

Warwickshire - REPF Grants Application Form

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Warwickshire County Council Rural England Prosperity Fund Business Grants Application Form

Guidance

[REPF Guidance Notes](#)

☐ I confirm that I have read and understood the guidance notes. *

Please note, you are unable to proceed with this application until you have read the guidance notes.

NB: Please complete all sections fully. The information you provide will only be used in the assessment of your application and in assisting us to review and develop the services we offer. If you provide insufficient information, we will return the form to you. * All sections are mandatory.

☐ Section 1 - Applicant Details

Business / Company Name: *

Address of Business / Property to which application refers

Building Name:

Secondary Name:

Street:

Town:

County:

Postcode: *

**If any of the above details are incorrect, please contact us by email -
business@warwickshire.gov.uk**

Do you or the business own the premises? *

- ☐ Yes
☐ No

Will the project be located at a different address?

- ☐ Yes
☐ No

Title: *

Forename(s): *

Surname: *

Position in Business: *

Telephone Number: *

Mobile Number: *

Email Address: *

Additional Contacts:

Title:	Forename:	Surname(s):	Position:	Email Address:	Telephone:	Mobile:
<div>+ Add Another</div>						

Business Status: *

Main Business Activity / Sector:

Main Business Activity / Sub Sector:

Please enter SIC Code as held at Companies House:

Company / UTR Registration
Number:

VAT Registration Number: (if
applicable)

Date Business Started Trading:
*

Number of Employees: (?)

 FTE

NB: If you are a sole trader/owner, please include yourself. For partnerships and limited companies please include all partners and directors.

A micro-enterprise is defined as an enterprise with fewer than 10 employees whose annual turnover is £1 million or less OR whose balance sheet does not exceed £500,000. Relationships with **other** enterprises are also taken into account when determining whether or not you meet these criteria. A small business is defined as a business with fewer than 50 employees whose annual turnover is £15 million or less OR whose balance sheet does not exceed £7.5 million). Again, relationships with other enterprises are also considered.

Turnover per annum from
latest accounts: *

 £

Is your business linked with
any other business? *

☐ Yes

☐ No

Declaration of Minimal Financial Assistance

This grant scheme is covered by the UK Government Subsidy Control Act (2022). The total amount of Minimum Financial Assistance (MFA) received over a rolling period of three fiscal years **should not exceed £315,000 per business**. (NB: if part of a group of companies, the MFA financial threshold applies at company group level.)

It is the responsibility of the applicant to monitor the level of MFA received and if an offer is made, you will be asked to declare that this has not been exceeded.

Please find below a sample list of common forms of assistance which you may have received over the past three years (please note this list is not exhaustive):

- Grants.
- Interest rate relief.
- Tax relief.
- Tax credits.
- State guarantees or holdings.
- State provision of goods or services on preferential terms.
- Direct subsidies.
- Tax exemptions.
- Preferential interest rates.
- Guarantees of loans on especially favourable terms.
- Acquisitions of land or buildings either gratuitously or on favourable terms.
- Provision of goods and services on preferential terms.
- Indemnities against operating losses.
- Reimbursement of costs in the event of success.
- State guarantees, whether direct or indirect, to credit operations preferential re-discount rates.
- Dividend guarantees.
- Preferential public ordering.
- Reduction of, or exemption from, charges or taxes, including accelerated depreciation and the reduction of social contributions.
- Deferred collection of fiscal or social contributions.
- Assistance financed by special levies.
- Capital transfers.
- Certain State holdings in the capital of undertakings.
- Retail Relief.
- Advice and support for your business

<https://www.gov.uk/government/collections/subsidy-control-regime>

If you are in any doubt as to whether the assistance you have received is subject to MFA (or the former regimes of small amounts of financial assistance (as provided for under the UK-EU Trade and Co-operation Agreement (“TCA”)) or de minimis state aid (as provided for prior to the TCA) please

contact the body who granted the assistance for clarification.

