



Ref:



SME Eligibility Screening Form

SECTION 1 – To be Completed by SME

Company Name	
Does your business employ more than 249 people?	YES NO
Is your company's balance sheet more than €43 million (approx. £33 million)?	YES NO
Is your company's annual turnover more than €50 million (approx. £38 million)?	YES NO
What is your expected turnover for the current or next full financial year?	£
Do other organisations own more than one quarter of your company?	YES NO
If you answered YES, please provide details:	
Does your organisation own 25%, or more, of capital/voting rights of another enterprise?	YES NO
If you answered YES, please provide details:	

I CONFIRM THAT THE INFORMATION PROVIDED HEREIN IS CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT MY DATA IS PROTECTED UNDER THE TERMS OF THE DATA PROTECTION ACT 1998. MY NAME AND BUSINESS INFORMATION MAY BE RETAINED ON THE DATABASES OF NWES, NAUTILUS ASSOCIATES AND/OR ORE CATAPULT IN ORDER TO PROGRESS MY REQUIREMENTS AND MAY BE SHARED WITH PARTNER ORGANISATIONS IN ORDER TO PROCESS MY ENQUIRY OR PROVIDE FURTHER SUPPORT. THE INFORMATION IS USED TO HELP DEVELOP NEW SERVICES TO MEET BUSINESS NEEDS AND MONITOR TRENDS AS APPROPRIATE. IN PRODUCING THESE STATISTICS, INDIVIDUAL COMPANIES ARE NOT AND CANNOT BE IDENTIFIED.

Signed	<input type="text"/>	Print name	<input type="text"/>
Position	<input type="text"/>	Date	/ /

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SECTION 2 – To be Completed by SCORE

It is the responsibility of those administering a business support programme to ensure that the beneficiaries of support are eligible. **Question 1**, below, should be completed for pre-start individuals and **Question 2** for established enterprises.

1.	I confirm that I have checked the assessment, below, and verified this determination, making use of additional information sources as applicable.	
	a pre-start individual or individuals	
	a new business which is not trading and which has been registered for less than 12 months	
	a business locating in England for the first time to start trading	
	This business is not already registered with <i>Companies House</i> (please tick)	
	This business has been registered with <i>Companies House</i> for no more than 12 months (please tick)	

2.	I confirm that this established enterprise is	ELIGIBLE INELIGIBLE	for ERDF-funded support.
	I confirm that I have checked the assessment in Sections 3-8 and verified this determination, making use of additional information sources as applicable.		

Signed (SCORE)		Print name	
Position		Date	/ /

Notes on determining the sectoral eligibility of an applicant

Companies House and *DueDil* (or equivalent) report should be obtained, printed and attached to this form in all instances (unless Applicant is unincorporated or a report is not available). If a unit performs activities falling in only two different *NACE* categories (the European Union's industrial classification system) there will always be one activity that accounts for more than 50% of value-added, except in the highly unlikely case that both of the activities in question have equal shares of 50%.

The activity that represents more than 50% of the value added is the principal activity and determines the classification of the unit. In a complex case where a unit performs more than two activities falling into more than two different positions of *NACE*, with none of them accounting for more than 50% of value-added, the activity classification of that unit has to be determined by using the 'top-down' method, as described in *UK Standard Industrial Classification of Economic Activities 2007 (SIC 2007)*.

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3. Status as an enterprise	
<p>I am satisfied that the prospective beneficiary is clearly an 'enterprise', being an entity engaged in economic activity and there is no evidence to the contrary.</p> <p>Where the beneficiary's status as an enterprise is complex or requires clarification, but the beneficiary has been deemed eligible, the table in Section 9 must be completed.</p>	

