

EAST MIDLANDS ACCELERATOR HELP TO GROW PROGRAMME £750 JOINING FEE APPLICATION FORM

East Midlands Accelerator is part-funded by the UK Government through the UK Community Renewal Fund and led by East Midlands Chamber (Derbyshire, Nottinghamshire, Leicestershire).

- Please return this form to helptogrow@emc-dnl.co.uk within 5 working days of receipt. For further guidance contact Vicki Thompson on 07469 148833.
- If approved, East Midlands Chamber will reimburse the business for the £750 joining fee to attend the Help to Grow Management Programme delivered by:
 - Leicester Castle Business School
 - Nottingham Business School
 - Nottingham University Business School
 - University of Leicester
 - University of Derby
- Applications will be approved on a first-come, first-served basis.
- If approved, payment evidence must be sent to the Chamber prior to starting the course and will be repaid within five days of receipt. Claim documentation will be provided.

Eligibility Criteria

- The funding is to support businesses impacted by the coronavirus pandemic
- The business must have been operational for at least a year; employ between 5 and 249 people and be based in:
 - Bassetlaw
 - Derbyshire Dales
 - High Peak
 - Leicester City
 - Mansfield
 - Newark and Sherwood
 - Nottingham City
- The participant must be a decision maker or member of the senior management team
- Charities are not eligible

Help to Grow Participant Commitment

- The Help to Grow Programme participant will agree to:
 - attend the full 12-week course;
 - provide a copy of the Growth Action Plan to the Chamber within four weeks of completing the course;
 - take part in any evaluation of the Programme by the Chamber
- **PLEASE COMPLETE THE DETAILS BELOW IN BLOCK CAPITAL LETTERS**

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Registered Business Name			
Location of business	<input type="checkbox"/> Derbyshire Dales <input type="checkbox"/> High Peak <input type="checkbox"/> Bassetlaw <input type="checkbox"/> Mansfield <input type="checkbox"/> Newark & Sherwood <input type="checkbox"/> Nottingham City <input type="checkbox"/> Leicester City		
Registered address and postcode			
Trading address (if different from above)			
Salutation	<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss. <input type="checkbox"/> Other:		
Contact Name	FIRST NAME	SURNAME	
Contact Email			
Nature of Business			
Legal Status https://find-and-update.company-information.service.gov.uk/	<input type="checkbox"/> Ltd Liability Partnership <input type="checkbox"/> Private Ltd by Shares <input type="checkbox"/> Private Ltd by Guarantee <input type="checkbox"/> Public Ltd Co <input type="checkbox"/> Other:		
Company Registration No			
Date of incorporation https://find-and-update.company-information.service.gov.uk/			
HMRC Unique Tax Reference (if applicable)		Trading start date	
Number of employees			
VAT No (if applicable)			
Is the business majority women owned	<input type="checkbox"/> Yes. <input type="checkbox"/> No. <input type="checkbox"/> prefer not to say		
Is the business majority black, Asian or minority ethnic owned	<input type="checkbox"/> Yes. <input type="checkbox"/> No. <input type="checkbox"/> prefer not to say		
Size of business	<input type="checkbox"/> Sole proprietorship <input type="checkbox"/> Ordinary partnership (2 or more self-employed) <input type="checkbox"/> Small business (0 – 49 employees) <input type="checkbox"/> Medium-sized business (50 – 249 employees) <input type="checkbox"/> Large business (250+ employees)		
Number of employees		Sole Traders & Directors count as employees	
Type of economic activity as defined by The United Kingdom Standard Industrial Classification of Economic Activities (select one)	<input type="checkbox"/> Accommodation & food service activities <input type="checkbox"/> Activities of extra territorial organisations & bodies <input type="checkbox"/> Activities of households as employers <input type="checkbox"/> Administrative and support service activities <input type="checkbox"/> Agriculture, Forestry and Fishing <input type="checkbox"/> Arts, entertainment, & recreation <input type="checkbox"/> Construction <input type="checkbox"/> Education Information & communication <input type="checkbox"/> Electricity, gas, steam, & air conditioning supply <input type="checkbox"/> Financial & insurance activities <input type="checkbox"/> Human health & social work activities		

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	<input type="checkbox"/> Manufacturing <input type="checkbox"/> Mining & Quarrying <input type="checkbox"/> Other service activities <input type="checkbox"/> Professional, scientific, & technical activities <input type="checkbox"/> Public administration & defence <input type="checkbox"/> Real estate activities <input type="checkbox"/> Transportation and storage <input type="checkbox"/> Water supply, sewerage, waste management <input type="checkbox"/> Wholesale & retail trade	
Jobs at risk <i>how many FTE jobs in the business are at risk of redundancy over the next six months</i>		<i>NB this item will be kept confidential within the project</i>
New Jobs <i>how many new FTE jobs are you looking to create in the next six months?</i>		
Is your business looking to create a Net Zero Plan in the next six months?	<input type="checkbox"/> Yes. <input type="checkbox"/> No. <input type="checkbox"/> prefer not to say	
Is your business looking to invest in Technology in the next six months?	<input type="checkbox"/> Yes. <input type="checkbox"/> No. <input type="checkbox"/> prefer not to say	
Bank Details (if your application is approved we will require this information to refund you via a BACS payment)	Bank Account Name	
	Account Number	
	Sort code	

UK Subsidy Declaration

You are being offered financial assistance under the UK Government Subsidy Control Regime as outlined in the draft Subsidy Control Bill ([Subsidy Control Bill - Parliamentary Bills - UK Parliament](#)). This outlines that companies, that are not ailing or insolvent without a credible restructuring plan, can receive small amounts of subsidy without the need for either a full evaluation of the subsidy or registration of the subsidy. This minimal financial assistance is up to £315,000 over a three-year period (2020, 2021, 2022).

