**Make & Trade Grant Fund**

**Tenant Grants - Application Form**

|  |
| --- |
| **1. Applicant details** |

|  |  |
| --- | --- |
| 1.1 Business name |  |
| 1.2 Business type (Limited Company, Registered Charity, Sole Trader etc.) |  |
| 1.3 Charity or company registration number (if applicable) |  |
| 1.4 Business trading address |  |
| 1.5 Date started trading |  |
| 1.6 Turnover for last financial year (£) |  |
| 1.7 Website address (if applicable) |  |
| 1.8 Please briefly detail the main current activities of your business |  |
| 1.9 Key contact name for the project |  |
| 1.10 Role within the business |  |
| 1.11 Contact email address |  |
| 1.12 Contact telephone number |  |
| 1.13 Do you have a business plan? If yes, please provide a copy with this application |  |
| 1.14 Have you received any business advice, or have you been part of any business support programmes within the last 3 years? If yes, please briefly detail |  |
| 1.15 Would you be interested in finding out about any additional business advice and support that may be available? |  |

|  |
| --- |
| **2. About your project** |

|  |
| --- |
| 2.1 What is the estimated total cost of your proposed project (£)? |
|  |
| 2.2 How much Make & Trade Grant Funding would you require (£)?  *Please note max Grant available is £10k per project or 50% of refurbishment costs (whichever is the lesser).* |
|  |
| 2.3 Estimated start date of your project |
|  |
| 2.4 Estimated end date of your project |
|  |
| 2.5 What is the address of the property that would be occupied and who is the landlord/agent? |
|  |
| 2.6 Nature of the premises you will occupy (e.g. full building, multi-occupancy, size etc) and what is the current condition of the property? |
|  |
| 2.7 Please provide a summary of the proposed project and what it would entail |
|  |
| 2.8 Nature of expected tenancy (whether single or multiple tenants), length of lease and anticipated monthly property costs (rent, utilities, insurance, business rates etc) |
|  |
| 2.9 Have you received any legal advice relating to the property/lease? If yes, please detail |
|  |
| 2.10 How does your project contribute to the Make and Trade Project Outcomes (as detailed in the eligibility section of the guidance)? |
|  |

|  |
| --- |
| **3. Finance** |

|  |
| --- |
| 3.1 Why does your project require Make and Trade funding and what would happen to the project if you weren’t considered for support? |
|  |
| 3.2 How will the total costs of the project be funded? Please indicate the amount of funding and the source(s) alongside whether it’s confirmed or anticipated. |
|  |
| 3.3 Subsidy Control  For awareness should this application be successful the grant support will be offered under the Minimum Financial Aid (MFA) scheme. We must obtain confirmation that our grant funding would not cause the business to exceed the applicable threshold of £315,000 cumulated over the current financial year and the previous two financial years.  This confirmation must consider the proposed award and all other comparable subsidies received by the business between the date of submitting this application and previous 2 UK financial tax years.  **Please declare any forms of financial assistance from any public body including grants and subsidised support or advice in the last 3 UK financial tax years in the table below (indicating non-received if applicable) and separately confirm whether you are eligible to receive a potential grant under the MFA scheme.** |
| |  |  |  | | --- | --- | --- | | Who provided the Subsidy | Date subsidy awarded | Total amount of Subsidy (in GBP as were notified at the time) | |  |  | £ | |  |  | £ | |  |  | £ | |  |  | £ | |  |  | £ | |  |  |  | | **Are you eligible to receive a potential grant award under MFA? *Yes/No*** | | | |

|  |  |
| --- | --- |
| **4. Applicant Declaration** | |
| Ideclare that I have the authority to represent the applicant in submitting this application and in turn:   1. I understand that acceptance of this application form Derby City Council does not in any way signify that the project is eligible for funding or that any such funding has been approved towards it. 2. I shall inform the Council if, prior to any funding being legally committed to the applicant*,* I become aware of any further information which might reasonably be considered as material in deciding whether to fund the proposal. 3. I am aware that if the information given in this application turns out to be false or misleading, the Council may demand the repayment of funding and/or terminate a funding agreement pertaining to this proposal. 4. I confirm that I understand that if the applicant commences project activity, or enters into any legally binding contracts or agreements, including the ordering or purchasing of any equipment or services, before the formal approval of the project, any expenditure is incurred at the organisation’s own risk and may render the project ineligible for support. 5. The information given in this application is correct and I agree to abide by the agreement terms and conditions which will form part of any subsequent grant funding agreement. | |
| **Name** |  |
| **Position** |  |
| **Signature** |  |
| **Date** |  |

**In addition to this application form, please ensure Appendix A is also fully completed which details project expenditure and funding.**

**To view Derby City Council Privacy Notices please visit**

[Economic Growth - privacy notice - Derby City Council](https://www.derby.gov.uk/site-info/privacy-notices/a-z/economic-growth/)