

## Warwickshire County Council Covid-19 Recovery and Investment Grants Adapt and Diversify Grant Application Form

Warwickshire County Council has established a Covid-19 Adapt and Diversify grant scheme as part of a package of funding to support economic recovery in the county. Our **NEW** scheme offers grants of £2,500 to £5,000 to access specialist external advice and up to £20,000 for projects which involve both specialist advice and the purchase of equipment or the refurbishment of property. It is open to ALL retail, hospitality, tourism and leisure businesses and certain identified businesses in their supply chains that have also been affected by Covid-19. Applicants must be able to demonstrate that they have been negatively affected by Covid-19 and have clear plans to adapt and diversify their business. **Before submitting an application, you must read the guidance carefully and check your SIC code.**

### 1.1 Name of Project

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### 1.2 Project Summary

Please provide a short summary of the project.

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### 1.3 Covid-19

Please indicate how your business has been negatively affected by Covid-19.

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## 2 Your Business

NAME OF BUSINESS	
Main Contact	
Title or Position Held	
Business Address	
Postcode	

Contact Telephone Number(s)	
E-Mail Address	
Alternative Contact Details	
Address at which project will be located if different to the above (including postcode)	
Length of time trading at this address (Years and Months)	
District/ Borough	

### 3 Business Details

Business status (e.g. Limited Company, Sole Trader, Partnership, etc)	
Main business activity/ Sector	
Company number/ UTR number / charity registration number	
Date business started trading	
Interest in the property	
If you are a tenant, please advise the number of years remaining on your lease	
VAT registration number (if applicable)	
Number of employees (FTEs) – (FTE = Full Time Equivalent @ 36 hours per week)	
Turnover (per annum) from latest accounts	

Is your business linked with any other businesses? If yes, please provide details of the linked business including number of employees, turnover and net assets.

<b>4. Previous Public Funding Received</b>
If you have been in receipt of any public-sector funding within the last five years, please detail this below, including the amount of funding received; when it was received; and the funding source. Public sector funding sources to consider include the European Regional Development Fund (ERDF), Regional Growth Fund (RGF), the Rural Development Programme for England (RDPE), European Agricultural Fund for Rural Development (EAFRD), LEADER and local authorities including all Covid-19 related grants. Support to consider includes grants, consultancy support and other forms of state aid.

## 5. Project Description

### 5.1 Please describe your project, in particular, how it will enable a significant change to your business.

Please reference any supporting documents submitted with the application, explaining the background to the project and your business.

### 5.2 Total grant required

### 5.3 Are the costs estimates or based on quotations received? A minimum of one quote should be from a Warwickshire-based supplier and we encourage applicants to seek as many local quotes as possible.

## 6. Outputs, Outcomes and Milestones

### 6.1 Key dates and milestones

Please provide a schedule of key activities and their completion dates for delivering the project.

Milestone	Date
Proposed start date	
Milestone 1	
Milestone 2	
Financial Completion	
Output delivery completion	

### 6.2 Outputs

Please indicate how many of the following outputs your project will deliver.

Output	Target figure			
Financial Year	2020/2021	2021/2022	2022/2023	
Jobs safeguarded				
Jobs created				
Apprenticeships created				
Other outcomes				

## 7. Project Delivery

### 7.1 Planning permissions and consents

Will you require planning permission or other consents in order to be able to deliver your project?

### 7.2 Project impact & mitigation

Please explain the main issues and risks identified for your project and how these will be managed/mitigated.

## 8. Supporting Documentation and Information

### 8.1 Mandatory supporting information

Please ensure the following mandatory information is submitted:	Attached? Please tick.
Appendices – Funding profile, cost breakdown and financial projections,	<input type="checkbox"/>
Business plan	<input type="checkbox"/>
Statutory audited/ unaudited/ draft accounts (including those of any linked companies) – Last two years where possible	<input type="checkbox"/>
Quotes / Tender estimates	<input type="checkbox"/>

### 8.2 Additional information

This is a guide only. (Please ensure that any listed documents that have been referred to within the application are provided).	Attached? Please tick.
Appropriate consents and permissions e.g.	
• Landlord consent	<input type="checkbox"/>
• Planning permission	<input type="checkbox"/>
• Environmental permits	<input type="checkbox"/>
• Listed buildings	<input type="checkbox"/>
• Proof of any deemed consents	<input type="checkbox"/>
Copy of any plans, drawings or specifications that detail the project	<input type="checkbox"/>
Feasibility, research or other supporting case studies	<input type="checkbox"/>
Evidence of support for the project	<input type="checkbox"/>
If non-recoverable VAT is being included in the project costs, please complete a VAT declaration form available from Warwickshire County Council's Economy and Skills Group.	<input type="checkbox"/>

## 9. Declaration and Signature

*I confirm that, to the best of my knowledge and belief, all of the information in this application is true and correct. I also confirm that my business meets the European Commission definition of a small enterprise.*

*I understand that acceptance of this application does not in any way signify that the project is eligible for support or that funding has been approved towards it.*

***I confirm that I am aware that checks can be made to the relevant authorities to verify this declaration and any person who knowingly or recklessly makes any false statement for the purpose of obtaining a grant or for the purpose of assisting any person to obtain a grant is liable to be prosecuted. A false or misleading statement will also mean that approval may be revoked and any grant may be withheld or recovered with interest.***

**The General Data Protection Regulator (GDPR)**

All personal information that you provide us with in this form and in all communications you have with us as part of the 'Warwickshire County Council Adapt and Diversify Grant' will be dealt with in accordance with our GDPR compliant Privacy Notice. Copies of this Privacy Notice may be obtained from:  
<https://www.warwickshire.gov.uk/privacy>

The data we collect is for the purpose of the Retail and Hospitality Grant Scheme. The information you supply will be shared with members of our independent grants panel to allow your application for grant funding to be appraised.

The programme requires your data to be added to the CRM Evolutive System.

We will use the information you supply:

To assess your application for grant funding; this information will be used to evaluate the programme and to report to WCC's internal finance and audit teams for monitoring and evaluation purposes.

We will only use your data for this programme and not for marketing or commercial purpose unless you give us consent to use your data for these purposes.

Do you consent to your data being used for:

Marketing updates                      Yes ☐      No ☐

Events information                      Yes ☐      No ☐

**This application does not guarantee acceptance. You should not enter into any legal contracts, including the ordering or purchasing of any equipment or services, before the formal approval of your project. Any expenditure incurred before the approval date will only be eligible for grant support if it meets the criteria within the guidance.**

<b>Signed</b>		<b>Print Name</b>	
<b>Position</b>		<b>Date</b>	