



# Growth New Start – Application

## 1. Business (Applicant)

Business Name			
Operating Address			
	Postcode		
Telephone	Please describe your main products/services:		
Mobile			
Email			
Website			

Legal status : Sole trader  Partnership  LLP  Ltd Company

If Partnership, please provide names of the partners

If Ltd Company/LLP please provide the Registration Number

Has the business started trading yet? Yes  No

If Yes When?  If no when do you anticipate starting?

Please provide the name of your Business Gateway Adviser

## 2. Growth Projections

	Forecast year 1	Forecast year 2	Forecast year 3
Number of Employees			
Turnover			
% Export Sales			

## 3. Business Bank Account

Bank name & address	
Account Number & Sort Code	

#### 4. Proposed Start Up Costs

Please provide details of the start-up costs for which you are seeking grant support. The purchase of stock, wage costs and expenditure already incurred, are NOT ELIGIBLE for grant support.

Item	Amount £ (excl.VAT)	Name of supplier

Do you or your business have any formal relationship with the intended suppliers?

Yes     No    If Yes, please state the relationship \_\_\_\_\_

#### How will this investment support the start-up and growth of the business?

#### 5. Supporting Documents

Please provide copies of the following with your application:

Business Plan     Financial Projections     Quotes

#### 6. De Minimis Aid

If your application is successful, grant support may be offered through 'de minimis' aid. If applicable, prior to granting de minimis aid, East Renfrewshire Council must obtain a declaration from the company concerned, in written or electronic form, about any other de minimis aid previously provided by central, devolved governments (or agencies) or a local authority to your company. Under EC Commission Regulation No 1407/2013 of 18 December 2013 as published in the Official Journal of the European Union on 24 December 2013, there is a ceiling of €200,000 for all de minimis aid provided to any one recipient over a 3 year period. Any award of grant given under the Regulations will be relevant if the Recipient wishes to apply, or has applied, for any other de minimis aid. For the purposes of the Regulation, the Recipient must retain details of the Grant for 3 years from the date on which the Recipient receives the last instalment of the Grant and produce it on any request by the UK or European public authorities.

Please list below all offers of de minimis public support from a United Kingdom source received by the applicant business, and any enterprise linked to the applicant business, **during your previous two company fiscal years and your current company fiscal year.**

Fiscal Year (yy/yy)	Public Sector Source & Title of Scheme	Grant, Loan or other?	Amount of 'de minimis' aid	
			£	Euro

Total

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### 7. Terms & Conditions

By submitting this application, the applicant confirms and agrees to the following terms and conditions:-

1. To the best of the applicant’s knowledge and belief, the information provided, including all supporting documentation is accurate and complete, and any offer of support will be made on that basis.

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2. If any information provided is found to be incorrect or incomplete then any offer of support may be suspended or withdrawn.

3. The applicant must not have made any commitment to the project detailed at section 4 overleaf prior to making this application and no such commitment shall be made unless and until an offer of support has been made to, and accepted by, the applicant.

4. The applicant has met, and shall continue to meet, all relevant legal requirements in relation to the applicant’s business, including, but not limited to, employment, equality and health and safety legislation.

5. The applicant must have in place at all times all necessary licences and consents for its business activities.

6. The applicant is not, and shall not become, indebted to the Council in any manner (e.g. business rates arrears etc.).

7. The applicant will inform the Council if it receives any support from other public sector bodies and, in such circumstances, the Council, at its sole discretion, may reduce or withdraw the support offered.

8. The Council has sole discretion to decide if an offer of support can be made.

9. The Council may review any offer of support at any time and may suspend or withdraw support if it considers it appropriate to do so.

10. When considering this application, or when reviewing any offer of support, the Council shall be entitled to take account of the following:-

- The economic benefits, to the applicant and/or the wider Renfrewshire area, of providing the support.

