**UK Shared Prosperity**

**Supporting Local Business Key Fund**

**Transitional Fund 2025-26**

**Applications must be submitted online – this form can be used to help you prepare your submission**

***Mae’r ffurflen hon ar gael yn Gymraeg hefyd***

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| **APPLICANT DETAILS** | |
| Business or Company Name |  |
| Name of Applicant |  |
| Applicant's phone number |  |
| Your Address |  |
| Please enter your postcode \* |  |
| Name of Business that the application refers to |  |
| Address of Business  (Please note that the Business address should be the address where the business trades from) |  |
| Please enter your postcode |  |
| Business Telephone Number |  |
| Business Email Address |  |
| Business' website address: |  |
| Please list all additional addresses that the business operates from |  |

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| **BUSINESS STRUCTURE** | |
| What type of business are you operating? | ☐ Sole Trader  ☐ Limited Company  ☐ Social Enterprise  ☐ Partnership  ☐ Co-Operative |
| Other |  |
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| Please tick to indicate which types of reference / registration number you are providing:  You must select at least one type of reference. | ☐ VAT Registration Number  ☐ HMRC Unique Tax Payer Reference (UTR)  ☐ Company Registration Number (Ltd companies) |
| Reference / registration number |  |
| Is the Business VAT Registered | ☐ Yes  ☐ No  ☐ Exempt |
| If Yes is the business on the Flat Rate VAT scheme | ☐ Yes  ☐ No |
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| If the business is not VAT registered, do you intend to be in the near future? | ☐ Yes  ☐ No |
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| Please describe the main activity of your business |  |
| Date business started trading |  |
| Number of hours trading per week |  |

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| **EMPLOYMENT DETAILS** | |
| Please provide a breakdown of how many people are currently employed by your business | |
| Role | Current Number of Jobs |
| Owner / Operator  (if actively working in day-to-day business) |  |
| Director/s  (if actively working in day-to-day business) |  |
| Full Time employees  (30+hrs pw, permanent contracts paid through company payroll) |  |
| Part Time employees  (permanent contracts paid through company payroll) |  |
| Seasonal staff (short or fixed term contracts paid through company payroll) |  |
| Sub-contractors (employed / contracted on a regular basis) |  |

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| **MARKET INFORMATION** | |
| Who are your customers / potential customers? |  |
| Who are your competitors? |  |
| What are the unique selling points of your business? |  |
| How do you promote your business and its product and services? |  |

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| **PROJECT DETAILS** | |
| Please provide a full description of the project for which funding is being requested, how this will deliver business development and  why grant funding is required for the project to proceed. |  |
| Explain what the grant would be used to pay for |  |
| Does the grant required include costs for property improvement purposes? | ☐ YES (please answer additional questions below )  ☐ NO |
| Is the property leasehold or freehold? | ☐ Leasehold (please answer additional questions below )  ☐ Freehold |
| If leasehold have you obtain landlord permissions | ☐ YES  ☐ NO |
| Is planning permission required for this project? | ☐ YES (please answer additional questions below )  ☐ NO |
| Have you obtained planning permission? | ☐ YES  ☐ NO (please answer additional questions below ) |
| Has planning permission been applied for? | ☐ YES  ☐ NO |
| Does the project include the installation of solar panels | ☐ YES (please answer additional questions below )  ☐ NO |
| Have you contacted planning to obtain written confirmation of planning requirements | ☐ YES  ☐ NO - Please be aware written confirmation is required any grant offer will be subject to the provision of this confirmation |
| Is building regulations approval required for this project? | ☐ YES (please answer additional questions below )  ☐ NO |
| Have you obtained building regulations approval? | ☐ YES  ☐ NO (please answer additional questions below ) |
| Has building regulations approval been applied for? | ☐ YES  ☐ NO |

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| **PROJECT TIMESCALE / FUNDING** | |
| What is the planned start date of the project? | Click or tap to enter a date. |
| What is the planned end date of the project? | Click or tap to enter a date. |
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| Total cost of project | £ |
| Grant requested (Maximum of 70% of the total cost capped at £50,000) | £ |
| *Additional Source of Finance* |  |
| Please provide details on how the remaining 30% of project costs will be met by identifying your additional sources of funding. | |
| Please specify the source of funding | ☐ Own  ☐ Bank Loan  ☐ Bank Overdraft  ☐ Other Borrowings  ☐ Other Grants |
| Amount | £ |
| Status | ☐ Applied for  ☐ Secured  ☐ To be applied for |