As the subsidy regime started on 1 Jan 2021, previous years are counted under the European Commission's De Minimis regulations (1407/2013) which allows a business to receive up to €200,000 of De Minimis aid in any three fiscal year period.

To confirm that you are eligible to receive this financial assistance, you must declare the full amount of any other financial assistance or De Minimis aid you have been awarded in the current and previous two fiscal years. De Minimis aid includes grants, loan, free or subsidised consultancy services or adviser support.

Any minimal financial assistance awarded to you under this project will have to be declared if you apply, or have applied for, any other support delivered under the minimal financial assistance element of the UK subsidy regulations.

I declare below the amount of UK Subsidy Aid in Sterling GBP and of EU State Aid awarded, in euros [conversion calculator \(i\)](#), in the current and previous two fiscal years is:

April 2021 – March 2022	April 2020 – March 2021	April 2019 – March 2020
UK Subsidy £	£	£
EU De Minimis Aid €	€	€

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Alternatively, if NO minimal financial assistance or De Minimis aid has been received in the period by the business, please tick here ☐

Please provide details of the participant you wish to fund:

Help to Grow Participant Details	
Full Name	
Job Title	
Email address	
Contact telephone number	
Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Prefer not to say
Disability	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Prefer not to say
Ethnic Group?	<input type="checkbox"/> White <input type="checkbox"/> Mixed/Multiple Ethnic Group <input type="checkbox"/> Asian/Asian British <input type="checkbox"/> Black/ African/Caribbean/Black British <input type="checkbox"/> Other ethnic group <input type="checkbox"/> Prefer not to say
Age	<input type="checkbox"/> 16-24 <input type="checkbox"/> 25-29 <input type="checkbox"/> 30-34 <input type="checkbox"/> 35-39 <input type="checkbox"/> 40-44 <input type="checkbox"/> 45-49 <input type="checkbox"/> 50-54 <input type="checkbox"/> 55-60 <input type="checkbox"/> 60-64 <input type="checkbox"/> 65+
Skills Level	<input type="checkbox"/> Primary (Level 1) <input type="checkbox"/> Lower Secondary (Level 2 GCSE) <input type="checkbox"/> Upper Secondary (Level 3 – A Level) <input type="checkbox"/> Post Secondary (Level 4) <input type="checkbox"/> Higher Education (Level 5 and above) <input type="checkbox"/> Other (please state)
Course Start Date (this must be completed for funding to be allocated)	
Business School	<input type="checkbox"/> Leicester Castle Business School <input type="checkbox"/> Nottingham Business School <input type="checkbox"/> Nottingham University Business School <input type="checkbox"/> University of Leicester <input type="checkbox"/> University of Derby

Data Protection

I hereby declare that the information provided is a true and accurate record and fairly reflects my business activity and prospects. I confirm that by completing this application form I acknowledge and agree that the data provided can be held on a computer and used for any purpose and disclosures that are registered under the Data Protection Act 1998.

I understand that any financial assistance granted by the Chamber, will be repayable on demand or future payments not made if any information provided is found to be incorrect.

I give permission for the information contained in this form to be shared with the relevant Local Authority (acting as the Managing Authority) and, if requested, the Programme funding body, the Department for Levelling Up, Housing and Communities (DLUHC)

Client Declaration

Managed by:



Funded by:



I warrant that I am authorised to sign on behalf of the business and confirm that the information contained in this application form is correct to the best of my knowledge. I have had explained and understand the requirements of UK Subsidy Control and data protection requirements. I confirm I will notify the Chamber of any new aid received from any source during the life of the project and acknowledge that if the business fails to meet the eligibility requirements, it may become liable to repay the full value of the assistance provided.

I commit to attending the Programme and providing a copy of the Growth Action Plan to the Chamber within four weeks of completing the Programme.

Applicants Signature:

Date

Office use only

Unique ID assigned & Date
form passed to Company (Office
use only – must inc LA's REF):

ID Number: HG_____

Date: __ / __ / __

Contract and Audit Declaration

I certify that the above business is eligible to receive funding to support the Help to Grow joining fee

Name:

Signature:

East Midlands Chamber Project Approval

I certify that the appropriate company Due Diligence has been completed and the business will be awarded funding as follows:

Total Project Value: £750

Name: Diane Beresford

Position: Deputy Chief Executive

Signature:

Date:

Outputs Subset

- ☐ Number of potential entrepreneurs assisted to be business ready
- ☐ Number of businesses receiving non-financial support
- ☐ Number of businesses receiving grants

Outcomes Subset

- ☐ Businesses introducing new products to the firm
- ☐ Employment increase in supported businesses
- ☐ Jobs safeguarded
- ☐ Number of new businesses created
- ☐ Estimated Carbon dioxide equivalent reductions
- ☐ Decarbonisation plans developed

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