Expression of Interest

The **South Kesteven Business Growth Grant** scheme supports the growth or development (both at home and abroad) of existing micro, small and medium-sized businesses based in South Kesteven only.

To ensure you are eligible to apply for a grant from the grants Scheme you need to be able to answer YES to all the following criteria. If so, please continue to complete, sign and return this Expression of Interest form.

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| **CHECK CRITERIA** |  |
| Is your business located the administrative boundaries of South Kesteven District Council | **YES ☐ NO ☐** |
| Are you a Micro, Small or Medium Sized Businesses | **YES ☐ NO ☐** |

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| **APPLICANT DETAILS** | | | | | |
| Name of Organisation |  | | | | |
| Business type (please circle appropriate) | Sole trader | Partnership | Private Limited Company | Public Limited company | Social Enterprise | Charity/ CIC | | | | |
| Registered Company Number (if applicable) |  | | | | |
| Business address |  | | | | |
|  | | | | | |
|  | | | Post Code | |  |
| Telephone |  | | | | |
| Website address |  | | | | |
| Number of employees |  | Turnover last financial year | | £ | |
| Main activity of business |  | | | | |
| First date of trading |  | | | | |

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| **CONTACT DETAILS** | |
| Contact name |  |
| Position in Organisation |  |
| Mobile number |  |
| Email |  |

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| **Project Summary** |
| Please provide a brief summary of your business growth project (max 200 words) |
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| **Cost and Funding** | |
| Details of proposed spend (e.g. purchase of capital equipment, premises fit out, IT improvements, marketing plan etc). Please include overall project cost. Exclude VAT | |
|  | |
| **Amount of grant sought (grants available at 35% of overall project cost. Minimum grant £1,000, maximum £5,000)** | **£** |

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| **List all sources of finance for the project** | | |
| (Include a breakdown of individual amounts, any other grant funds and state if contribution is confirmed) | | |
| **Source** | **Amount (£)** | **Confirmed Yes / No** |
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| **Employment Impact** |
| **When and how many jobs will be created by your project?** |
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| Type of jobs to be created |
|  |
| Annual salary of jobs to be created |
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| **Total number of jobs to be safeguarded by the project** |
| (Confirmation in writing will be required to evidence that these jobs would have been lost within 12 months if the project did not proceed). |
|  |
| Type of jobs to be safeguarded |
|  |
| Annual salary of jobs to be safeguarded |
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| **How did you hear about the South Kesteven Business Growth Grant Scheme?** |
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| **Business Support** |
| If invited to submit a full application, applicant businesses can access support from our outreach grants officer to help develop your full application. |

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| **DECLARATION:**  **Please read each of the statements below and tick to indicate that you have read, understood and agree to each statement.**  I understand that completion of this Expression of Interest does not guarantee that I will be invited to complete a full application.  I understand that if this Expression of Interest is accepted I will be invited to complete a full application form and supply the required information necessary to support my application, enabling a robust assessment and appraisal to take place.  I understand that the full application may be declined and that the decision of the Grants Panel is final and that there is no appeal process.  I understand that if our application is successful we will be required to pay for the full cost of the project and provide evidence of the spend prior to submitting a claim for the grant.  I declare that the information contained within this expression of interest is, to the best of my knowledge, accurate and complete in all respects, and I accept that any grant paid will become immediately repayable in the event of any material inaccuracy or submission of false information. | **Please tick to confirm**  ☐  ☐  ☐  ☐  ☐  ☐ |
| The SOUTH KESTEVEN BUSINESS GROWTH GRANT SCHEME RESERVES the right to withhold, vary or reclaim funding if any information supplied during this application process and the ensuing monitoring period proves to be inaccurate or false. | |

Signature

Name (block capitals)

Date. Position in organisation

**Completed forms** should be returned electronically to [SKBusinessGrowthGrants@SouthKesteven.gov.uk](mailto:SKBusinessGrowthGrants@SouthKesteven.gov.uk)

Following submission of this Expression of Interest, basic eligibility checks will be carried out and, if successful at this stage, you will be asked to complete a full application. Full applications consist of an Application Form with supporting evidence in the form of 3 quotations for items required. South Kesteven Business Grant Growth Scheme staff will support you in completion of the application and are on hand to answer questions throughout the application process. Once submitted the application will be considered by the Grants Panel who will meet to discuss all applications and decide which businesses are supported according to the funds available.

Data Protection – Please note that this is a UK Shared Prosperity funded programme and it may be necessary to share your information with partner organisations in order to give you the full assistance you require. You should be aware that some information relating to this Programme may be declared to third parties under the Freedom of Information Act 2000. We will not sell or divulge your details to any third parties. All information given will be stored securely and processed in accordance with GDPR regulations and the Data Protection Act.

For more information on how South Kesteven District Council handles your personal data, please see our Privacy Notice.