- The resources needed to provide the support.
- Any previous applications from the applicant whether or not support was offered.
- Any information the Council considers is needed to determine if the applicant is a fit and proper person/organisation to receive support; such information may be obtained from public authorities including, but not limited to, other Council Services and relevant agencies, Business Gateway, Scottish Enterprise, Jobcentre Plus, Scottish Government, HMRC, SEPA and Police Scotland.

11. If the Council requires further information on any of the matters referred to in paragraph 10 above, it shall notify the applicant what information is required and consideration of this application, or any offer of support already given, may be suspended until the required information is received.

12. These terms and conditions shall form part of any offer of support together with any additional terms and conditions the Council considers to be appropriate.

13. The Council may suspend or withdraw an offer of support if the applicant breaches any of the terms and conditions referred to in paragraph 12 above.

14. If any offer of support is suspended or withdrawn, the Council may reclaim any monies paid in connection with this application.

15. All information supplied by the applicant will be used in accordance with the Data Protection Act 2018. It will be held by East Renfrewshire Council’s Chief Executive’s Service for promoting and evaluating business support services offered by the Council, our approved contractors and other public economic development agencies. It may also be shared with other Council Services and relevant agencies including but not limited to Business Gateway, Scottish Enterprise, Jobcentre Plus, Scottish Government, HMRC, SEPA and Police Scotland to help prevent or detect fraud or crime and to verify consents and licences and compliance with legislation.

### 8. Declaration

On behalf of and as authorised by the applicant, I confirm that I have read and understood the terms and conditions above and the applicant agrees to be bound by them.

**NOTE: NO COMMITMENT OR PAYMENT SHOULD BE MADE PRIOR TO ANY AWARD OF GRANT.**

Name

Position

Signature

Date

**Please return form and supporting documents to address below:**

**East Renfrewshire Council Economic Development Team**

2 Spiersbridge Way, Spiersbridge Business Park, Thornliebank, East Renfrewshire G46 8NG

Email: [business@eastrenfrewshire.gov.uk](mailto:business@eastrenfrewshire.gov.uk)

Tel: 0141 577 3773





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Eligibility Criteria				YES	NO
The project <b>must NOT</b> start before approval is given as the grant cannot be awarded retrospectively. All payments for approved expenditure must be made through the business bank account and supported by invoices from suppliers. The grant is paid after the payments have been made.					
<b>Will your Business meet the growth criteria?</b>					
<b>New Start Grant:</b> turnover £100,000 within 3 years					
<b>Maximum Award £500</b>					
What Sector is your Business involved in? (use YELL / CH)					
<b>The Property you operate from must be located within East Renfrewshire. Are the Premises:</b>					
<b>Owned?</b>		<b>Commercial?</b>		<b>Home?</b>	
If not owned, please state length of lease or rental agreement if appropriate					
<b>Documentation – Please Provide the following documentation with your Application Form</b>				<b>YES</b>	<b>NO</b>
<b>Evidence</b>					
Up to Date Management Accounts for your last full financial year					
Business Plan to demonstrate the type of business along with growth and aspirations for the business					
3 years Cashflow forecasts and 3 years projected Profit and Loss forecasts					
Quotes for Goods and Services – 3 required for all items listed <i>East Renfrewshire Council is committed to securing best value for the Council and Council taxpayers throughout the procurement process. In order to demonstrate value we request 3 quotes on a like for like basis. Only items from the approved application will be eligible for reimbursement. Any changes must be agreed in writing prior to agreement.</i>					
Business Bank Statements covering the last 2 months? <i>New start businesses require your first statement or confirmation letter from the bank with an opening balance</i>					
Business Insurance. Please include any Public Liability, Employer, Contents and Buildings policies along with any Professional Indemnity Insurance if applicable					
Please confirm that your organisations operates Fair Working Practices <i>We will not support organisations that use zero hour contracts Only jobs that pay the Real Living Wage will be eligible for grant support</i>					
<i>Please provide a copy of your equal opportunities policy that reflect these fair working practice?</i>					
Are you in any debt to East Renfrewshire Council in any way?					
If you are not registered for VAT with your business, please provide a letter from either HMRC or your accountant to confirm this					
Please confirm that your business will be able to pay for grant requirements. <i>The claim procedure is only approved and paid on receipted invoices through your business bank account. Cash payments made will not be accepted</i>					
Please confirm that this grant does not request funding towards any statutory obligations e.g. payment of VAT or Taxes, Compulsory licences or equipment, necessary running costs					