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| **PROJECT COSTS BREAKDOWN** | | | | | | | |
| Please provide a breakdown of the project costs and how the grant will be used, and detail the quotes provided.  Original estimates/quotes for project items/works (2 itemised quotes for items/works costing up to £10,000, 3 itemised quotes for any item/works costing in excess of £10,000 or more).  Quotes for you to complete the work will not be accepted.  Grant offers are as standard based on the lowest quote provided – in exceptional circumstances higher quotes can only be considered if justifiable explanation is provided. | | | | | | | |
| ITEM / WORK | Quote 1  Inc. VAT | Quote 1  Ex VAT | | Quote 2  Inc. VAT | Quote 2  Ex VAT | Quote 3  Inc. VAT | Quote 3  Ex VAT |
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| Preferred supplier/s | | | Item / Work 1 –  Item / Work 1 –  Item / Work 1 - | | | | |
| If preferred supplier is not lowest quote please provide further information to support request for this supplier to be used | | |  | | | | |

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| **MEASUREMENT OF VALUE FOR MONEY** |
| Based on the information provided please select the outputs and outcomes that will be delivered through deliver of your project if funded.  Please read through the description and examples of the evidence that will be required before selecting the relevant outputs and outcomes and entering the projected target.  Projects are NOT required to deliver all outputs and outcomes but must be able to deliver a minimum of one output and one outcome (as described below) and provide a predicted value/number that will be achieved. |

