

The following provides a PDF version of the online application form which will be live from 9am on 14<sup>th</sup> September 2020 on SEMLEP's Growth Hub website. If you are interested in applying for the grants, please read this example application form in conjunction with the [Frequently Asked Questions](#).

## South East Midlands Kickstart Grant Scheme Example Application Form

### Data Processing Notice

The South East Midlands Kickstart Grant Scheme is funded by the European Regional Development Fund (ERDF), which requires South East Midlands Local Enterprise Partnership (SEMLEP) to collect and process a range of personal data about the project's beneficiaries. Further details about this data processing and your rights are set out in the Privacy Notice attached at Appendix A and you are advised to read this Privacy Notice before completing this form.

For further information about eligibility and assistance with completing this application form, please refer to the [Frequently Asked Questions](#), or contact the Grants Officer via [kickstart@semlep.com](mailto:kickstart@semlep.com)

### PART 1 – ELIGIBILITY QUESTIONNAIRE

Business Name*	
Postcode:* Building Name: Secondary Name: Street: District: Town: County:	
Local Authority Area* <i>If you are unsure of your Local Authority, use the following link to conduct a look-up - <a href="https://www.gov.uk/find-local-council">https://www.gov.uk/find-local-council</a></i>	<input type="checkbox"/> Bedford Borough <input type="checkbox"/> Central Bedfordshire <input type="checkbox"/> Luton <input type="checkbox"/> Milton Keynes <input type="checkbox"/> Northampton Borough Council <input type="checkbox"/> East Northamptonshire <input type="checkbox"/> Corby <input type="checkbox"/> Wellingborough <input type="checkbox"/> Daventry <input type="checkbox"/> South Northamptonshire <input type="checkbox"/> Kettering
Company Registration Number	
SIC code* <i>You can find out more about SIC Codes here - <a href="https://onsdigital.github.io/dp-classification-">https://onsdigital.github.io/dp-classification-</a></i>	

<a href="https://tools.standard-industrial-classification/ONS_SIC_hierarchy_view.html">tools/standard-industrial-classification/ONS_SIC_hierarchy_view.html</a>	
Principal activity of business/ sector*	<input type="checkbox"/> Business and Professional <input type="checkbox"/> Construction <input type="checkbox"/> Digital, Creative and Technology <input type="checkbox"/> Health and Life Sciences <input type="checkbox"/> Low Carbon <input type="checkbox"/> Manufacturing <input type="checkbox"/> Tourism <input type="checkbox"/> Other
Date began trading*	
Title*	
Forename*	
Surname*	
Position in company*	
Email address*	
Telephone number*	
Are you a Small or Medium enterprise (SME)? This will be confirmed as part of the assessment process.* <i>An SME is defined by the European Commission as having less than 250 persons employed and an annual turnover of up to EUR 50 million, or a balance sheet total of no more than EUR 43 million</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Staff headcount* <i>Staff headcount is expressed in annual work units (AWU). Anyone who worked full-time within your business, or on its behalf, during the entire reference year counts as one unit. Part-time staff, seasonal workers and those who did not work the full year are treated as fractions of one unit. Apprentices or students engaged in vocational training with apprenticeship or vocational training contracts are not included in the headcount. Nor do you include maternity or parental leave.</i>	
Turnover at end of previous financial year*	
Can you confirm you have received less than €200,000 in de minimis support over the last 3 years? You will be asked to provide details of any aid in your full application.* <i>To confirm that you are eligible to receive this assistance you must declare the full amount of De Minimis aid that your company has received over the last 3 financial years.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No

The following is not a comprehensive list of possible forms of aid; however, it should give an indication of the most common forms of aid which you may have been given over the past three years. Potentially any assistance from a public body might be aid. Should you have any doubts on this matter, please contact the body from which the assistance was received:

- Grants from Public bodies
- Loans from public bodies at favourable rates
- Loan guarantees from public bodies
- Differential tax benefits
- Grants from an investment trust (including charities) which may themselves have received the funds from a public body
- Grants from a part publicly funded Venture Capital firm
- Publicly administered funds, even if the funds were originally not public such as the national lottery
- Waiving or deferral of fees or interest normally due to a public body such as the waiving or deferral of rent or waiver of interest normally due on late payment of taxation or other costs to a public body
- Monopoly licences or guarantees of market share
- Advertising via a public channel such as a tourist board or state-owned television
- Consultancy advice provided with free or at a reduced rate
- Training provided either free or at reduced rate
- Aid for investment in environmental projects
- Provision of a free or reduced rate feasibility study for research and development or other assistance with research and development
- Purchase of public land or property at a less than market rate
- Benefitting from the provision of infrastructure where your organisation was pre-identified as a beneficiary

These types of aid may have been provided under De Minimis (as De Minimis aid) or under another State Aid regulation. If you are in any doubt whether aid received was De Minimis or its value, check with the organisation which provided it. If they are unable to say or there is any uncertainty, assume that it was De Minimis aid unless the value exceeded €200,000 in which case it cannot have been De Minimis. Any De Minimis state aid awarded to you under this project will have to be declared if you apply, or have applied, for any other De Minimis aid.

## PART 2 – FULL APPLICATION

### Confirmation of SME Status

Does any other organisation own more than 25% of this business?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is this business or any of its owners, shareholders or directors involved with any other business?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide details	

### Your business and the impact of Covid-19

Please provide a brief background of your business and how COVID19 has impacted your business*		
Has Covid 19 impacted your business?*	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Impact on current sales or bookings*	<input type="checkbox"/> No Impact <input type="checkbox"/> Positive Impact <input type="checkbox"/> Negative Impact	
Impact on future sales or bookings*	<input type="checkbox"/> No Impact <input type="checkbox"/> Positive Impact <input type="checkbox"/> Negative Impact	
Main business concerns*	<input type="checkbox"/> Business rates <input type="checkbox"/> Cash flow <input type="checkbox"/> Higher cost or unavailability of raw materials <input type="checkbox"/> Reduced sales/orders/bookings <input type="checkbox"/> Staff availability <input type="checkbox"/> Other <input type="checkbox"/> None	
Please provide the following financial information and forecasts for your business to demonstrate the impact of COVID-19 on your business:		
	Last Full Financial Year (before Covid-19)	Current Financial Year (estimate)
Year End Date of Accounts: Year & Month		
Turnover (Sales)		
Net Profit	£	£

Depreciation	£	£
Employment Costs	£	£
Number of Employees		

## Project Detail

Project name	
<p>Amount requested</p> <p><i>Available grants are £1000-£5000, however grants of over £3000 will only be approved in exceptional circumstances.</i></p> <p><i>Your total project cost must equal the amount of grant you are applying for. For example, if you are applying for a consultancy project costing £2850, the grant requested would be £2850</i></p>	£
<p>How will this grant help your business recover?*</p> <p><b>You need to convince us there is a case for using grant funding to support your project,</b> for example by:</p> <ul style="list-style-type: none"> <li><i>Demonstrating that there is a direct link between COVID-19 and the proposed activity.</i></li> <li><i>Identifying how COVID-19 has impacted your business, and how the services and/or goods you are planning to purchase will alleviate the impact.</i></li> <li><i>Identifying what impact this grant support would have on your business to mitigate/ rectify the damage caused.</i></li> </ul>	
Supplier name*	
Reason for selecting this supplier*	
Anticipated start date*	
Anticipated completion date*	
<p>What do you need the grant for?*</p> <p><i>Specialist Professional Advice is defined as "1-2-1 specialist advice which the business could call on to address their immediate future needs in response to the impact of COVID 19 e.g. HR, accountants, legal, financial, H&amp;S, marketing, IT / digital or sector specialists etc."</i></p> <p><i>Adoption of New Technology is defined as "Development of new technology to help</i></p>	<input type="checkbox"/> Specialist Professional Advice <input type="checkbox"/> Adoption of New Technology <input type="checkbox"/> Purchase of New Equipment

