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**Antrim and Newtownabbey Borough Council**

**Covid-19 Micro Business Revitalisation Fund**

**Application Form**

The deadline for applications is 4pm on Monday 1st February 2021 however funding will be allocated on a first come first served basis and Council will close the programme when the budget has been exhausted.

**Section 1 - Business Information**

|  |  |
| --- | --- |
| **Business Name** |  |
| **Business Address** |  |
| **Business postcode** |  |
| **Contact Name** |  |
| **Email Address** |  |
| **Contact Telephone Number** |  |
| **Type of Business (sector)** |  |
| **Were you trading on 15th March 2020?** | Yes No |
| **Are you a micro business with:*** Less than 10 full-time equivalent employees
* Turnover of no more than £632,000
* Balance sheet of no more than £316,000?

*(further guidance on micro business definition is available in the guidance notes)* | Yes No |
| **Do you operate from commercial premises?** | Yes No |
| **Rate Payer ID Number** (if available) |  |
| **How will this grant be of benefit to your business?** |  |
| **Would you like registered onto Councils Economic Development Database to be kept up to date with other relevant programmes and initiatives?**  | Yes No |

**Section 2 - Planned Expenditure & Evidence of Value**

Please use this form to provide detail of the individual items you wish to purchase and the quotes that you have obtained in respect of the items. You must also submit the quotes with your application. An example has been provided in the first line. Continue on a separate sheet if necessary.

|  |  |
| --- | --- |
| **Item** | **Estimated costs – quotes received** |
| Supplier 1 - Preferred supplier | Net Quote  | Supplier 2  | Net Quote | Supplier 3 | Net Quote | Supplier 4 | Net Quote |
| *Example:**Automatic temperature gauge station* | *ABC Supplies Ltd* | *£2,000.00* | *Supplies R Us* | *£2,100.00* | *Not required* | *n/a* | *Not Required* | *n/a* |
|  |  |  |  |  |  |  |  |  |
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**Total grant aid are you applying for? £\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please note:**

* You must obtain quotes for all items that you are seeking funding for.
* The number of quotations required depends on the value of each item – see guidance notes for the threshold.
* Quotes should be ‘like-for-like’ based on the same specification.
* Email quotes are acceptable for all value of items and should include any covering email.
* Quotes must be dated prior to close of application call and contain the supplier’s name.
* Internet searches (items costing less than £3,000) should be saved as a print screen or printed and sent with your application –website addresses / links to websites will not be accepted. The submission must clearly show the website used and the cost of the item.
* The lowest quotation should be selected with corresponding costs detailed on the application form. Please note that Council will base any Letter of Offer on the cost of the lowest quotation.
* All quotations must also be submitted with your application.

**Section 3 – Planning/Building/Street Pavement Licence**

Does your planned expenditure require planning permission/building control approval?

**Yes/No**

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| --- |
| **If yes,** please provide further detail here: |
|  |
| **If yes,** what stage is the application at? **Not applied for**  **Applied for**  **Granted** |

Does your planned expenditure relate to a need for a pavement café licence?

**Yes/No**

|  |
| --- |
| **If yes,** please provide further detail here: |
|  |
| **If yes,** what stage is the application at? **Not applied for**  **Applied for**  **Granted** |

**Section 4 - De Minimis Aid Declaration**

|  |
| --- |
| Financial Assistance awarded under the Rural & Semi-Urban Centre Revitalisation Fund is classified as De Minimis Aid as set out in European Commission Regulation (EU) No 1407/2013 of 18 December 2013 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to de minimis aid. If you have received other de minimis aid from Government Departments, Intertrade Ireland or Local Councils over the last 3 years this might impact on your eligibility to receive support.The maximum amount of de minimis aid that an undertaking can receive within a 3 year fiscal period in the UK is €200,000.  Where an undertaking is part of a group, linked either though limited companies or individual shareholders, the de minimis limit may apply to some or all of the combined group and not just individual undertakings. To allow us to determine whether awarding this grant will breach this limit, please complete the table below that details the date and value of any de minimis aid the company has received during your last 3 fiscal (accounting) years.  Where the Company is part of a group, please complete the table for all group companies.**Please note that it is your responsibility to check whether the support you have received was classed as ‘de minimis’ aid.  If in doubt, please check with whoever provided you with the support.** |
| **Has the company (or any company within the Group if applicable) received any form of public support or grant that was classed as de minimis in the last 3 years?** **If ‘Yes’, please provide detail in the table below:-** | **Yes  [ ]**  | **No [ ]**  |
| **Date support/grant funding awarded** | **Funding body** | **Purpose / Scheme** | **Amount** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  | **Total** |  |
| **What is the date of the end of your accounting (fiscal) year (dd/mm)?** |  |
| **Declaration**  I confirm that: * The details provided on this form are current and accurate to the best of my knowledge.
* The company is solvent and no distress or execution has been levied against it.
* I understand that completion of this form neither entitles nor requires me to accept any grant aid in the future.
 |
| Signed on behalf of applicant |  |  Print Name |  |
| Position |  |  Date |  |

**Application Checklist**

* Completed application signed by property owner or application signed by applicant and counter-signed to demonstrate owners consent - only if building works or modifications to the property are sought.
* Included copies of any statutory consent notifications if applicable (e.g.streetpavement licence / planning permission / building control consent).
* Completed Section 2 - Planned Expenditure & Evidence of Value
* Included the required number of quotations for each item / activity that are comparable and meet the guidance.
* Completed and signed the De-Minimis Declaration in Section 4.
* Returned the supplier form with your business address and bank details.
* Signed the declaration below.

**Declaration**

The information given in this form and the attached details are true and accurate to the best of my knowledge and no information has been deliberately withheld. I understand that any misleading statements whether intentional or accidental, given at any stage during the application process, or any material information knowingly withheld, could render my application invalid and may require repayment of any grant.

I have read and understood the criteria for this grant.

I will notify Antrim and Newtownabbey Borough Council in writing of any changes in the details of this application and in particular the award of any further funding from other sources.

I confirm that my business was open and trading on 15th March 2020 and that I represent a locally owned independent company.

I confirm that I represent a micro-business that operates from commercial premises.

Full Name (Block Capitals):

Signature:

Position:

Date:

Counter-signed by Property Owner (if applicable):

**Please return the completed application form together with items listed in the checklist to:** revitalise@antrimandnewtownabbey.gov.uk