**WELWYN HATFIELD BOROUGH COUNCIL**

**THE CAMPUS**

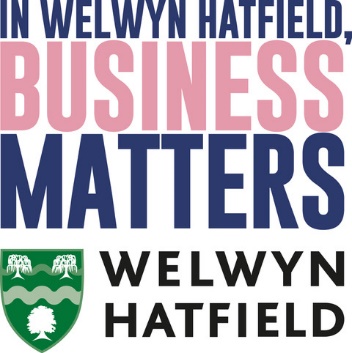
**WELWYN GARDEN CITY**

**AL8 6AE**

**Welwyn Hatfield Business Matters Small Business Grant Scheme 2020**

**­­**

**Application Form**

****

|  |
| --- |
| Please complete this form to apply for a Small Business Grant of up to **£1,000**. You will be informed within 1 week of the deadline (Midnight, Friday 28 February 2020) of the outcome of your application. If handwritten, please ensure you use black ink. Unsuccessful applicants will be notified by email. Please return Forms to: Lisa Devayya, Economic Development, The Campus, Welwyn Garden City, AL8 6AE or send via email. Please let me know if you would like a pre-paid envelope if returning a hard copy.  Tel: 01707 357 269 Email: l.devayya@welhat.gov.uk |

|  |  |
| --- | --- |
| **Your Name** |  |
| **Name of Business** |  |
| **Business Address** |  |
| **Email address** |  |
| **Date of Birth of applicant(s)** |  |
| **Contact number** |  |
| **Company Registration Number /**  **VAT Registration Number if applicable** |  |
| **Date the business started/**  **will start trading** |  |
| **Web address** |  |
| **Industry**  (eg: IT, Finance, Manufacturing etc) |  |
| **How many employees does your business have?** |  |
| **Please tell us if you are a:**   * Sole trader * Partnership * Limited company |  |

|  |
| --- |
| **Please provide a brief summary about your background, business activity, including business aims and future growth plans. (Use a separate sheet if necessary).** |
|  |

|  |
| --- |
| **Proposal Summary:**  **Please provide appropriate comments under each of the headings below. Any incomplete forms will be returned.**  **(use separate sheet if necessary)** |
| **How will the Welwyn Hatfield Business Grant support the growth of your business, including employment growth?** |
| **Describe the activities for which grant funding is sought?** |

|  |  |  |
| --- | --- | --- |
| **Funding Request Summary** | | |
| **What is the total cost of your proposal?** |  | |
| **How much grant is required? (Max £1,000)** |  | |
| Where will the remaining funds be sought? |  | |
| **To be paid by BACS** | |

|  |  |
| --- | --- |
| **Annex 1 - Terms and Conditions** | |
| Welwyn Hatfield Borough Council is committed to encouraging the strength and vitality of its local economy.  The ‘Business Matters’ grant is intended to make a positive contribution towards business growth in the borough, promoting local entrepreneurship, business innovation and employment growth.  **The grant can be used for anything that you feel would support the growth of your business including:**   * **Test trading a product or service** * **Expanding into a new market** * **Diversifying into a new product area** * **Promoting a new product or service** * **Buying equipment or tools to improve efficiency, or to launch a new business** * **Producing a prototype**   **Conditions of the Business Grant**  All applicants must:   1. Be either: 2. People wishing to start their business within the borough of Welwyn or Hatfield. 3. Organisations already based in the borough. 4. Be aged 18 or over and may be required to produce evidence of identity and age. 5. The grant amount requested many not exceed £1,000. 6. Applicants must have less than 15 staff. 7. Entries which are illegible or incomplete will be invalid.   **Timings**   * Monday 16 December 2019 - Launch of grant scheme. * Midnight, Friday 28 February 2020 – Deadline for applications. * Thursday 5 March 2020 - Applicants notified if shortlisted. * Wednesday 25 March 2020 - Shortlisted applicants present their idea to panel of judges. * Thursday 26 March 2020 - All applicants notified of results. * Wednesday 22 April 2020 Award Celebration Lunch at council offices from 1pm – 2.30pm. * Friday 31 July 2020 – Deadline to present invoices for payment of grant. * Tuesday 20 October 2020 - All recipients of grant give a five minute presentation on update on their business and how the grant has supported growth. | 1. Images and reference to websites may be included. 2. The grant will not be paid for retrospective purchases. 3. Applicants must demonstrate that the grant would support business growth. 4. The grant cannot be used to maintain a premise. 5. Successful applicants will be promoted on Welwyn Hatfield Borough Council’s website and must be prepared to participate in any future publicity including the ‘Winners Lunch on Tuesday 21 April’. 6. Successful applicants must be prepared to return 6 months after receiving the grant to give an update on how the grant benefitted their business, this will take place on Tuesday 20 October 2020. 7. Payment of goods and/or services listed in this application must be made in advance of receiving the grant. 8. The grant will only be paid on receipt of a copy of any relevant invoices. 9. By entering, organisations agree to be bound by these terms and conditions. 10. The judging panel’s decision is final and no correspondence will be entered into.   **Process of the Business Grant**  There are two steps to the application process. All applicants must complete the application form which will be scored.  Successful applicants will be invited to present their business idea to a panel of judges (no longer than 10 minutes). There will be up to 10 minutes of questions from the judging panel. |

|  |
| --- |
| **Data Protection Statement** |
| 1. The council is required by law to protect the public funds it administers and may share information provided in order to prevent or detect fraud. 2. Welwyn Hatfield Borough Council would like to include your details on a list of businesses which have received this grant. |
| I have read and fully understand the Terms and Conditions subject to which this grant is offered as set out in Annex 1.  **Signature:** -----------------------------------------------------------------------------------------  **Date:** ------------------------------------------------------------------------------------------------ |
| When completed, please return this form no later than Midnight, Friday 28 February 2020 to:  Lisa Devayya, Economic Development Officer  Welwyn Hatfield Borough Council  The Campus  Welwyn Garden City  AL8 6AE  Email: [l.devayya@welhat.gov.uk](mailto:l.devayya@welhat.gov.uk)  Tel: 01707 357 269.  The form can also be downloaded from our website [www.inwelwynhatfieldbusinessmatters.org](http://www.inwelwynhatfieldbusinessmatters.org) |