Please list any financial assistance in the **past 3 financial years**, including a null return, in the table below:

Id	Exchange Rate	Body Providing Aid:	Type of Aid:	Value of Aid:	Date of Aid:
<div data-bbox="159 358 414 436">+ Add Another</div>					

- ☐ I confirm for and on behalf of the applicant business detailed in section 1 of this application that receipt of a grant, if offered, will not exceed the MFA threshold in section 36(1) of the Subsidy Control Act 2022. *

Please confirm by ticking the below boxes that the following statements are correct:

- ☐ The assets will be situated at the project location. *
- ☐ If the assets being purchased are second-hand, please confirm they have not previously been funded through EU/National funds. (This box needs to be checked even if the items being purchased are brand new, to show acknowledgement) *
- ☐ The assets are not going to be purchased from within your Group of companies. (e.g. purchased from a sister company) *
- ☐ The items will be kept for a minimum of two years. *

If you are unable to confirm any of the above statements:

Please seek advice from WCC, setting out the declaration(s) you are unable to make and why.

Are you related to, or do you have a relationship with any officers involved in the delivery of this programme, at Warwickshire County Council? *

- ☐ Yes
- ☐ No

Save & Exit

☐ Section 2 - Project Details & Benefits

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. Your business plan should be able to demonstrate the need for the project in the marketplace and the demand for the project. *

Maximum 800 Words

(Including any links to the local supply chain) *

Maximum 500 Words

Please indicate which of the following benefits your project will lead to, explain how, and **quantify** your response as required:

Outputs:	Indicated: *
Introduction of new products and/or services	<input type="radio"/> Yes <input type="radio"/> No
New customers gained	<input type="radio"/> Yes <input type="radio"/> No
New markets or sectors entered	<input type="radio"/> Yes <input type="radio"/> No
Increased turnover	<input type="radio"/> Yes <input type="radio"/> No
Improved operational efficiency	<input type="radio"/> Yes <input type="radio"/> No
Improved productivity	<input type="radio"/> Yes <input type="radio"/> No
Upskilling your workforce	<input type="radio"/> Yes <input type="radio"/> No
Greater use of local supply chains	<input type="radio"/> Yes <input type="radio"/> No
Other project benefits	<input type="radio"/> Yes <input type="radio"/> No

Project Delivery.

Please describe your project team and how they will deliver the project, their responsibilities and what experience they bring to the project: *

Maximum 500 Words

Please explain the main issues and risks identified for your project and how these will be managed/mitigated in the table below or please attach a risk register:

Risk Description	Likelihood of risk occurring	Impact of risk	Severity	Owner	Mitigating Action	
<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	<div></div>

+ Add Another

If you have already completed a risk register, please attach this below:

File Name	Size
<div><div></div> Drop files to attach, Browse Files</div>	

Do you require any planning permissions or consents: *

- ☐ Yes
- ☐ No

If yes, please upload associated documetation under the Supporting Documents section of this form.

Please attach a copy of your business plan: *

File Name	Size
<div><div></div> Drop files to attach, Browse Files</div>	

You will be unable to submit this form if you have not attached your Business Plan.

Save & Exit

Section 3 - Job Creation & Safeguarding

Notes for this section: When we ask about jobs being supported, created or safeguarded, we are only looking at permanent PAYE jobs that **will be supported, created and/or safeguarded** as a direct result of the grant support. Following receipt of the grant we will contact you to monitor the impact of the project on these jobs and you will be required to provide written evidence confirming the number of jobs created and/or safeguarded as a direct result of the grant support. This agreement will also form part of the **Terms & Conditions** of your grant offer.

Please indicate how many of your current PAYE job roles will be supported (jobs supported are job roles that while not at risk if the project did not go ahead, will certainly **benefit** from the project going ahead), as a direct result of this project:

Please indicate how many of your current PAYE jobs will be safeguarded as a result of this project. You must only include PAYE job roles that are **currently at risk**, which will be retained if you undertake your planned project:

Jobs created:

You must only include permanent jobs that will be created following an offer of grant support for your project and that you expect to retain for a minimum of 12 months.

