



Growth Support Kickstart Grant Scheme Application

Important please read before you submit your application.

The Growth Support Kickstart Grants have been designed to support organisations to recover from the impacts of COVID19. The scheme is 100% funded by the European Regional Development Fund (ERDF). The grant scheme is open to enterprises who meet specific eligibility criteria to receive European Regional Development Fund (ERDF).

We hope that all information we have made available has allowed you to check all information in advance of submitting this application, but just in case please check that organisation is eligible to apply.

There are some sectors who **cannot** apply. If your enterprise operates in the following sector(s) you cannot not apply for Funding:

- Fisheries and aquaculture
- Processing and marketing of agricultural products
- Shipbuilding
- Schools/school age educational establishments
- Insurance companies
- Primary production, Coal or steel, Synthetic Fibres
- Banking

For all other sectors your business must be in one of the following geographical areas:

- Devon
- Plymouth
- Somerset
- Torbay

If you are not sure please visit <https://www.gov.uk/find-local-council/>. This tool will allow for you to confirm that you are eligible to receive funding using the location of your local council.

- Your enterprise must be classified as a small medium enterprise (SME). You must employ fewer than 250 employees.
- Your annual turnover must be less than €50 Million or your balance sheet total must be less than €43Million.
- Your enterprise must be less than 25% owned by another company or combination of companies.
- Your enterprise must not have received more than €200,000 in State Aid in the last three years.
- If your enterprise operates in the Tourism Sector your enterprise must be classified in one of the below Standard Industry Classification (SIC) codes.

SIC	Description	Tourism Sector
49.1	Passenger rail transport, interurban	Railway passenger transport services
49.32	Taxi operation	Road passenger transport services
49.39	Other passenger land transport N.E.C.	Road passenger transport services
50.1	Sea and costal passenger water transport	Water passenger transport services
50.3	Inland passenger water transport	Water passenger transport services
51.1	Passenger air transport	Air passenger transport services
55.1	Accommodation	Accommodation services for visitors

55.2	Accommodation	Accommodation services for visitors
55.3	Accommodation	Accommodation services for visitors
55.9	Accommodation	Accommodation services for visitors
56.1	Food and beverage service activities	Food and beverage serving activities
56.21	Food and beverage service activities	Food and beverage serving activities
56.29	Food and beverage service activities	Food and beverage serving activities
56.3	Food and beverage service activities	Food and beverage serving activities
68.2	Renting and operating of own or leased real estate	Exhibitions & Conferences etc
77.11	Renting and leasing of cars and light motor vehicles	Transport equipment rental services
77.21	Renting and leasing of recreational and sports goods	Sport and recreation activities
77.34	Renting and leasing of water transport equipment	Transport equipment rental services
77.35	Renting and leasing of air transport equipment	Transport equipment rental services
79.11	Travel agency and tour operator activities	Travel agencies & other reservation services
79.12	Travel agency and tour operator activities	Travel agencies & other reservation services
79.9	Other reservation service and related activities	Travel agencies & other reservation services
82.3	Organisation of conventions and trade shows	Exhibitions & Conferences etc
90.01	Performing arts	Cultural activities
90.02	Support activities to performing arts	Cultural activities
90.03	Artistic creation	Cultural activities
90.04	Operation of arts facilities	Cultural activities
91.02	Museum activities	Cultural activities
91.03	Operation of historical sites and buildings and similar visitor attractions	Cultural activities
91.04	Botanical and zoological gardens and nature reserve activities	Cultural activities
92	Gambling and betting activities	Sport and recreation activities
93.11	Operation of sports facilities	Sport and recreation activities
93.19	Other sports activities	Sport and recreation activities
93.21	Activities of amusement parks and theme parks	Sport and recreation activities
93.29	Other amusement and recreation activities	Sport and recreation activities

- If your enterprise is registered with HMRC only and you operate as a Self Employed / Sole Trader, you can still apply if your business activity identifies with the above.

Terms and Conditions

- I / we acknowledge that we are eligible to apply for European Regional Development Fund (ERDF) funding and that I / we confirm that we meet all eligibility criteria.
- I/ we acknowledge that missing or incomplete information, may result in my application being rejected.
- I / we acknowledge that if a Grant Award is approved that payment of the award is normally made in arrears and only upon submission of proof of expenditure and proof of defrayal.
- I / we acknowledge that if a Grant Award is approved that the activities funded by the Award are timebound and will need to be implemented within a specified timescale, normally 90 days, or less dependent on the date the Grant is awarded.
- I am authorised to sign on behalf of the above-named organisation and that any funding will be used to support the continuance or diversification of business activity.
- That I/we acknowledge and understand that all applications for grants may be reviewed in the future and in the event a discrepancy is found or information provided to Devon County Council is found to be false that I / we may be subject to criminal, disciplinary, regulatory and civil sanctions where allegations are proven. This includes the recovery of any Grant Monies paid.

By ticking this box, I/we confirm that we have read and understood the Terms and Conditions of the Growth Support Kickstart Scheme.

[Growth Support Kickstart Scheme -Privacy Notice](#)

Section 1. Your Information

1. Organisation Name - *The name inserted here must be the formal, legal name of the organisation as registered with companies' house, the charity commission etc. not a name it is known by or a trading name. If your application is approved this will be the name used on the grant funding agreement.*

2. Organisation Address - *Please provide the address where you perform your business activities.*

Organisation Postcode

3. Telephone Number - *Please provide the most convenient contact telephone number(s) that we can use to contact you.*

4. Email Address - *We will use email as our main way of contacting you. Please provide an email address that you check regularly.*

5. Name of main contact - *Please give us the details of the main contact for this application, this is normally the person who is authorised to sign the declaration for this application. This is the person we will contact if we have any questions or requests for further information.*

6. Position within/relationship to organisation - *Please outline your position / role within your organisation, e.g. owner / director.*

7. Financial Reporting Period - *Please tell us when your Financial Reporting period is. E.g. April – Mar*

8. Legal Entity of your organisation and Trading Information: *In this question you are required to let us know the legal entity of your organisation by ticking the box on the application that applies to you. If you select other, please provide further detail.*

Please tick the box that applies to you.

Charity Limited Company Community Interest Company Partnership

Private Limited Company Other

9. Trading Start Date / Date of Incorporation - *Please provide the date your company started trading/ incorporation date.*

10. Company Registration Number / Unique Tax Reference - *Please provide your company registration number or charity number if applicable and your UTR Number*

11. What sector does your business operate in - *Please provide your business sector in this section. If you are applying as a tourism business, please include your SIC code (please refer to section 3.2 of this document for SIC codes eligible for this grant)*

12. Are you able to claim VAT? YES NO

If yes, please provide your VAT Number:

Section 2. Financial and Employee Information

13. What percentage of your business relies upon the visitor economy?
This question is only applicable if your organisation operates in the Tourism Sector.

14. Last recorded annual Turnover as per most recent audited accounts.
£

15. Estimated Turnover for this Trading Period
£

16. Current Turnover
£

17. Number of employees as at 31 December 2019 - Please enter how many employees you had at the end of 2019.		18. Current number of Active Employees Please indicate the number of active employees within your company i.e. full and part time staff, seasonal workers who are currently working and being paid. Do not include any staff who are currently Furloughed.		19. Number of Furloughed Employees - Please indicate the number of employees currently furloughed under the government's Coronavirus Job Retention Scheme. Please indicate the number who are Fully Furloughed or Part Furloughed	
FTE	Headcount	FTE	Headcount	Fully Furloughed	Part Furloughed
20. Number of Jobs safeguarded- Please tell us whether any jobs were at risk prior to receiving support and if so how many?			21. Proposed new jobs – Will the activity you plan to undertake create any new jobs. If yes, how many		

Section 3. How has your business been Impacted

22. Please tell us how COVID19 has impacted your business. Please use 300 words or less.
This is your opportunity to clearly outline the impacts that COVID19 has had on your business. In this section you should include information such as:
- **Temporary business closure because of the coronavirus lockdown**
 - **The impact of social distancing measures on operations.**
 - **The impact on your turnover**
 - **The impacts on staff**
 - **Customer purchasing changes and how this has affected your business**
 - **Information about adapted business operating models that you have implemented**

Section 4. Recovery Activity

23. Please explain in no more than 300 words how you will recover from the Impacts of COVID19 and continue your business activity. ***Please tell us about what other support and advice you received. What you have done so far and how you would use Grant Monies to support your recovery and / or how the items you could purchase with a Grant would assist your business. What would you do if you receive this Grant? Examples of some of the things the grant could help with include:***

- ***Special Consultancy***
- ***Minor items that are an adoption of new technology that support the day to day running costs of the organisation.***
- ***Minor items that are an adaption of existing technology that supports the day to day running costs of the organisation***