<i>progress the business such as online services and bespoke software"</i>	
<i>Purchase of New Equipment is defined as "Minor equipment purchases to adapt or adopt new technology in order to continue to deliver business activity or diversify in response to COVID 19. This cannot be PPE equipment."</i>	
Attach quote*	
Attach quote 2	
Will this grant allow you retain staff?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please state how many	
Will this grant help you to employ new staff?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please state how many	
Is the grant to help you develop a new product/service/process that you haven't delivered before?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide details	
Is the grant to help you develop a new product/service/process that is new to the market?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide details	

## De Minimis Aid Declaration

South East Midlands Kickstart Grant Scheme is part-funded by the European Regional Development Fund and we are required to follow certain EU procedures, one of which relates to State Aid.

South East Midlands Kickstart Grant Scheme project is being delivered under the European Commission's De Minimis regulation (EU) No 1407/2013, which allows an undertaking to receive up to €200,000 of aid over three years. The ceiling for De Minimis aid for undertakings involved in road transport is €100,000 over three years.

To confirm that you are eligible to receive assistance, you must declare the value (in euros) of any De Minimis aid that your undertaking has received in the current and previous two fiscal years. Any De Minimis aid awarded to you under this project will have to be declared, if you apply, or have applied, for any support delivered under the De Minimis rule.

To confirm that you are eligible to receive this assistance you must declare the full amount of De Minimis aid that your company has received over the last 3 financial years. The following is not a comprehensive list of possible forms of aid; however, it should give an indication of the most common forms of aid which you may have been given over the past three years. Potentially any assistance from a public body might be aid. Should you have any doubts on this matter, please contact the body from which the assistance was received:

- Grants from Public bodies
- Loans from public bodies at favourable rates
- Loan guarantees from public bodies
- Differential tax benefits
- Grants from an investment trust (including charities) which may themselves have received the funds from a public body
- Grants from a part publicly funded Venture Capital firm
- Publicly administered funds, even if the funds were originally not public such as the national lottery
- Waiving or deferral of fees or interest normally due to a public body such as the waiving or deferral of rent or waiver of interest normally due on late payment of taxation or other costs to a public body
- Monopoly licences or guarantees of market share
- Advertising via a public channel such as a tourist board or state owned television
- Consultancy advice provided wither free or at a reduced rate
- Training provided either free or at reduced rate
- Aid for investment in environmental projects
- Provision of a free or reduced rate feasibility study for research and development or other assistance with research and development
- Purchase of public land or property at a less than market rate
- Benefitting from the provision of infrastructure where your organisation was pre-identified as a beneficiary

These types of aid may have been provided under De Minimis (as De Minimis aid) or under another State Aid regulation. If you are in any doubt whether aid received was De Minimis or its value, check with the organisation which provided it. If they are unable to say or there is any uncertainty, assume that it was De Minimis aid unless the value exceeded €200,000 in which case it cannot have been De Minimis. Any De Minimis state aid awarded to you under this project will have to be declared if you apply, or have applied, for any other De Minimis aid.

## State Aid Declaration

If you are offered assistance it will be under De Minimis state aid regulation. To confirm that you are able to receive this assistance you must declare the full amount of aid from any public source and in any format, you have already received over the last 3 financial years. You must declare whether or not it was De Minimis aid. All aid received whether De Minimis aid or exempted aid must now be declared. Please list all aid received under each year.

Organisation Who Provided The Aid <i>Add as many rows as necessary</i>	Date Aid Approved <i>This should be the date the aid was approved, not the date the aid was received</i>	Value (£)	Value (€) <i>This should factor in the Official EU Exchange Rate from the date that the aid was approved not received</i>

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I confirm that I understand the requirements of De Minimis regulation (EU No 1407/2013 of 18 December 2013) and I acknowledge that if the business fails to meet the eligibility requirements or exceeds the De Minimis ceiling, my undertaking may become liable to repay the full value of the assistance provided.