Job Title:	Weekly Hours Worked:	Salary	Target Date	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> <div>📅</div>	<div>✕</div>
<div>+ Add Another</div>				

Save & Exit

Section 4 - Project Funding & Timescales

Project costs and funding package

Please indicate below the overall eligible spend and REPF business grant being requested. A detailed funding profile and cost breakdown should also be provided in the financial appendices.

Overall Project Cost: *

£	
---	--

Overall Eligible Project Cost: *

£	
---	--

Private Funds: *

£	
---	--

Grant Funds: *

£	
---	--

% Intervention Rate

Requested: *

	%
--	---

Please indicate source of private funding:

--

e.g. Cashflow, Directors Loan, Bank Loan.

Please detail the impact to your business and/ or the project of each of the following

If the project did not receive REPF grant support: *

--

Minimum 25 Words / Maximum 250 Words

If the level of grant was reduced: *

--

Minimum 25 Words / Maximum 250 Words

If there were a delay in award of grant: *

--

Minimum 25 Words / Maximum 250 Words

Please provide a brief commentary on how you plan to source or generate the private funds required to match fund your project: *

--

Maximum 200 Words

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

Proposed Start Date:

Date:




Milestone 1:

Date:



Milestone 2:

Date:



Milestone 3:

Date:



☐ Add Milestone

Financial Completion:

Date:



Output Delivery Completion:

Date:



Save & Exit

Section 5 - Quotes and Financial Appendices

For each item of expenditure requiring three quotes, please complete the following. If you are unable to provide three quotes, please explain why.

Item 1

Item of Expenditure *

Quote 1

Supplier Name *

Net Amount *

£	<input type="text"/>
---	----------------------

VAT *

£	<input type="text"/>
---	----------------------

Gross Amount *

£	<input type="text"/>
---	----------------------



Quote 2

Supplier Name	Net Amount	VAT	Gross Amount
<input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>

Quote 3

Supplier Name	Net Amount	VAT	Gross Amount
<input type="text"/>	£ <input type="text"/>	£ <input type="text"/>	£ <input type="text"/>

Upload quote(s) here: *

File Name	Size
<div> Drop files to attach,  Browse Files</div>	

Preferred Supplier: *

Reason for Choice: *



If you are unable to provide three quotes for this item, please explain why:

- ☐ I have already uploaded these Quotes
- ☐ Add Additional Item

Please provide a breakdown of your projected financial expenditure, with your preferred supplier/s:

Example:

Description of Item:	Chosen Supplier:	Total Cost:	Requested Grant Rate:	Grant Amount:	Expected Claim Date:
Item 1	A N Other	£10,000.00	30%	£3,000.00	DD/MMM/YYYY

Description of Item:	Chosen Supplier:	Total Cost:	Requested Grant Rate %:	Grant Amount:	Expected Claim Date:	
<input type="text"/>	<input type="text"/>	£ <input type="text"/>	<input type="text"/> %	£ <input type="text"/>	<input type="text"/> 	
<div>+ Add Another</div>						

N.B.

Total cost should exclude VAT where the business is VAT registered.

Date grant to be claimed, must be after the item has been completed and paid for. Only items included in this appendices and approved at offer stage will be eligible.

Save & Exit

Section 6 - Supporting Documents

Please evidence the following supporting information, confirming what has been included.

Supporting Information



Details

Evidence of private match funding

For example – Business Bank Account Statement showing funds in place.

Details:

Upload Here:



File Name	Size
 Drop files to attach,  Browse Files	

Details of asset finance if applicable

Copy of asset finance agreement.

Details:



Upload Here:

File Name	Size
 Drop files to attach,  Browse Files	

CVs for all Directors and key personnel

Details:

Upload Here:



File Name	Size
<div> Drop files to attach,  Browse Files</div>	

Planning Permissions or Consents

Landlord consent, Environmental permits, Listed Buildings consent. Copy of any plans, drawings or specifications that detail the project.

