

## Small Business Grant Application Form 2018

Prior to completing this application form, please ensure that you read the notes about each section. If you are still unsure of the information required, contact Economic Development on 01293 438519 for further support.

All the information contained in this form will be treated as confidential by Crawley Borough Council but will need to be shared with the panel who decide the grants. If your information needs to be shared with other external partners we will seek your permission before any information is shared. A due diligence process will be undertaken on applications submitted.

Applicants should complete all sections of this form.

### Section 1- About Your Business

Business Name			
Contact Name and Position in Company			
Business Address			
Telephone			
Email			
Business Sector			
Organisation Status	New Start	1-2 Years	Established
Companies House / HMRC Registration Number			
Number of Employees	F/T	P/T	Apprentice
Tell us about your business			

### Section 2 - Eligibility

Please indicate that you meet the eligibility criteria by marking an X in the box.

Please confirm your business is, or will be, located in Crawley.  
You will not be able to spend the grant on activities outside Crawley.

Please confirm your business is a small business with maximum 49 employees.

Please confirm that you are able to contribute at least 50% of the project total as match funding.

Please confirm that only one proposal has been submitted by your company.

### Section 3 – Your Proposal

In no more than 1,000 words please tell us about your proposal

Have you got a supporting business plan in place for this proposal.

Yes  No

Please tell us the timescale/ timeline for your proposal (maximum 200 words)

Please tell us what you expect to achieve with your proposal (maximum 200 words)

### Section 4 – Financial Information

Please note that the maximum grant we are able to consider is £2,000

Total Project Cost (excluding VAT)	
Applicant Contribution (excluding VAT)	
Grant Funding	

Have you applied for grant funding from another source in relation to this proposal.

Yes  No

Have you applied for loan funds in relation to this proposal.

Yes  No

If yes, please advise the outcome of the application.

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### Section 5 – Certification

I declare that the information I have given on this form is correct and complete.

I understand that if I give information that is incorrect or incomplete, you may take action against me. This may include court action.

I understand that you may use any information I have provided in connection with this and any other grant claim that I have made or may make. You may give some information to other organisations, such as government departments, local authorities and private-sector companies like banks and other organisations for the prevention or detection of fraud, if the law allows this.

I understand that terms and conditions will apply with a successful application.

Signed

Date

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<b>How did you hear about the Crawley Small Business Grants Scheme?</b>

**Application timescales** – this is a rolling programme until all grant funding is used. Applications can be submitted at any time and the grants panel will meet approximately every 4 weeks to consider applications, further information may be required by the panel. The grant scheme is available until the pot available has run out.

If your application is successful you will be paid via Bank Transfer. Please provide your bank details below.

Sort Code:

Account Number:

Please return by email to [economic.development@crawley.gov.uk](mailto:economic.development@crawley.gov.uk) or by post to

Economic Development  
Crawley Town Hall  
The Boulevard  
Crawley  
West Sussex  
RH10 1UZ