
- Procurement above £24,999.99 (grant + match funding), for Services or Works the business must submit the specification for goods/services or works so that it can be checked for compliance with ERDF rules. If it is suitable, the AIM for GOLD Project Management Team will place an advert on the www.finditinthelblackcountry.org procurement portal website for 10 days. The business must keep a written record of every company/organisation that makes an enquiry about the opportunity and all quotes that are received in the 10-day period. The tenders/quotes must be assessed using the standard template that is provided by the A4G Team.
- Procurement above £24,999.99 (grant + match funding), for Supplies the business must submit the specification for goods/services or works so that it can be checked for compliance with ERDF rules. If it is suitable, 3 like for like Quotations must be supplied. If 3 quotes cannot be supplied, the AIM for GOLD Project Management Team will place an advert on the www.finditinthelblackcountry.org procurement portal website for 10 days. The business must keep a written record of every company/organisation that makes an enquiry about the opportunity and all quotes that are received in the 10-day period. In all cases, the tenders/quotes must be assessed using the standard template that is provided by the A4G Team.
- The business is not obliged to accept the lowest quotation received, but a written explanation of the rationale behind any such decision is required which demonstrates the supplier's experience and/or value for money. Objective reasons must be given for selecting the preferred tender/quote and for rejecting others.
- For procurements over £24,999.99, If at the end of the 10-day advertising period there are less than 3 quotes or no quotes at all, the AIM for GOLD Project Management Team must be informed immediately to discuss the next steps. This will include the following:
 - If you do not receive any quotes or less than 3 quotes at the end of the 10-day advertising period on www.finditinthelblackcountry.com, you can approach any known suppliers. If as a result of this less than 3 quotes are received, then you must complete the “**Single Tender/Two Tenders Justification Form**”.
 - **The evidence that you need to provide for all procurement is:**
Copies of all quotations and screen shots or copies of the advertised opportunities taken from the portal(s) used, together with details of the specification, assessment criteria used for each purchase and how the successful bidder was selected, and others were rejected (the standard A4G ERDF procurement template scoresheet must be used). All reasons for acceptance and rejection must be objective. Where applicable, the Single Tender Justification Form.

For the avoidance of doubt and for the purpose of transparency: the suppliers must not be persons or businesses connected to you, Senior Managers, directors or shareholders.

If it cannot be demonstrated that quotations or tenders were received in accordance with EU Procurement regulations as outlined above, we will not be able to consider your application or if already done so, we will not be able to pay the ERDF grant.

We strongly advise that you to speak with a member of the AIM for GOLD (A4G) Project Management Team for guidance and to assist in undertaking the procurement process.