Details:



Upload Here:

File Name	Size
<div> Drop files to attach,  Browse Files</div>	

Feasibility Study, research or other supporting case studies

Details:



Upload Here:

File Name	Size
<div> Drop files to attach,  Browse Files</div>	

Evidence of support for the project

Details:

Upload Here:

File Name	Size
<div> Drop files to attach,  Browse Files</div>	

Save & Exit

If there are any issues that you think may affect your application, you must inform us. You must also provide written information if you or a partner/director in the business:

- has had a previous bankruptcy,
- criminal conviction(s) which came about as a result of theft, fraud or dishonesty,
- been refused funding from other sources,
- had previous funding for an unrelated business,
- are, or will be, in receipt of any other funding payable for the business or premises.

This will not necessarily prejudice your application and all information is received in the strictest confidence.

You and/or your business may be subject to a credit check.

The information you provide may be shared with other departments internally and external agencies for the purposes of the prevention or detection of fraud, the assessment of this application and the ongoing management of any funding.

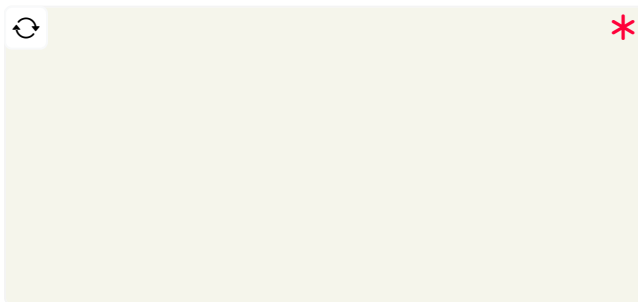
I confirm that I am aware that checks can be made to the relevant authorities to verify this declaration and any person who knowingly or recklessly makes any false statement for the purpose of obtaining grant or for the purpose of assisting any person to obtain grant is liable to be prosecuted. A false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

I confirm that I have read the above and the separate 'Guidance for Applicants' and that the information I have provided is correct to the best of my knowledge.

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.

The application must be signed (an electronic signature is accepted) by the proprietor, a partner or director in the business.

Signature: *

A large, light-yellow rectangular box for an electronic signature. In the top-left corner, there is a circular icon with a refresh symbol. In the top-right corner, there is a red asterisk (*).

Sign above

Name: *

Position in Company: *

Date: *

15-Aug-2025	
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The General Data Protection Regulator (GDPR).

All personal information that you provide us within this form and in all communications, you have with us as part of the delivery of the Rural England Prosperity Fund (REPF) business grants in Warwickshire, 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 Rural England Prosperity Fund (REPF) business grant scheme (and any equivalent programme). The information you supply will be shared with members of our independent grants panel to allow your application for grant funding to be appraised and with the Department for Environment, Food & Rural Affairs (DEFRA).

The programme requires your data to be added to the CRM Evolutive System and shared with partner organisations as detailed in the Privacy Statements.

We will use the information you supply:

- To assess your application for grant funding; information will be shared with other WCC teams including Finance, Internal Audit, Legal and Procurement and our agents or partners.
- To provide business support to you and make referrals to partners and other providers of relevant services as appropriate.
- This information will be used to evaluate the project and to report to other local authorities, the Department for Environment, Food & Rural Affairs (DEFRA), the Ministry for Housing, Communities, and Local Government (MHCLG) and government departments (or their agents and partners) for monitoring and evaluation purposes.

Your details will be stored securely and retained in compliance with Warwickshire County Council and DEFRA requirements and GDPR. We will only use your data for this programme and not marketing or commercial purposes 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

Event Information:

- ☐ Yes
☐ No

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 not be eligible for grant support, and may also adversely affect your case for a grant.

I acknowledge that if the application is successful, Warwickshire County Council will publicise details of the project through press releases, case studies, etc. and I may be asked to provide additional information such as a quote, business history, and photographs.

Save & Exit

Submit



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Version v2.0.0, Renderer v5.0.0