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| **OUTPUTS** | | | | |
| **TICK RELEVANT** | OUTPUT | | UNIT OF MEASURE | ENTER TARGET |
| ☐ | OP01 Amount of commercial space completed or improved | | Square metres (M2) | ENTER TARGET |
| **Description**  The total square meterage of new commercial floor space completed or improved.  - Commercial space includes, but is not limited to: retail, hospitality, office and industrial space. - Other commercial space means non-public or community spaces that do not fall into the categories above. - Completed means physical completion of the facilities and space is ready for occupancy immediately.  - Improvement means adding, renovating with the aim of creating a better space. It does not include maintenance of existing facilities.  **Example Evidence**  • Construction / Architect drawings that demonstrate the exact area/s and square meterage that is being claimed.  • Planning application  • Before and after photographs of the building or space.  • Certificate of completion | | | | |
| ☐ | OP06 Number of low or zero carbon energy infrastructure installed | | Number of units | ENTER TARGET |
| **Description**  Number of low or zero carbon energy infrastructure units installed/completed.  - A non-residential building means any building that is not used permanent or semi-permanent accommodation.  - Low or zero carbon energy infrastructure means any improvements to the units that reduce energy demand, promote the diversification of  energy sources, or drive more appropriate use of energy.  - Completed means physical completion of the low or zero carbon energy infrastructure and the space is ready for occupancy immediately.  **Example Evidence**  • Before and after photographs of the energy infrastructure installations.  • For renewable energy technologies installations, please provide evidence of: Installed capacity (power in kilowatts). | Expected grid energy  offset (energy in kilowatt-hours per year). | Expected carbon savings (tonnes of carbon per year).  • Construction drawings that demonstrate the exact areas and square meterage that is being claimed. These drawings should be from a  qualified source such as an architect.  • Planning application  • Certificate of completion / installation  • Cost plans and building programmes  • Copies of surveys | | | | |
| ☐ | OP08 Number of tourism, culture or heritage assets created or improved | | Number of assets | ENTER TARGET |
| **Description**  Number of new tourism, cultural or heritage assets completed or improved. - Cultural assets mean permanent public buildings or sites for the exhibition or promotion of arts and culture  - Heritage assets mean any buildings on an appropriate heritage list, for example the National Heritage List for England (NHLE). - Tourism assets mean permanent public buildings or sites that act as an attraction for visitors to the location. - Created means the tourism, cultural or heritage asset did not previously exist. - Improved/renovated means adding, renovating or making significant repairs to facilities. It does not include maintenance of existing facilities.  **Example Evidence**   * Construction drawings that demonstrate the exact area/s and square meterage that is being claimed. These drawings should be from a qualified source such as an architect. * Area schedule * Planning application * Before and after photographs of the building or space. * Certificate of completion * All consents relating to the Works/construction etc. i.e. planning consents & associated reserved matters approvals; building regulations consent * Cost plans and building programmes | | | | |
|  | OP09 Number of enterprises receiving grants | | Number of enterprises | 1 |
| **Description**  - Enterprise means a sole trader, micro business, small and medium-sized enterprise, or large business. It also includes social enterprises where these engage in economic activity.  **Example Evidence**  • An auditable record documenting the process for selecting and issuing the grants. Invoice and bank statement evidencing payment of the grant for each enterprise supported.  Record of business  • Name, address including post code, contact details, company registration number (CRNs) if applicable. Each enterprise should have a unique identifier at operational level during the course of the project.  • Support claimed for direct financial support - documentation demonstrating that value has been provided to the business, with a unique identifier. | | | | |
| ☐ | OP10 Number of enterprises receiving non-financial support | | Number of enterprises | ENTER TARGET |
| **Description**  Number of enterprises that have received non-financial support with the intention of improving performance.   * Enterprise means a sole trader, micro business, small and medium-sized enterprise, or large business. It also includes social enterprises where these engage in economic activity * Non-financial support means business advice, guidance, mentoring and training. This must involve some form of direct interaction with members of the enterprises, in other words it cannot be broadcasted advice. * Improved performance means reductions in costs or increases in turnover/profit.   - Support may be ongoing.    **Example Evidence**   * We request that you collect qualitative feedback of each enterprise supported, what the non-financial support was for and how it impacted the enterprise, noting the total number hours of support, signed by a senior staff member employed by the organisation. * Record of business: name, address including post code, contact details, company registration number (CRNs) if applicable. Support provided. | | | | |
| ☐ | OP12 Number of local events or activities supported | | Number of events / activities | ENTER TARGET |
| **Description**  An event refers to planned activities. These should fall into the below categories:  - Those related to: (1) Film, TV, Music, Radio (2) Heritage (3) Arts, Museums and Libraries.  - Other activities and events include, for example but not limited to, sports, tourism and social action.  **Example Evidence**  • Count of activity by project /partners  • Type of activity / event to be defined at the outset of the activity to demonstrate additionality  • Formal documentation involved in the event or activity organisation process (event licence, publicity, etc.)  • Photographs of the events or activities supported | | | | |
| ☐ | OP17 Number of people reached | | Number of people | ENTER TARGET |
| **Description**  Number of people directly impacted by the UKSPF intervention. The definition of direct impact will vary across interventions e.g.:   * Energy efficiency improvements - those working within the treated premises * Engagement schemes - those directly engaging (e.g. reading, viewing, attending). * Direct impact should only be recorded where it can be done so robustly.   **Example Evidence**  • Count of the number of people reached, and how they were reached and the impact • to retain evidence of how they were reached. | | | | |
| ☐ | OP19 Number of people receiving support to sustain employment | | Number of events / activities | ENTER TARGET |
| **Description**  - Support includes courses targeting skills - People sustaining employment are those aged 16 and over who do one hour or more of paid work per week, or are temporarily away from work (e.g. because they are temporarily sick or on holiday). This can also include people being retrained to increase their job sustainability in specific sectors, e.g., high carbon sectors.  This includes: - Employees (permanent and temporary workers, the latter including those on fixed period contracts, agency temping etc.). - Self-employed.  **Example Evidence**  • Payroll information (redacted to be compliant to data protection regulations) on the new jobs provided by the employer, which includes information on salary/pay level and role title, signed by a senior member of staff. • An anonymised list of the employees created and their hours of work. • Confirmation from training provider/facility of the total number of learners/students achieving qualifications. • Enrolment registers (entry and exit).  • Copy of certificates.  • Record of hours and forms of support provided: letter or standard form signed and dated by the individual specifying what assistance they received, for how long and on what date(s). Individual: • Name, date of birth, address, postcode. | | | | |
| Describe how the project will deliver the outputs you have indicated | |  | | |