<b>Signed:</b>		<b>Designation</b>		<b>Date:</b>	
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## Data Protection Policy

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### About Invest East Renfrewshire

Invest East Renfrewshire is East Renfrewshire Council's programme to boost the local economy and tackle unemployment. This Data Protection Policy sets out the basis on which any personal data we collect from you, or that you provide to us will be processed.

For the purpose of the Data Protection Act 2018, East Renfrewshire Council acts as a data controller in relation to the provision of employability and business development services.

**Information you give us.** You may give us information about you by filling in forms or by corresponding with us by phone, e-mail or otherwise. The information you give us may include:

name  
address  
e-mail address  
phone number  
date of birth  
bank details and  
information relating to your business.

**Information we receive from other sources.** We may receive information about you if you interact with other Delivery Partners in relation to Invest East Renfrewshire or where you attend an Invest East Renfrewshire event. We are also working closely with the third parties (including, for example, business partners and sub-contractors) and may receive information about you from them.

**Data Storage East Renfrewshire Council** store electronic files and host a central repository of data relating to users of Invest East Renfrewshire, which can only be accessed, used and modified by authorised Invest East Renfrewshire staff. East Renfrewshire Council is the data controller in relation to the electronic files and CRM System.

**Uses made of the information.** We will use this information:

- to provide you with the information, products and services that you request from us;
- to provide you with information about other Employability and Business Development services or similar services in which you may be interested;
- to provide you, or permit Delivery Partners to provide you, with information about services we feel may interest you. If you are an existing user, we will only contact you by electronic means (e-mail) with information about services similar to those which have previously been provided to you or in which you have expressed an interest. If you are a new customer, and where we permit the Delivery Partners to use your data, we (or they) will contact you by electronic means only if you have consented to this. If you do not want us to use your data in this way, contact us at [business@eastrenfrewshire.gov.uk](mailto:business@eastrenfrewshire.gov.uk)
- to evaluate business support and employability services
- to notify you about changes to Invest East Renfrewshire.

**Disclosure of your information** We may share your personal information with other Council Services and relevant agencies including but not limited to Business Gateway, Scottish Enterprise, Jobcentre Plus, Scottish Government, HMRC, SEPA and Police Scotland. All information supplied will be used in accordance with the Data Protection Act 2018.

We may share your information with selected third parties including:

Business partners, suppliers and sub-contractors for the performance of any contract we enter into (including without limitation, the delivery of the Invest East Renfrewshire programme).

We may disclose your personal information to third parties:

If we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or to protect the rights, property, or safety of us or the other Delivery Partners, or others. This includes exchanging information for the purposes of fraud detection or crime and to verify consents and licences and compliance with legislation.

### Your rights

You can find out more about your information rights at <https://www.eastrenfrewshire.gov.uk/privacy>

For independent advice about data protection, privacy and data sharing, visit the Information Commissioner Office [www.ico.org.uk](http://www.ico.org.uk) or email [scotland@ico.org.uk](mailto:scotland@ico.org.uk)

### Changes to this data protection policy

This policy will be updated as necessary to reflect best practice in data management, security and control and to ensure compliance with the Data Protection Act 2018.

### Contact

Contact Data Protection Officer

Email: [dpo@eastrenfrewshire.gov.uk](mailto:dpo@eastrenfrewshire.gov.uk)

**Confirm You Would Like to Keep Hearing from Invest East Renfrewshire**

If you wish to receive information about business or employability support please tick this box

***You can opt-out of receiving our correspondence at any time by emailing [business@eastrenfrewshire.gov.uk](mailto:business@eastrenfrewshire.gov.uk)***