  

AIM FOR GOLD

Part of the Relight Recovery Plan for the City of Wolverhampton

Application Form

(Tier 1 - Small Grants)

This application form should only be used for small grants of £1,000 to £5,000 and Maximum project value of £10,000.

# SECTION A

1. **General Business Information**

|  |  |
| --- | --- |
| Company Name/Trading Name: | |
| ERDF Beneﬁciary Number: | |
| Project Title: | |
| How Much Grant is requested: | |
| Date ERDF Grant is required: | |
| Proposed Start Date | Proposed End Date |
| of your project: | of your project  (Should be 30 days after the |
|  | project start date): |
|  | |

1. **What is the nature of your business?**
2. **What is the purpose of the grant you are applying for?** (max. 500 words)
3. **Why do you need the grant to support your business?** (max. 500 words)
4. **What will be the impact of the grant on your business?** (max. 500 words)
5. **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. An 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 | |
|  |  |  |  |  |  | Select | |
|  |  |  |  |  |  | Select | |
|  |  |  |  |  |  | Select |  |
|  | |
|  |  |  |  |  |  | Select | |

*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.*

# 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 more than 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, Councilors 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:

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

\*electronic signatures or conﬁrmation of signing by email are acceptable during the coronavirus crisis.

Business Registration and Declaration Form A4G–001 - signed and dated

Business Diagnostic Strategy &

Expression of Interest Form A4G-003B - signed & dated

3 Quotes submitted if available

3 quotes If less than 3 quotes – complete Tender Justiﬁcation Form

Completed low procurement template includes conﬂict of interest

I conﬁrm that I have attached the following documents

Please note that your application will not progress without the information listed here

Once checked, the Council will return this form to you for electronic Adobe signature.

**OTHER MANDATORY DOCUMENTS ARE:**

1. **Latest 2 months banks statements in date order**
2. **Latest Accounts or Management Accounts**

# 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 endeavor to deal with your application and notify you of a decision within 10 working days on whether application has been successful.
* We will endeavor 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.

ERDF rules require that the business can

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.**

WCC 1855 26.07.21

# 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 is:

* 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 three 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.
* 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 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.

The information that is contained in this form will be kept strictly conﬁdential and will only be shared by City of Wolverhampton Council, with its delivery partners, sub-contractors such as auditors/evaluators and government funders.