



Norwich4NewEnterprise Grants Programme

Application Form

and

Guidance Notes

Norwich4NewEnterprise Programme

About the Programme

What is the purpose of the scheme?

The aim of the scheme is to assist local businesses or social enterprises employing up to ten people and wanting to grow and create new jobs in the Greater Norwich, Broadland or South Norfolk areas.

The N4NE grants programme is delivered by Norfolk Community Foundation with the support of a number of local organisations who make up the decision making panel including Aviva, Mills & Reeve, Norfolk County Council and Norwich City Council. The members of the scheme are committed to supporting the establishment and growth of small businesses that have been trading for at least 12 months and who are finding that a lack of financial support is restricting their capability to grow their businesses or who have demonstrated successful trading to date and are seeking financial support to grow or diversify their operations.

The scheme is particularly aimed at supporting businesses that are innovative, demonstrate the ability to deliver sustainable economic growth and job creation, adopt good business practices and deliver environmental benefits.

Who can apply?

The scheme is open to organisations operating in the Norwich Area or specified areas of South Norfolk and Broadland, or from home with the intention of moving to one of these areas in the short to medium term. As well as the city itself, the Norwich Area includes - Costessey (Old and New), Taverham, Drayton, Hellesdon, Horsham St Faith, Horsford, Beeston St Andrew, Spixworth, Catton, Sprowston, Rackheath, Thorpe St Andrew, the Plumsteads, Easton, Postwick, Trowse, Cringleford, Colney and Bawburgh.

Applicants must demonstrate that have failed to raise all necessary funds from other sources. However, it is recognised and accepted that applicants may well be approaching traditional lenders and whilst the programme manager will not be undertaking means testing, it is expected that applicants will demonstrate the use of some of their own resources to 'match fund' the grant awarded.

What assistance is available?

There is no fixed lower limit, but an amount of up to £5,000 depending on the nature of the proposal, will be available.

In kind support may also be available as part of the support package from professional firms who are part of the scheme, such as solicitors, accountants etc.

What can the funding be used for?

Grants can be used to:

- assist with developing new products/services
- to procure professional services to support and develop the business, such as legal fees, Intellectual Property advice, tax advice, commercial property advice etc
- to undertake training and skills development
- cover the costs of the acquisition of capital equipment
- cover the costs of refurbishment of premises
- purchase equipment/machinery

The funding should not be used to pay for the writing of a business plan, although some of the funding could be used to pay for actions identified that need to be undertaken to support the sustainability of the business in its new phase. Applicants requiring support with the development of their business plan will be referred to the appropriate enterprise or business support agency.

Conditions

- regular reports will need to be provided to the programme administrator giving an update on progress. As a minimum, these should be provided every six months.
- your business must acknowledge the support of the programme on literature, websites and in the workplace
- your business must demonstrate a reasonable commitment to fair levels of pay and adequate Health and Safety provision
- the scheme will not support any activity which may be considered illegal, immoral, or which supports or promotes a political or religious viewpoint
- the Panel will pay regard to the impact of the support for a proposal on local competition. It cannot be seen to subsidise the establishment of one business that may seriously adversely impact on another.

What to do next:

1. Please complete the attached form and required information below and return signed by post to:

Norfolk Community Foundation
St James Mill
Whitefriars
Norwich
NR3 1TN

or email
info@norfolkfoundation.com
(please mark as *Norwich4NewEnterprise*
application in the title box).

2. Please also include a Business Plan. **Where possible, please submit an electronic copy by e-mail.** Please note, the programme does not provide a fixed format for a business plan. Applicants may produce a plan using their own format but the following information should be included where relevant to the organisation's growth plans:
 - the market that the product(s) or service(s) or development will be aimed at;
 - customer research and analysis;
 - marketing strategy to target market(s);
 - operating costs - itemised and contained within cashflow and profit and loss;
 - sales projections - itemised and contained within cashflow and profit and loss;
 - where are primary suppliers based;
 - risks.
3. **Copies of letters or other written evidence** that you have sought assistance elsewhere and that these sources are not able to provide you with all of the support you require.
4. **Quotes for the services, products, fixed assets or other costs** for which you are seeking funding.

What happens next?

Once we receive your completed application form and supporting documents, it will be checked by the Administrator for completeness and eligibility. Any requests for further information will be made at this stage. Normally requests will be made by email and failure to respond within the allotted timescale could render your opportunity invalid.

Once your eligibility has been acknowledged and once all the relevant information has been made available it will be sent to the Assessment Panel, which consists of representatives of the sponsoring and supporting organisations (see back cover).

The final decision and any conditions or recommendations will be made by the Panel. If you are successful the Panel will set out the conditions. If you are unsuccessful the Panel will explain its reasons and may suggest options for amending and resubmitting your application or direct you to other sources of funding. Alternatively the Panel may decide that it would like to support you and your proposal in principle but that you need to undertake further work before it can make a final decision.

The Panel's decision is final. Until then you should not conduct your business on the assumption that your application will be successful. You will receive payment after you have signed an agreement, in accordance with the conditions, which will state your obligations.. Evidence may be required to prove that the money has been spent on what was agreed by the panel i.e. in the form of invoices/bank statements.

Applicants should also note that approval of a grant should in no way be construed as an endorsement of your activity by the Panel, or the scheme's supporters. The approval of your application and the making of any grant is not to be taken by you or any other person as a guarantee or warranty that your proposals are viable. No liability will be accepted by the Panel in the event of subsequent failure of your business.

