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| **Growing Places Fund – Expression of Interest** **for a Grant** |

**SOME TIPS ON SUBMITTING A SUCCESSFUL EXPRESSION OF INTEREST TO THE GROWING PLACES FUND**

Please consider the following points, as well as reading the Programme Guidance and Frequently Asked Questions, before completing this Expression of Interest.

**BEFORE YOU START**

Remember that although you know your project our Programme Delivery Team can only appraise your Expression Of Interest (EOI) based on the information you provide.

**GROWTH THAT LEADS TO NEW JOBS**

Our aim is to support businesses to grow, expand and/or diversify with a grant – how does your project fit into that aim?

**IMPROVE YOUR CHANCES – EXPLAIN THINGS CLEARLY**

It will help your EOI if you explain your project clearly. Tell us exactly what you’re doing, why it’s good for your business, how and where you’re doing it and who will benefit from it.

**SHOW US WHAT THE FUNDING WILL MEAN TO THE SUCCESS OF YOUR PROJECT**

The Growing Places Fund is looking to invest public money carefully in viable and growing businesses.

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This Expression of Interest (EOI) will be treated in strictest confidence. However, to ensure projects utilise the most appropriate funding the Programme Delivery Team may share this information with other relevant parties.

The information provided in this form will help the Programme Delivery Team determine the eligibility of your project and will be used to complement any formal applications you make at a later stage. Please read the Programme Guidance & FAQs (available on the HEY LEP Funding website) to assist you in completing this form, and for further information on any aspect of the Programme.

If you have any queries or require further information, please contact the HEY LEP on 07496 315038 or funding@heylep.com. Please email this completed form to funding@heylep.com.

# **Key Criteria**

Grants of between £5,000 and £250,000 are available. Only businesses located in, or looking to locate to, Hull and the East Riding of Yorkshire, are eligible.

Grants are subject to UK Subsidy Control which impacts on the amount of grant assistance that is available to businesses.

Projects must be completed either within 12 months of your application being approved or no later than 31st March 2025 (whichever is sooner).

At least one new job should be created, at a minimum cost of £15,000 grant per job.

The programme is expected to be extremely competitive and projects offering value for money will be prioritised. Meeting the programme criteria does not guarantee that a grant will be awarded.

Acceptance of this EOI does not guarantee or confirm a grant will be offered.

**If work on a project has started (including if items have been ordered) then it is not eligible for financial support. Grant funding should be claimed for work undertaken after an application has been submitted and an offer made.**

**When an EOI has been submitted on your behalf by a Business Advisor/Growth Hub Advisor we will use the contact details you have provided on your paperwork, for any communication relating to your Grant Application, unless you indicate otherwise.**

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| Date of this submission:  |  |
| Submitted by (Name & contact details for person completing this form): | Name:  |
| Telephone No.:  |
| Who should we contact with any queries:  | Name:  |
| Telephone No.:  |

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| Section One – Company Name/Address & Contact details  |
| 1.1 | Company Name: |  |
| 1.2 | Contact name(s): |  |
| 1.3 | Company address: |   | Region - please select |
| 1.4 | Postcode: |  |
| 1.5 | Contact details:If there is more one than person we can contact, please include all details. | Name: (1) | Name: (2) |
| Office No: | Office No.: |
| Mobile No.: | Mobile No.: |
|  | Email address: | Email address: |
| **Company Details** |
| 1.6 | Legal status of Company: | Please select from this drop down box |
| 1.7 | Business Sector: | Please select your sector from this drop down box |
| 1.8 | Current company headcount(Full Time Employees – FTEs) |  |
| 1.9 | Date Company incorporated: |  |
| 1.10 | Date Company commenced trading: |  |
| 1.11 | Current turnover figure: |  |
| 1.12 | Current balance sheet figure: |  |
| 1.13 | VAT Number |  |
|  |
| **Group Details (where applicable)** |
| 1.14 | Group name:  |  |
| 1.15 | Current Group headcount:  |  |
| 1.16 | Group turnover figure: |  |
| 1.17 | Group balance sheet figure: |  |

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| Section Two - Project Details |
| 2.1 | Please provide a summary of your business’s current activities. |  |
| 2.2 | A. What is your project |  |
| B. What is your business growth?Business Growth can be diversification, a new service, purchase of new equipment, bringing work in-house that is currently outsourced, etc., but we appreciate that this is different to each company. Your business must be looking to do something different to its day-to-day activities. |  |
| 2.3 | Address details:This should be the address and postcode of the location of your project. | Address: | Please use this drop down box to select your Region |
| Postcode: |
| 2.4 | Anticipated start date:  |  |
| 2.5 | Project duration: |  |
| 2.6 | Expected completion date: |  |
| 2.7 | Why does the business need a grant? |  |
| 2.8 | What will happen to your project if a grant is not awarded: |  |

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| Section Three - Outputs |
| 3.1 | Estimated number of new jobs: For every £15,000 of grant awarded a minimum of one new job must be achieved. |  |
| 3.2 | Estimated number of safeguarded jobs: Safeguarded jobs must be directly linked to the overall investment. |  |
| 3.3 | Estimated new commercial floorspace in m2 |  m2  |
| Estimated refurbished commercial floorspace in m2 |  m2  |

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| Section Four – Financial details |
| 4.1 | What is the estimated overall project cost? | **£** |
| 4.2 | Please tell us how much funding you have obtained towards your project:* A Micro sized business (ie 1-10 FTEs) needs minimum match funding of 50%
* A small business (ie 10-49 FTEs) needs minimum match funding of 70%.
* A medium business (ie 50-249 FTEs) needs minimum match funding of 80%
* A large business (249+ FTEs) needs minimum match funding of 90%.
 | A. | Hire Purchase | £ |
| B. | Bank loan | £ |
| C. | Other commercial loan | £ |
| D. | Director’s loan | £ |
| E. | Company funds | £ |
| F. | Other grants | £ |
| G. | Asset Finance | £ |
| H. | Yet to be determined | £ |
| 4.3 | How much of the total cost of funding your project has already been obtained?This is the total of the funding (ie Asset Finance, Company Loan, etc.,) as listed in A-H above.  | £ |
| 4.4 | How much grant is required?This is the total project cost (4.1) minus the total funding already obtained (4.3).Please note that if you have a start-up business, ie have been trading for less than 1 year, any potential grant award will be capped at £20,000.  | £ |

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| Section Five – Additional Information |
| 5.1 | Any other information you would like us to consider: |  |
| 5.2 | Do you have a business/financial advisor or consultant assisting you with your application? If yes please provide their contact details. | Name: |
| Tel No. |
| Email address: |
| 5.3 | How did you hear about this funding opportunity? | Select one option |

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| Section Six - DECLARATION |
|  | Yes/No |
| 1. Have any of the Directors/Shareholders ever:* Been convicted of any offence (whether spent or not and whether or not in the *United Kingdom*) involving fraud, theft, false accounting, offences against the administration of public justice (such as perjury, perverting the course of justice, intimidation of witnesses or jurors), serious tax offences or other dishonesty)
* Been subject to any current criminal proceedings?
* Been given a caution in relation to any criminal offence?
 | Select |
| 2. Do any of the Directors/Shareholders have any convictions for any offences (whether spent or not and whether or not in the *United Kingdom*) other than those in 1 above (excluding traffic offences that did not result in a ban from driving or did not involve driving without insurance)? | Select |
| 3. Have any Directors/Shareholders ever had previously a County Court Judgement (“CCJ”) or other judgement debt, (whether or not in the *United Kingdom*) of have any other judgement debts (including CCJs) made under a court order still outstanding. | Select |
| 4. Have any Directors/Shareholders ever failed to satisfy any such judgement debts within one year of the making of the order? | Select |
| 5. Have any Directors/Shareholders:* Been the subject of any bankruptcy proceedings?
* Ever entered or are in the process of entering into an agreement in favour of their creditors, for example a deed of arrangement or an IVA?
 | Select |
| 6. Are any of the Directors/Shareholders, or have any Applicants/Shareholders ever been the subject of an investigation into allegations of misconduct or malpractice in connection with any business activity? | Select |
| 7. Have any of the Directors/Shareholders, or have any of the Directors/Shareholders ever (whether or not in the *United Kingdom*) been:* Refused entry to, or been dismissed or requested to resign from, any profession, vocation or employment or from any fiduciary or position of trust whether or not remunerated?
* Refused, restricted in, or had suspended, the right to carry any trade, business, or profession for which specific licence, authorisation, registration, membership or other permission is required?
* Disqualified by a court from acting from acting as a director of a company or from acting in a management capacity or conducting the affairs of any company, partnership or unincorporated association?
 | Select |
| 8. Has any company, partnership, or unincorporated association of which the Directors/Shareholders are or have been a controller, director, senior manager, partner or company secretary, in the United Kingdom or elsewhere, at any time during the shareholders involvement **or** within one year of the shareholder ceasing to be involved been:* Put into liquidation, wound up, ceased trading, had a receiver or administrator appointed or entered into any voluntary arrangement with its creditors?
* Adjudged by a court liable for any fraud, misfeasance, wrongful trading, or other misconduct
* Investigated or been involved in an investigation by an inspector appointed under companies or any other legislation, or required to produce documents to the Secretary of State, or any other authority, under any such legislation?

\*NB: If in doubt, you should declare any direct involvement, at any time, with any business that meets the above criteria. **Please note that we will check business/director history and failure to declare could result in your application being rejected.** | Select |
| 9. Has the company (or any of the directors been involved in a business which has) previously received funding from a lender under the terms of Enterprise Finance Guarantee Scheme or received financial assistance from any UK Government or European source. | Select |
| If you have answered yes to any of the above questions in this section, please provide further information below: |
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| Please read carefully and sign once you are happy that you have fully answered all of the questions. |
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| I/We hereby apply for funding through the Growing Places Fund programme for the amount stated in this proposal. I/we certify that the information given in this proposal form and the details in the Business Plan and any other attachments enclosed are, to the best of my/our knowledge and belief, correct. If this is found not to be the case the proposal may be declined without any further reference to me/us.I/We consent to the HEY LEP and Hull City Council (the Accountable Body for the programme) exchanging information about me/us and/or the business with our Boards/sub-Boards, bankers/other funders, professional advisors, Department for Business, Energy and Industrial Strategy, relevant Local Authority Economic Development Advisors and with potential Non-Executive Directors. I/We authorise the HEY LEP and Hull City Council to make enquiries about me/us and the business, including obtaining information from Partnership Investment Finance, Credit Reference Agencies and to carry out any searches and/or other investigations deemed necessary in the evaluation of the proposal. The HEY LEP is under no obligation to release details of such searches/investigations. I/we acknowledge that if any finance obtained from the Growing Places Fund is required to be repaid; Hull City Council may disclose information to Credit Reference Agencies. I/We authorise the HEY LEP and Hull City Council to forward business details to Government-funded business support organisations/networks regarding other business support products. |
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| N.B. Electronic signatures are acceptable. Alternatively, please print, sign, and scan wet signatures and return this page in PDF format. |

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| Signature |
| By submitting this EOI, in applying to the Growing Places Fund programme, the Company confirms that the information provided is correct and complete. We have read, understood, and agree to this declaration. |
| Name:  | Date:  |
| Signed: | Position in organisation:  |