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| OUTCOMES | | | | |
| **TICK RELEVANT** | OUTCOMES | | UNIT OF MEASURE | ENTER TARGET |
| ☐ | OC03 Number of vacant units filled | | Number of vacant units filled |  |
| **Description**  The number of commercial units within a specified area that are filled as a result of support at the time of measurement.  - Vacant means that the unit is not occupied and is empty.  **Example Evidence**  • Addresses of vacant units that have been filled • Project will need to establish baseline data to determine the increase in number of vacant units filled. | | | | |
| ☐ | OC05 Increased visitor numbers | | Number of people |  |
| **Description**  The increase in number of visitor admissions to the local area, including markets, town centre, tourist attractions, green and blue spaces and cultural and heritage venues.  The count of attendance should be based on tickets / entry figures, where applicable.  The sample of venues tracked should remain the same over time, unless newly established venues are created during the reporting period which can be included.  **Example Evidence**   * Survey data, conducted by the project at both project start (or earlier) and at the end to demonstrate impact. * Records of admissions showing a change in numbers. | | | | |
| ☐ | OC07 Premises with improved digital connectivity as a result of support | | Number of premises |  |
| **Description**  The number of supported premises where the broadband speed accessible is increased. - Premises means building, together with its land and outbuildings.  **Example Evidence**  Evidence of connectivity speeds prior to intervention as a baseline compared to speed after intervention. • Count equals premises with increased connectivity. • Service agreement with internet service provider displaying average speeds after intervention has occurred.  For 5G:  • GSMA coverage maps. Monitoring form signed by the relevant local authority manager/ director, confirming the metrics. • Report from service providers. • Service maps.  •Address and location | | | | |
|  | OC08 Jobs created as a result of support | | Number of Full time equivalent (FTE) | 1 |
| **Description**  The number of new, permanent, paid, full-time equivalent (FTE) jobs created following support. This includes both part-time and full-time jobs, which should be recorded relative to full-time equivalent (FTE). FTE should be based on the standard full-time hours of the employer.  - New means it should not have existed with that employer before the intervention.  - Created jobs exclude those created solely to deliver the intervention (e.g. construction).  - Permanent means it should have an intended life expectancy of at least 12 months from the point at which it is created.  - Only count each individual FTE or job once through the lifetime of a project (i.e. it should not be counted every year)  - FTE is a measure of an employees scheduled hours in relation to an employers hours for a full time work week  **Example Evidence**  •Written confirmation from a senior member of staff or business owner in the supported enterprise confirming the individual number of jobs created as a result of the support provided. The confirmation should include: details of the job as advertised and started, duration, the number of hours per week • Payroll information (redacted to be compliant to data protection regulations) on the new jobs provided by the employer, which includes information on salary/pay level and role title, signed by a senior member of staff. • Information about salary level may be provided | | | | |
| ☐ | OC11 Number of enterprises adopting new or improved products or services | | Number of enterprises |  |
| **Description**  The number of enterprises introducing a new product or service. - Enterprise means a sole trader, micro business, small and medium-sized enterprise, or large business. It also includes social enterprises where these engage in economic activity. - A product or service is new if the enterprise has not previously made this product or service available to the market before.  - Support must be for a enterprises to introduce one of the following:  • Product - when it is either at pre-launch or launched to the market • Service - when it has been introduced to the market  **Example Evidence**  • Financial documentation which shows adoption.  • A registration process for collating beneficiary data and tracking the end-to-end customer journey.  Record of business  • Name, address including post code, contact details, company registration number (CRNs) if applicable. Each enterprise should have a unique identifier at operational level during the course of the project. • Support claimed for direct support - documentation demonstrating that value has been provided to the business, with a unique identifier. | | | | |
| ☐ | OC12 Number of enterprises adopting new to the firm technologies or processes | | Number of enterprises |  |
| **Description**  The number of enterprises introducing a new to the firm technology or process (through external sources e.g., procurement).  - Enterprise means a sole trader, micro business, small and medium-sized enterprise, or large business. It also includes social enterprises where these engage in economic activity.  - A technology or process is new to the firm if it did not use a technology or process with the same functionality before, or the production technology or process is fundamentally different from those already used. This may be tangible or intangible.  - If an enterprise introduces multiple new technologies or processes, it is still counted as one enterprise.  **Example Evidence**  • • Financial documentation which shows adoption.  • A registration process for collating beneficiary data and tracking the end-to-end customer journey.  Record of business  • Name, address including post code, contact details, company registration number (CRNs) if applicable. Each enterprise should have a unique identifier at operational level during the course of the project. • Support claimed for direct support - documentation demonstrating that value has been provided to the business, with a unique identifier. | | | | |
| ☐ | OC13 Number of enterprises engaged in new markets | | Number of enterprises |  |
| **Description**  Number of enterprises engaged in new markets following support.  - Enterprise means a sole trader, micro business, small and medium-sized enterprise, or large business. It also includes social enterprises where these engage in economic activity.  - Engaged means they have launched a product or service into a new domestic or overseas market or have undertaken research or attended conferences or events to prepare a launch into a new market.  - New market refers to a new product market (i.e. creation of a product/service that doesn't compete or replace previous products produced by the business) or geographic market (i.e. operating in a new area which could be, for example, a new region or country)  **Example Evidence**  • Documentation which shows new or enhanced export-readiness activity, including but not limited to production of an export strategy for the firm, undertaking research into overseas markets or actively preparing a product or service for export. • A registration process for collating beneficiary data and tracking the end-to-end customer journeys of the businesses affected.  Record of business  • Name, address including post code, contact details, company registration number (CRNs) if applicable. Each enterprise should have a unique identifier at operational level during the course of the project. • Support claimed for direct support - documentation demonstrating that value has been provided to the business, with a unique identifier. | | | | |
| ☐ | OC14 Number of enterprises with improved productivity | | Number of enterprises |  |
| **Description**  Number of enterprises with improved productivity.  - Enterprise means a sole trader, micro business, small and medium-sized enterprise, or large business. It also includes social enterprises where these engage in economic activity.  - Productivity refers to the gross value added per hour worked or gross value added per worker.  **Example Evidence**  To report on this outcome, recipients need to show that their productivity has increased as a result of SPF.  • To measure changes in productivity, we recommend using the Government How productive is your business? calculator: https://www.ons.gov.uk/employmentandlabourmarket/peopleinwork/labourproductivity/articles/howproductiveisyourbusiness/2018-07-06  The calculation will need to take place both before the project begins, and after.  This form requires three pieces of information to estimate productivity: turnover (or sales), purchases of inputs (excluding employment costs and investment), and a count of employees.  By producing a numerical estimate of the change in productivity, both before and after the project, we can see if a business has improved its productivity as a result of SPF. For those that have seen an improvement in productivity, their results can be counted and the numerical figure is what is needed for reporting on this outcome.  Recipients may be required to provide financial statements to evidence the calculations.  • Confirmation (signed) in the form of a Self Declaration Form from the enterprise of the gross value added per hour worked or gross value added per worker as a result of support from the project. | | | | |
| ☐ | OC15 Number of new to market products | | Number of products |  |
| **Description**  A product is new to the market if there is no other product available on a market that offers the same functionality, or the design or technology that the new product uses is fundamentally different from the design or technology of already existing products. Products can be tangible or intangible (incl. services and processes).  Support must be for a business to introduce one of the following: • Product - when it is either at pre-launch or launched to the market • Process - when it has been introduced into the business • Service - when it has been introduced to the market  **Example Evidence**  • Count of new to market products. • A self-declaration from the enterprise to confirm that products will be introduced, signed by a senior staff member.  • The enterprise should also confirm the date the new products were launched and provide further documentation to confirm details of product, which could include marketing information or literature. | | | | |
| ☐ | OC27 Estimated carbon dioxide equivalent reductions as a result of support | | Tonnes of CO2e |  |
| **Description**  Carbon dioxide equivalent (CO2e) covers a wide range of greenhouse gases (GHG) that have an impact on climate change resulting from the specific UKSPF intervention. Decrease in tonnes of CO2e should be measured using BEIS Conversion Factors for calculating resulting primary energy savings.  The estimate is based on the amount of CO2e saved in a given year, i.e., a projection of estimated savings of either one year following project completion or the calendar year after project completion through a methodology agreed by project appraisers.  **Example Evidence**  Project Data that will evidence estimated Carbon dioxide equivalent reductions as a result of support (Tonnes of Co2e) | | | | |
| Describe how the project will deliver the outcomes you have indicated | |  | | |