## Declaration

I confirm that the project has not yet commenced, and that no expenditure has been incurred to date. I understand that any grant offer will be invalid if the project commences prior to the date of a grant offer from SEMLEP.

I confirm that items for the project will be procured in line with European Union (EU) requirements.

I confirm that the information provided herein is correct to the best of my knowledge. I understand that my data is protected under the terms of the Data Protection act 2018.

I understand that my company's name and the amount of the grant awarded will be published on the SEMLEP website.

I confirm that I have read the grants guidance and that I am fully aware about the grants terms and conditions, including awareness of the evidences that must be provided to claim a grant and job(s) that I have proposed to create as per this grant application.

## Conflict of Interest

Applicants should ensure that there is no conflict of interest when selecting potential suppliers of goods and services that are to be part of a SEMLEP-funded project.

Conflict of interest refers to situations in which personal interests (which may include financial interests) may compromise, or have the appearance of, or potential for, compromising the selection of a supplier

Examples of conflicts of interest include: (This is not an exhaustive list)

- Having a financial interest (e.g. holding shares or options) in a potential tenderer or any entity involved in any tendering consortium
- Being employed by (as staff member or volunteer) or providing services to any potential tenderer
- Being a member of a potential tenderer's management/executive board
- Receiving any kind of monetary payment or non-monetary gift or incentive (including hospitality) from any tenderer or its representatives
- Having a close member of your family (which term includes unmarried partners) or personal friends who falls into any of the categories outlined above
- Having any other close relationship (current or historical) with any potential tenderer

Applicants should therefore ensure that they do not have any potential conflicts of interest and sign the declaration to confirm that they have understood the Conflict of Interest Policy and will abide by it.

## Declaration for Conflict of Interest

I hereby declare that, to my knowledge, there is no conflict of interests with regard to the suppliers who have submitted a quote or tender for the supply of goods or services that are to be part of the project for which we have applied for a grant, whether as individuals or members of a consortium, or any subcontractors proposed.





I confirm that if I discover or should it become apparent during the course of the procurement process (including performance of or amendment to the contract) that such a conflict exists or has arisen, I will declare it immediately to SEMLEP. I understand that any grant may be repayable in these circumstances.

If there are any potential conflicts of interest, please provide details below:

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Would you like to receive marketing and promotional materials from SEMLEP's Growth Hub?\*

- Yes  
 No

Signed		Position	
Print name		Date	

SAMPLE

## ANNEX A

### Privacy Notice

#### BACKGROUND

SEMLEP understands that your privacy is important to you and that you care about how your personal data is used. We respect and value the privacy of all of our businesses and will only collect and use personal data in ways that are described here, and in a way that is consistent with our obligations and your rights under the law.

#### 1. Information About Us

The South East Midlands Local Enterprise Partnership (SEMLEP), a company limited by guarantee registered in England under company number 07652124.

Registered address: Innovation Centre, Cranfield University Technology Park, University Way, Cranfield, MK43 0BT.

Data Protection Officer: Operations Manager.

Email address: mydata@semlep.com.

Telephone number: 01234 436100.

Postal address: As above.

ICO Registration Number: ZA023459

#### 2. What Does This Notice Cover?

This Privacy Information explains how we use your personal data: how it is collected, how it is held, and how it is processed. It also explains your rights under the law relating to your personal data.

#### 3. What Is Personal Data?

Personal data is defined by the General Data Protection Regulation (EU Regulation 2016/679) (the "GDPR") and the Data Protection Act 2018 (collectively, "the Data Protection Legislation") as 'any information relating to an identifiable person who can be directly or indirectly identified in particular by reference to an identifier'.