Equalities Statement

All of the scheme's supporting organisations work to promote equal opportunities within their recruitment and employment processes and practices and this also applies to the provision and access of services supplied by those organisations – be they public or private sector.

All of the partner organisations (whose logos appear on the back cover) produce their own statements of policy on equal opportunities. Although we have not sought to amalgamate these policies into a specific policy for this scheme, applicants should rest assured that their application will be dealt with fairly, in strict accordance with the aims of the collective policies.

The Norfolk Community Foundation will handle your application in the initial stages and as such you may wish to view a copy of their policy, which will be made available upon request. Alternatively, the policies of any of the partner organisations can also be made available.

Application Number
(for office use)

Norwich4NewEnterprise Programme

Application Form

Personal Details

Name

Address

Telephone Number

Mobile Number

Fax Number

Email Address

The Proposal

Name of business

Nature of business

Address of business

Are you a social enterprise?

Name, organisation and contact details of business advisor, if appropriate

Have you ever been declared bankrupt or insolvent (Y/N)
If yes, please provide details

Training or other relevant experience

Please describe any constraints or difficulties you will need to overcome (for e.g. disability, child care, health)

Total amount requested

£

Can you confirm that you are able to match the funding by 50% (i.e. if the total cost of your project is £10,000 that you are able to provide £5,000 to match the grant provided by N4NE)

Please confirm the source of the match (i.e. if being invested from your own business or if you are acquiring funding from a further source). If being provided from an outside source, please provide a letter of confirmation.

Please attach your business plan as a separate document.

Tick to confirm it is attached.

If you do not have a business plan, we would suggest that you speak with NWES or New Anglia LEP Growth Hub to seek advice before proceeding.

Do you require any business and/or legal advice?

How will the funding applied for be used? (Please indicate quotes, invoices, estimates and continue on a separate sheet if necessary)

What is the current turnover and what are the current staffing levels

What is your role within the organisation and what other key positions/personnel are already involved

Outcomes proposed:

By end of

1 year

2 years

5 years

Staffing Numbers

Turnover £000

Accounts:

Please tick here to confirm that you have provided the last 12 months accounts.

Other significant outcomes

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How would you proceed if no support was available?

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How would you proceed if a reduced amount was offered?

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DECLARATION

I hereby certify that all information given in this application is true and accurate to the best of my knowledge and belief and I am not aware of any undisclosed facts, which are likely to be material to the consideration of this application.

I also acknowledge that an award should in no way:

- be construed as an endorsement of the proposed activity by the management committee
- be taken by you or any other person as a guarantee or warranty that the proposals are viable;
- no liability will be accepted by the Panel in the event of subsequent failure of the business.

Full Name of Signatory: _____

Date: _____

Signed: _____

Equalities Monitoring Form

The information supplied on this form is strictly confidential and does not form part of your application. This page will be removed from your application form and the information will not be taken into account when making the appointment, nor will it be supplied to the assessment panel.

The information you provide will be handled and stored in accordance with the Data Protection Act 1998.

The partners of the Norwich4NewEnterprise Programme welcome applications from all sections of the community. It is a fundamental principle of our collective policies that all people are equally valued regardless of their gender, age, disability, race, ethnic origin, language, religion or sexual orientation. The aim of our collective policies is to ensure that the assessment process does not allow unfair discrimination and to promote equality of opportunity for all.

To help us meet this commitment, we hope that you will assist us in monitoring the applications process by completing this form. Only by collecting the information provided on this form can we progressively assess our collective performance and identify where improvements should be made.

Please fill in all sections in black ink

Male

Female

Surname

Age I am Under 21

First Names

21 – 30

51 - 60

Nationality

31 - 40

60 - 64

41 - 50

65 or over

Communication

I heard about this scheme through:
Please give one answer only.

Internal Bulletin

Job Centre

Religion

If you feel the choices below do not provide a suitable option, please write how you would describe your religion.

Christian

Hindu

- Local Newspaper*
- National Newspaper*
- Professional/trade journal*
- Business support agency
- Other*

*Please specify

- Sikh
- Judaism
- Muslim
- Buddhist
- None
- Other*

*Please specify

Ethnic origin

The following categories are recommended by the Commission for Racial Equality. If you feel the choices do not provide a suitable option, please write how you would describe your ethnic origin.

(a) White

- British
- Irish
- Any other white background

(c) Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background

(e) Chinese or other ethnic group

- Chinese
- Any Other

(b) Mixed

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other mixed background

(d) Black or black British

- Caribbean
- African
- Any other black background

If you have ticked one of the 'any other' boxes, please describe your ethnic origin below.

Disability

Do you have a disability?

Yes

No

Definition of Disability

The Disability Discrimination Act 1995 defines disability as follows:

A person has a disability if he/she has a physical or mental impairment which has a substantial and long term effect on his/her ability to carry out normal day to day activities.

According to the Act, a disabled person is currently someone who:

- Has a physical or mental impairment
- The impairment has an adverse and substantial effect on his or her ability to carry out normal day to day activities
- The effect of the impairment is long term

Examples of conditions covered include:

- Physical impairments: diabetes; epilepsy; multiple sclerosis; cancer; cerebral palsy; heart disease
- Mental impairments: schizophrenia; dyslexia; bi-polar disorder; learning difficulties
- Progressive conditions: cancer; multiple sclerosis; muscular dystrophy; HIV infection

Sensory impairments, such as blindness, having partial sight or hearing loss are also included within 'physical and mental impairments'.

Signature

Date

For office use only

Put forward to the
Panel

Supported

The Norwich4Business Programme is supported by the following organisations:

