

# Enterprising Town Centres



## Full application

- i) Please read the Expression of Interest, Full Application, eligibility criteria, frequently asked questions and other information provided on [www.nwleics.gov.uk/businessgrants](http://www.nwleics.gov.uk/businessgrants) before completing this document.
- ii) You will be asked to provide **three** quotes for the costs of the investment project during the application process
- iii) You will be asked to provide a number of supplementary documents to support your Full Application, if your Expression of Interest is accepted. We suggest that you begin the process of gathering these documents together as soon as possible to avoid delay in your submission of a Full Application.

\* indicates that this field must be completed

## 7. Project plan

You indicated in Section 3 (of the Expression of Interest): Proposal, when you would like to start this project. Please now define the project start and expected end dates;

Start date  End date

**Project stages:** Please outline each of the key stages of this project including recruitment of all jobs. Please note this project plan should start and end with the dates provided above.

Start date	Description	End date
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Please state the names of the contacts involved in this project and their relevant skills

Title	First name	Surname	Position
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## 8. Project premises

Do you own the premises?  Yes  No

Do you lease the business premises?  Yes  No

If leased, when will the current lease end?

*If leased, please provide a signed copy of your lease with your application*

Will this project require planning permission?  Yes  No

If Yes, has a planning application been submitted?  Yes  No

Has planning permission been obtained?  Yes  No

If Yes, what is the planning reference number given?

## 9. Outputs

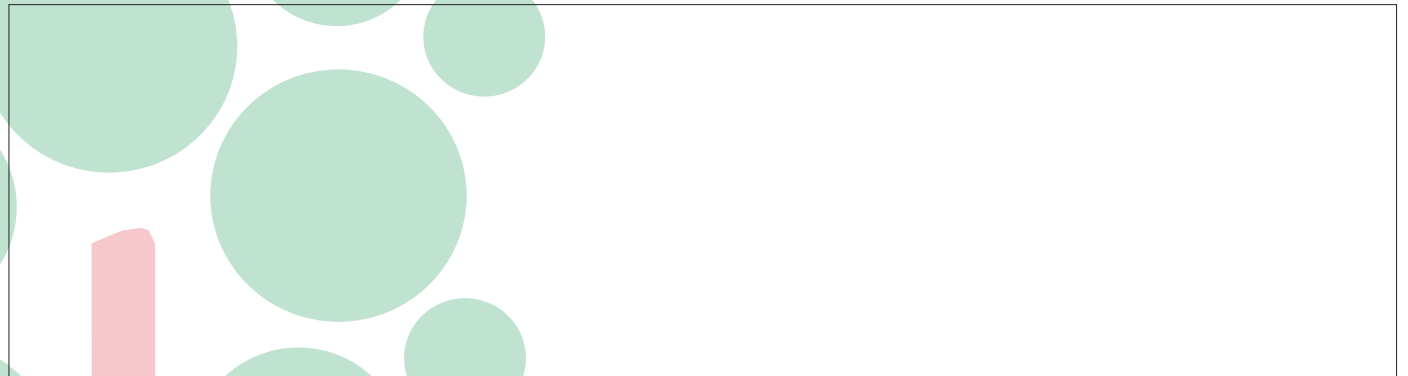
### Jobs created

In Section 3 (of the Expression of Interest): Proposal you indicated that this project would create jobs. Please now specify the number of jobs by type and when you envisage these jobs being created

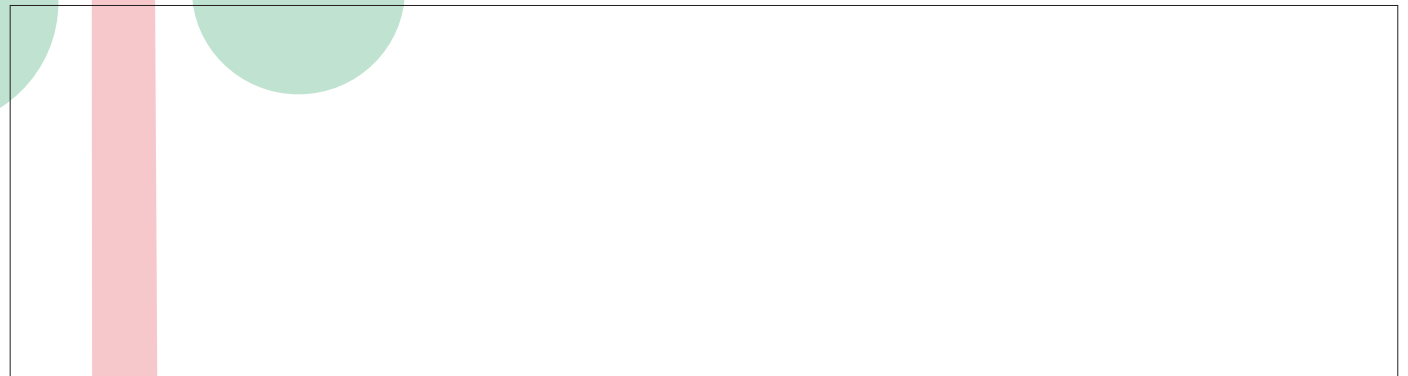
Job type	Full time	Part time	Total	Date created by
Directors / partners				
Managerial / professional				
Skilled				
Unskilled				
Clerical				
Apprentices				
Graduates				
Total				

## 10. Business plan

Short description of the business opportunity



Your marketing and sales strategy



## Your management team and personnel

## Your operations

## 11. Further information

### Other benefits

In Section 5 (of the Expression of Interest): Additional Information you may have indicated your commitment to activities that would strengthen your application. Please detail this commitment here. Use this section to specify any further information in support of your application.

### Bank details

Please ensure that you have entered the correct details before submitting this form.

Bank name\*

Bank account number\*

Bank sort code\*

## 12. Submission

### Supporting material

In support of your application, we will need to review the following documentation which can be submitted as hard copies, or attached to an email to [businessfocus@nwleicestershire.gov.uk](mailto:businessfocus@nwleicestershire.gov.uk)

We will need this information prior to considering your application:

Business plan	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Two years financial accounts and management accounts	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Two years cashflow	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Two years profit and loss forecasts	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Latest balance sheet	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Three quotations and project specification	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Confirmation of other finance	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

And for building related projects we will need:

Planning permission approval	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Architect plans	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Photographs	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Lease agreement or registered title (recently dated)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Structural engineers reports	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

## 13. Signature of applicant

We agree that the information contained in this Full Application is true and accurate to the best of our knowledge and acknowledge that this information will form part of an agreement with North West Leicestershire District Council should we be successful in this application.

I also declare that under the de-minimus state aid regulations that our company has not received more than 200,000 Euros in grant funding including this application in the previous three years.

Signature  Date

Position (if applicant is a business or charity):

Please send this form and any queries to [business.focus@nwleicestershire.gov.uk](mailto:business.focus@nwleicestershire.gov.uk)

By submitting this Full Application you consent to the council verifying your information against other records it holds (for example, business rates records) to secure the effective financial management of the council. Where you are an individual or individuals, please note that the council is the data controller for the purposes of the Data Protection Act 1998 (the "Act") and the information in this form will be used for the purposes of assessing your application and cross-checking with other information the council holds relating to you, in accordance with the provisions of the Act.