Initial	
Date	/ /

4. Autonomy	
<p>I am satisfied that the prospective beneficiary is clearly 'autonomous' for the purposes of ERDF eligibility and there is no evidence to the contrary:</p> <p>a) The prospective beneficiary is either completely independent or has one or more minority partnerships (each less than 25%) with other enterprises and there is no evidence to the contrary; <input type="checkbox"/></p> <p>b) The above has been confirmed in a printed financial report or other independent assessment; <input type="checkbox"/></p> <p>c) The autonomy issue is complex, but the beneficiary has been deemed eligible. The table in Section 9 has been completed. <input type="checkbox"/></p>	

Initial	
Date	/ /

5. Size and value	
<p>I am satisfied that the prospective beneficiary is clearly a 'small or medium-sized business' and there is no evidence to the contrary:</p> <p>a) The headcount (annual work unit) is less than 250; <input type="checkbox"/></p> <p>b) Either the annual turnover is less than or equal to €50 million (approx. £40 million) and/or the annual balance sheet is less than or equal to €43 million (approx. £35 million); <input type="checkbox"/></p> <p>c) The above has been confirmed in a signed QF58 Score Enrolment Form</p> <p>d) The above has been confirmed in a signed QF72 Score Application form, if applicable</p> <p>Where the size and value issue is complex (for example, because there are 'linked' organisations) or requires clarification, but the beneficiary has been deemed eligible, Section 9 must be completed.</p>	

Initial	
Date	/ /

6. Geographical location	
<p>I am satisfied that the beneficiary and/or the location of assets or initiatives to be supported is/are within the geographical area covered by the Project – i.e. locations falling within New Anglia LEP, Greater Cambridge & Greater Peterborough LEP or the South East LEP.</p> <p>Where the beneficiary's geographical location is complex or requires clarification, but the beneficiary has been deemed eligible, the table in Section 9 must be completed.</p>	

7. State Aids receipts	
<p>I am satisfied that the prospective beneficiary (plus any 'linked' organisations) have not received more than €200K (approx. £165K) in state aid during the preceding 3 years and there is no evidence to the contrary:</p> <p>a) The above has been confirmed in a signed QF57/58 Enrolment Form or QF72 Application form <input type="checkbox"/></p> <p>b) There is no evidence within beneficiary accounts or other information disclosed that the declarations referred to, above, are inaccurate. <input type="checkbox"/></p> <p>c) It is unlikely that new support from this project would result in the €200K (approx. £150K) threshold being exceeded (i.e. total state aids during the preceding three years is considerably less than £150K). <input type="checkbox"/></p> <p>d) The State Aid receipts issue is complex, but the beneficiary has been deemed eligible. The table in Section 9 must be completed. <input type="checkbox"/></p>	

8. Sector	
<p>I am satisfied that the prospective beneficiary is not primarily engaged in any of the following excluded activities and there is no evidence to the contrary:</p> <p>a) fishery and aquaculture sectors;</p> <p>b) primary production, processing and marketing of agricultural products;</p> <p>c) coal, steel and shipbuilding;</p> <p>d) synthetic fibres;</p> <p>e) banking and insurance;</p> <p>f) healthcare;</p> <p>g) school age education;</p> <p>h) retail.</p> <p>Please refer to the notes on the front page of this document if the unit (applicant) activities fall into more than one NACE category or SIC code.</p> <p>Where its sector is complex or requires clarification, but the beneficiary has been deemed eligible, Section 9 must be completed.</p>	

Initial	
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Initial	
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9. This section should only be completed if the analysis in Sections 3-8 identified that further clarity on the beneficiary's eligibility for support was required in relation to the following criteria:					
Its status as an enterprise		Its autonomy		Its size and value	
Its geographical location		Its State Aids receipts		Its sector	
The following justification for intervention is made:					
An opinion supporting this has been obtained from the Managing Authority and is appended					YES NO N/A
Other supporting information has been appended (specify):					
On this basis, I recommend that this established enterprise is considered				ELIGIBLE INELIGIBLE	for support.
Signed			Print name		
Position			Date	/ /	

Notes about autonomy:

Further information about 'autonomy' and 'linked' organisations is available in the *EU User Guide to the SME Definition*, which can be downloaded from <http://bit.ly/2bcqvBY>.

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