

Start-Ups Enrolment Form

Contact name		Date of birth	/ /
Gender	MALE FEMALE		
Address			
County		Postcode	
Business address			
Business county		Business postcode	
Phone number		Mobile number	
Email address			
Business idea			
Employment status	EMPLOYED UNEMPLOYED SELF-EMPLOYED RETIRED FULL TIME EDUCATION		
If unemployed, for how long (months)?	0-6 7-11 12-23 24-35 36+		
If employed, what is the organisation's size?	1-249 EMPLOYEES 250+ EMPLOYEES		
Are you currently threatened with redundancy?			YES NO
Are you a former member of the armed forces?			YES NO

What level of formal qualifications do you hold?					
None		Below NVQ 1 or equivalent		NVQ 1 or equivalent	
NVQ 2 or equivalent		NVQ 2 or equivalent		NVQ 4 or equivalent	
NVQ 5 or equivalent		Other		Not known	

How would you best describe your ethnic origin?					
White British		White Irish		White any other	
Mixed white/black Caribbean		Mixed white/black African		Mixed white/Asian	
Mixed other		Asian/Asian British Indian		Asian/Asian British Pakistani	
Asian/Asian British Bangladeshi		Asian/Asian British other		Black/black British Caribbean	
Black/black British African		Black/black British other		Chinese	
Travellers: Gypsy/ Romany		Traveller of Irish Heritage		Other Traveller	
Any other ethnic group		Not known			

Are you any of the following? Please tick all that apply:			
registered disabled?	YES NO	an ex-offender?	YES NO
currently homeless?	YES NO	a refugee?	YES NO
returning to the labour market?	YES NO	a carer?	YES NO
a lone parent?	YES NO	a drug or alcohol misuser?	YES NO
Do you have any literacy or numeracy problems?			YES NO
If yes, please provide brief details:			

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Complete this page if you're looking for help to develop your business

First, please check that the following 5 statements are **TRUE** for your business:

1. Your business is in **England** or locating in England for the first time to start trading.
2. For the last 3 years, your business has employed **fewer than 250 fulltime staff** and has either a) an annual **turnover not exceeding £40 million** or b) an annual **balance sheet total not exceeding £35 million**.
3. Other organisations own **less than 25%** of the shares or voting rights of your business and your business owns **less than 25%** of the shares or voting rights of another organisation.
4. In the past 3 years, your business has **received less than £165,000 worth of publicly-funded assistance** (for example, support, grants or reliefs).
5. Your main business activity **is not** fisheries or aquaculture, agriculture or the processing of agricultural products, coal, steel, shipbuilding, synthetic fibres, banking, insurance, healthcare or school age education.

Next, please tell us a little more about your business by providing us with the following information:

What is the legal status of your business?	SOLE TRADER PARTNERSHIP LIMITED COMPANY OTHER (please specify):		
Your Company No:	(if you have one)	Your VAT No:	(if you have one)
Please provide a brief summary of what your business does:			
What was your annual Research & Development (R&D) spend in last complete financial year?			£
How many product and process innovations have you implemented in the past three years?			
What is your expected turnover for the current or next full financial year?			£
In the previous two years, has your turnover been more than €50 million (£40 million)?			YES NO
What is your expected balance sheet value for the current or next full financial year?			£
In the previous two years, has your balance sheet value been more than €43 million (£35 million)?			YES NO
Do you have more than 250 fulltime equivalent employees (FTEs) excluding apprentices?			YES NO
In the previous two years, have you had more than 250 fulltime equivalent employees (FTEs)?			YES NO
Do other organisations own more than 25% of the capital or voting rights of your business?			YES NO
Do your business own more than 25% of the capital or voting rights of another organisation?			YES NO
If you answered YES to either of the above, please provide details (continue on a separate sheet if required):			

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State Aid is publicly-funded help and support and it includes the support that we provide to you. The value of State Aid that we will provide to you has been estimated as £600 for each 12 hours' support and we anticipate providing you with 12 hours' support. (€..... per hour or € for each 12 hours' support. As converted on *insert date*) Please note that **this is a free service** and the value stated, above, relates to the value of the service provided, **not** the cost to you. Under our State Aid scheme, businesses can receive an absolute maximum of around £165,000 of State Aid in any three year period. For further information, please contact your Business Advisor.

Our own funding requires us to provide you with the following information. Under the EC regulation 1407/2013 (*de minimis* aid regulation) there is a ceiling of €200,000 (approximately £165,000) for all *de minimis* aid provided over a period of three fiscal years (including the fiscal year in which the grant of *de minimis* aid is to be given). Any *de minimis* aid (including our support and advice) awarded to you will be relevant if you wish to apply, or have applied, for any other grant aid. It is your responsibility to report on this and any other aid received from a public source. Failure to advise of a grant or exemption from a cost otherwise due (i.e. rate relief from public authority) could lead to the claw back of the funds plus interest.

Has your business (or organisations that you may have listed at the bottom of Page 4) received any State Aid (e.g. reliefs, state-funded support or grants) in the past 3 years?	YES NO
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If you answered **YES**, above, please complete this table (continue on a separate sheet if required):

Date of payment	Name of the State Aid provider	Value of State Aid	Reason for payment
/ /		£	
/ /		£	
/ /		£	

Are you currently seeking any other State Aid – for example, grants? If **YES**, please complete the following:

Status of the State Aid	Name of the State Aid provider	Amount sought	What you're seeking support for
APPLIED AWARDED		£	
APPLIED AWARDED		£	

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I confirm that the information that I've provided is correct to the best of my knowledge. I understand that my information is protected under the terms of the Data Protection Act 1998, that it will be retained on Nwes's database in order to provide me with appropriate support and assistance and that it may be shared with partner organisations in order to provide further support. The information is used to help develop new services to meet the needs of businesses and monitor trends. In producing these statistics, individual businesses are not and cannot be identified. I agree that the data that I've provided may also be used by the Government to collate reports on national and regional ERDF activity for publication. In accordance with Data Protection regulations, any data on individuals will not be shared with anyone else without their expressed permission.

Signed		Print name	
Position		Date	/ /

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In partnership with

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