**Small Business Grant Application Form**

Prior to completing this application form, please ensure to read the accompanying guidance fact sheet and notes about each section to complete. If you are unsure of the information required, contact [Economic.Development@crawley.gov.uk](mailto:Economic.Development@crawley.gov.uk) for further support.

All the information contained in this form will be treated as confidential by Crawley Borough Council, but information will need to be shared across council services for the due diligence checks and evaluation process that will be undertaken. If your information needs to be shared with other external partners, we will seek your permission before any information is shared.

Applicants should complete all sections in this form and provide all of the required supporting information. Supporting information can be provided as attached documents, images or web links. Incomplete applications will not be accepted or considered.

Applications approved for the small business grant are subject to signed Terms and Conditions and a Subsidy Control Declaration. Please see Fact Sheet [Small Business Grant Scheme | Crawley GOV](https://crawley.gov.uk/business/business-resources-and-support/business-funding-and-grants/small-business-grant-scheme)

Basic eligibility criteria for the small business grant are:

* The business has less than 50 employees
* The business is located within the boundaries of Crawley Borough Council
* The maximum grant value that can be applied for is £4,000.
* The business can match fund at least 50% of the total project proposal value.
* The business or associated company people have not submitted and been awarded a small business grant within the current financial year.
* Re-applications from any previously awarded business or associated company people of the small business grant, in any funding year, will only be considered by exception and if able demonstrate significant business growth, progress, employment creation or added social value from its operations. Re-applications will need to demonstrate, and evidence impact and outcomes from any previously awarded small business grant.

**Section 1- About the Business**

|  |  |
| --- | --- |
| Business Name |  |
| Business Address  *Please confirm your business is located within the boundary of Crawley Borough Council  (*[*https://www.gov.uk/find-local-council*](https://www.gov.uk/find-local-council)*)* |  |
| Contact Name |  |
| Position in Business |  |
| Telephone |  |
| Email |  |
| Website |  |
| Social Media Business Profile(s) |  |
| Business Registration (please detail as relevant)   * Companies House Registration Number * HMRC Company Tax Reference * HMRC (self-employed) Personal Tax Reference * Pre-registered Start Up |  |
| Business Rates Registration Reference |  |
| Business Representatives (please list all)   * Company Directors * Company Shareholders * Partners |  |
| Council Tax reference(s) or address(es) for all Business representatives who are residents of Crawley |  |
| Business Status   * New Start * 1-3 years * Established |  |
| Number of Employees (please list number of)   * Full Time * Part Time * Apprentices |  |
| Business Sector |  |
| Please provide a brief outline of the business and its main operations or services |  |

**Section 2 – Supporting Documentation & Information**

The supporting documentation & information required in this section is listed in the table below. Information can be provided as attached documents, images or web links. Incomplete applications will not be accepted or considered.

|  |  |
| --- | --- |
| Evidence Required | Evidence Provided – please list / describe |
| Business bank account statement  *Or*  Current account bank statement  *Must include business / applicant name and account details as given in the application form. This is to verify the account holder and confirm that the match-funding requirement can be met.* |  |
| Copy of last submitted accounts  *Or* Copy of last submitted tax return (SATR)  *For pre-registered start-ups, alternative documentation e.g., Copy of Council Tax records* |  |
| Copy of quotations / evidence of costs for the entirety of the total proposal value from preferred suppliers |  |
| Proof of address – bank account statement, utility bill, rent statement etc. |  |

**Section 3 – About the Proposal**

|  |
| --- |
| Proposal Summary (max. 500 words) |
|  |

|  |
| --- |
| Any research carried out and research results (max. 200 words) |
|  |

|  |
| --- |
| Timescales for proposal delivery, please outline key milestone activity (max. 200 words) |
|  |

|  |
| --- |
| Expected outcomes from proposal (in particular outline any projected business growth, employment increase or wider benefits for Crawley – max. 200 words) |
|  |