Personal data is, in simpler terms, any information about you that enables you to be identified. Personal data covers obvious information such as your name and contact details, but it also covers less obvious information such as identification numbers, electronic location data, and other online identifiers.

The personal data that we use is set out in Part 5, below.

#### 4. What Are My Rights?

Under the Data Protection Legislation, you have the following rights, which we will always work to uphold:

- a) The right to be informed about our collection and use of your personal data. This Privacy Notice should tell you everything you need to know, but you can always contact us to

find out more or to ask any questions using the details in Part 11.

- b) The right to access the personal data we hold about you. Part 10 will tell you how to do this.
- c) The right to have your personal data rectified if any of your personal data held by us is inaccurate or incomplete. Please contact us using the details in Part 11 to find out more.
- d) The right to be forgotten, i.e. the right to ask us to delete or otherwise dispose of any of your personal data that we hold. Please contact us using the details in Part 11 to find out more.
- e) The right to restrict (i.e. prevent) the processing of your personal data.
- f) The right to object to us using your personal data for a particular purpose or purposes.
- g) The right to withdraw consent. This means that, if we are relying on your consent as the legal basis for using your personal data, you are free to withdraw that consent at any time.
- h) The right to data portability. This means that, if you have provided personal data to us directly, we are using it with your consent or for the performance of a contract, and that data is processed using automated means, you can ask us for a copy of that personal data to re-use with another service or business in many cases.
- i) Rights relating to automated decision-making and profiling. We do not use your personal data in this way.

For more information about our use of your personal data or exercising your rights as outlined above, please contact us using the details provided in Part 11.

It is important that your personal data is kept accurate and up-to-date. If any of the personal data we hold about you changes, please keep us informed as long as we have that data.

Further information about your rights can also be obtained from the Information Commissioner's Office or your local Citizens Advice Bureau.

If you have any cause for complaint about our use of your personal data, you have the right to lodge a complaint with the Information Commissioner's Office. We would welcome the opportunity to resolve your concerns ourselves, however, so please contact us first, using the details in Part 11.

## 5. What Personal Data Do You Collect and How?

Depending upon your use of Our Site, we may collect and hold some or all of the personal and non-personal data set out in the table below, using the methods also set out in the table. We do not collect any 'special category' or 'sensitive' personal data or personal data relating to children, or data relating to criminal convictions and/or offences.

Data Collected	How [We] OR [I] Collect the Data
Identity Information including Name, job title, age bracket, gender	Direct from Data Source.
Contact information including telephone number, email address, address.	Direct from Data Source.
Business information including business name, email address, telephone number, address.	Direct from Data Source.

Financial Information including bank details	Direct from Data Source
Sensitive Information ethnicity and disability.	From the employer

## 6. How Do You Use My Personal Data?

Under the Data Protection Legislation, we must always have a lawful basis for using personal data. The following table describes how we will use your personal data, and our lawful bases for doing so:

What We Do	What Data We Use	Our Lawful Basis
Administering grants	Contact, business and financial information.	Article 6(1)(e) Public Interest
Communicating with you.	Contact Information.	Article 6(1)(e) Public Interest
Supplying you with information by email, post or telephone that you have opted-in-to (you may opt-out at any time by contacting our Information and Compliance Manager)	Contact Information.	Article 6(1)(e) Public Interest
Equalities and diversities monitoring	Ethnicity and Disabilities information	Article 6(1)(e) Public Interest Article 9(2)(g) Public Interest

With your permission and/or where permitted by law, we may also use your personal data for marketing purposes, which may include contacting you by email, telephone, text message and post with information, news, and offers on our services. You will not be sent any unlawful marketing or spam. We will always work to fully protect your rights and comply with our obligations under the Data Protection Legislation and the Privacy and Electronic Communications (EC Directive) Regulations 2003, and you will always have the opportunity to opt-out. We will always obtain your express opt-in consent before sharing your personal data with third parties for marketing purposes and you will be able to opt-out at any time.