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| **TURNOVER & BANK DETAILS** | | |
| Are you able to provide your most recent annual turnover? | | ☐ Yes  ☐ No, the business has not been trading long enough |
| Most recent annual turnover: | |  |
| Estimate of future turnover per annum as a result of this grant | |  |
| Bank Account Details | | |
| Business / Trading name on Account |  | |
| Bank Name |  | |
| Bank Address |  | |
| Sort Code |  | |
| Account Number |  | |

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| **SUBSIDY CONTROL** |
| The grant will be awarded under Minimal Financial Assistance (MFA)  Minimal financial assistance (MFA) allows public authorities to award low-value subsidies (up to £315,000)  Additional MFA cannot be given to a beneficiary that has already reached their MFA threshold.  As part of the application process you will required to:  Declare your understanding the funding is offered as a subsidy under MFA  Declare the MFA threshold specified in section 36(1) of the Act will not be exceeded by the enterprise receiving the proposed assistance  When making your declaration you should take into consideration all subsidy support (including grants) received through the following schemes during the previous 3 fiscal years.  De Minimis, 'Special Drawing Rights' (SDR), UK de minimis, 'Small Amounts of Financial Assistance' (SAFA, the current name), 'Small Amounts of Funding Exemption' (SAFE) and 'Minimal Financial Assistance' (MFA).  Examples could include Non-Domestic Rates (NDR) linked grants Economic Resilience Fund, Start-up Grant, Freelancer Fund, and Local Authority Discretionary Fund, Conwy Business Support Grant. |
| **DECLARATION** |
| I declare my understanding that this grant would be offered as a subsidy under Minimal financial assistance (MFA)  ☐ |
| I declare that if awarded, the grant will not result in the organisation exceeding the MFA threshold of £315,000 (as specified in section 36(1) of the subsidy act  ☐ |

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| Please read the following carefully:  The following documents are be required to support your application:   * Up to date Business Plan * Most recent annual accounts   *In some circumstances more than one year’s financial information may be requested.*   * If the business has not been trading long enough for accounts to be available a minimum of 3 months bank statements will be required to evidence trading * Projected Cash Flow & Profit & Loss Statement * Confirmation of Match funding * Proof of Ownership / lease if applicable (*As standard a minimum of 5 years remaining lease is required)* * Original estimates / quotes for project * All Statutory Legal Requirements for the Business (if applicable) * Confirmation of registration with HMRC   In addition to those documents listed above, based on your responses to questions in the application form, you may also be asked to provide the following:   * Confirmation of \*Planning Permission and / or Building Regulations   (If applicable) including ‘Change of Use’.   * Evidence of landlord approval (if applicable) * All Statutory Legal Requirements for the Business (if applicable) * If the business is less than 12 months old there will be no previous accounts; therefore we require evidence of your latest 3 months trading such as invoices in addition to the Bank statements showing payment.   Please upload all the relevant documentation in the fields provided below. If you do not provide the documentation requested, your application will not be considered. |
|  |
| I/we authorise the Council to make any enquiries necessary to verify any information needed to determine my application. The information provided in this application may also be shared with colleagues in other departments and business support organisations in order to assess the application.  I/we declare that all the information given on the form is correct, to the best of my knowledge, and that the giving of a false declaration may result in action by the Council against the signatory for recovery of the grant plus costs, charges and expenses relating thereto.  I/we confirm that I have full power and authority to act on behalf of the business/organisation that is making this application.  I/We understand that CCBC will conduct relevant searches to ensure that the business or the applicant are not in arrears with council tax or NNDR payments and that the grant will not be released until such arrears are cleared.  I/We agree to participate in a monitoring review (if the application as successful) including providing access to CCBC representative to conduct a site inspection (if requested) and provide any supporting evidence as required to demonstrate the impact of the grant.  I/We have read and understood the Supporting Local Business Key Fund Grant guidance document.  I/ We confirm that I will provide all the required evidence to support my application for the Support Local Business Key Fund Grant if it is requested.  I/We confirm that I have read and understood the privacy statement.  I/We accept that any payments identified as ineligible payments will be subject to future recovery action.  I/we understand that following confirmation of award all offers will need to have been accepted, items/works completed and claim submitted by December 2025. As a limited time fund all grants offers (in whole or in part) not claimed by within specified timeframe will automatically expire.  ☐ I have read and agree to all the above declarations |