**Section 4 – About the Finances**

|  |  |
| --- | --- |
| **A) Total Proposal Value (excl. VAT)** The overall cost of your proposal.  Will be produced by **B** + **C** below. |  |

|  |  |
| --- | --- |
| **B)** Grant Value applied for (Max. £4,000) |  |
| **C)** Match Funding (Min. 50% of *Total Proposal Value* – A) |  |

*Example match-funding figures are included for reference at the end of this document.*

|  |
| --- |
| Proposal cost outline (please indicate where grant and match funding are needed) |
|  |

|  |
| --- |
| Profitability Statement of the Business (income and cost) |
|  |

|  |
| --- |
| Cash Flow Position of the Business |
|  |

|  |  |
| --- | --- |
| Have you applied for other grant funding for this proposal – what was the outcome? |  |
| Have you applied for loan funding for this proposal – what was the outcome |  |

|  |  |
| --- | --- |
| Have you or any associated Business Representative of the business ever applied for and been an awarded a small business grant for this or any other business? |  |
| If yes, please provide a brief description of the awarded proposal and its delivery |  |
| Please provide an impact statement of how key outcomes of the previously awarded proposal were met and any business and employment growth achieved as a result |  |

Supporting information or documentation required in the section:

* Copy of business accounts or any other documentation that shows that the match funding requirement can be met.
* Copy of quotations for the total proposal value from preferred suppliers

If the application is successful, the grant will be paid via Bank Transfer. Please provide the business bank details below.

|  |  |
| --- | --- |
| Sort Code |  |
| Account Number |  |

**Section 5 – Certification**

I declare that the information I have given on this form is correct and complete.

I understand that if I give information that is incorrect or incomplete, you may take action against me. This may include court action.

I understand that you may use any information I have provided in connection with this and any other grant claim that I have made or may make. You may give some information to other organisations, such as government departments, local authorities and private-sector companies like banks and other organisations for the prevention or detection of fraud, if the law allows this.

I understand that terms and conditions will apply with a successful application.

|  |  |
| --- | --- |
| Signed | Date |
|  |  |

|  |
| --- |
| How did you hear about the Small Business Grants Scheme? |
|  |

**Application Timescales and Submission**

This is a rolling programme, available until the grants funding is exhausted. Applications can be submitted at any time. Submitted applications will be checked for due diligence and evaluated on a monthly basis, incomplete applications will not be accepted for evaluation. The final decision for the awarding of grants, will be by the small business grant panel. Further information may be required in order to process the application.

A grant impact and feedback survey will be issued and require completion by businesses who have been awarded a small business grant. Awarded businesses may be invited and required to participate in PR activity to promote the small business grant scheme.

Please return by email to [economic.development@crawley.gov.uk](mailto:economic.development@crawley.gov.uk) or by post to

Economic Development

Crawley Town Hall

The Boulevard

Crawley

West Sussex

RH10 1UZ

For further information visit: [www.crawley.gov.uk/smallbusinessgrant](http://www.crawley.gov.uk/smallbusinessgrant)

**Match Funding Examples**

1. **Total Proposal Value - £12,000**

|  |  |
| --- | --- |
| **A) Total Proposal Value (excl. VAT)** The overall cost of your proposal.  Will be produced by **B** + **C** below. | £12,000 |

|  |  |
| --- | --- |
| **B)** Grant Value applied for (Max. £4,000) | £4,000 |
| **C)** Match Funding (Min. 50% of *Total Proposal Value* – A) | £8,000 |

1. **Total Proposal Value - £4,000**

|  |  |
| --- | --- |
| **A) Total Proposal Value (excl. VAT)** The overall cost of your proposal.  Will be produced by **B** + **C** below. | £4,000 |

|  |  |
| --- | --- |
| **B)** Grant Value applied for (Max. £4,000) | £2,000 |
| **C)** Match Funding (Min. 50% of *Total Proposal Value* – A) | £2,000 |