We will only use your personal data for the purpose(s) for which it was originally collected unless we reasonably believe that another purpose is compatible with that or those original purpose(s) and need to use your personal data for that purpose. If we do use your personal data in this way and you wish us to explain how the new purpose is compatible with the original, please contact us using the details in Part 11.

If we need to use your personal data for a purpose that is unrelated to, or incompatible with, the purpose(s) for which it was originally collected, we will inform you and explain the legal basis which allows us to do so.

In some circumstances, where permitted or required by law, we may process your personal data without your knowledge or consent. This will only be done within the bounds of the Data Protection Legislation and your legal rights.

## 7. How Long Will You Keep My Personal Data?

We will not keep your personal data for any longer than is necessary in light of the reason(s) for which it was first collected. Your personal data will therefore be kept for the following periods (or, where there is no fixed period, the following factors will be used to determine how long it is kept):

Type of Data	How Long [We] OR [I] Keep It
Identity Information including Name, job title, age bracket, gender	At least 2033 depending on instructions from Controller.
Contact information including telephone number, email address, address.	At least 2033 depending on instructions from Controller.
Business information including business name, email address, telephone number, address.	At least 2033 depending on instructions from Controller.
Financial Information including bank details.	At least 2033 depending on instructions from Controller.
Sensitive Information ethnicity and disability.	At least 2033 depending on instructions from Controller.

## 8. How and Where Do You Store or Transfer My Personal Data?

We will only store or transfer your personal data within the UK. This means that it will be fully protected under the Data Protection Legislation.

The security of your personal data is essential to us, and to protect your data, we take a number of important measures, including the following:

- limiting access to your personal data to those employees, agents, contractors, and other third parties with a legitimate need to know and ensuring that they are subject to duties of confidentiality;
- procedures for dealing with data breaches (the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, your personal data) including notifying you and/or the Information Commissioner's Office where we are legally required to do so;

## 9. Do You Share My Personal Data?

We may sometimes contract with the following third parties to supply services.

Recipient	Activity Carried Out	Location
Alcium	Storage of information (CRM)	UK, for details of their privacy policy visit <a href="https://www.alciumsoftware.com/privacy-policy">https://www.alciumsoftware.com/privacy-policy</a>

If any of your personal data is shared with a third party, as described above, we will take steps to ensure that your personal data is handled safely, securely, and in accordance with your rights, our obligations, and the third party's obligations under the law, as described above in Part 8.

In some limited circumstances, we may be legally required to share certain personal data, which might include yours, if we are involved in legal proceedings or complying with legal obligations, a court order, or the instructions of a government authority.

#### **10. How Can I Access My Personal Data?**

If you want to know what personal data we have about you, you can ask us for details of that personal data and for a copy of it (where any such personal data is held). This is known as a "subject access request".

All subject access requests should be made in writing and sent to the email or postal addresses shown in Part 11.

There is not normally any charge for a subject access request. If your request is 'manifestly unfounded or excessive' (for example, if you make repetitive requests) a fee may be charged to cover our administrative costs in responding.

We will respond to your subject access request within one month of receiving it. Normally, we aim to provide a complete response, including a copy of your personal data within that time. In some cases, however, particularly if your request is more complex, more time may be required up to a maximum of three months from the date we receive your request. You will be kept fully informed of our progress.

#### **11. How Do I Contact You?**

To contact us about anything to do with your personal data and data protection, including to make a subject access request, please use the following details:

Email address: [mydata@semlep.com](mailto:mydata@semlep.com).

Telephone number: 01234 436100.

Postal Address: Innovation Centre, Cranfield University Technology Park, University Way, Cranfield, MK43 0BT.

#### **12. Changes to this Privacy Notice**

We may change this Privacy Notice from time to time. This may be necessary, for example, if the law changes, or if we change our business in a way that affects personal data protection.

Any changes will be made available via email. This Privacy Notice was last updated on 23<sup>rd</sup> December 2019.