

Copeland Business Grant

Application Form

1. Applicant Details

Name of Applicant	
Business Name	
Type of Business	

Address for correspondence and postcode	
Email address	
Telephone No.	

2. Your Application

Please outline how you intend to use the grant funding if you are successful in this application. Provide details and costings of any specific items needed (e.g. equipment), as well as envisaged/expected expenditure on variable costs (e.g. marketing) and other business services.

(Continue on a separate sheet if necessary)

What difference do you feel this funding will make to your business? (Please attach an up-to-date business plan (including cash-flow forecast) and any other supporting information).

(Continue on a separate sheet if necessary)

Have you ever received Business Advice/Support from organisations such as Business Link, the West Cumbria Development Agency or the Prince's Trust?

YES / NO (Please delete as appropriate)

If yes, briefly outline the organisation(s) involved and the nature of the advice/support given.

(Continue on a separate sheet if necessary)

Do we have your permission to contact other agencies for further information if required?

YES / NO (Please delete as appropriate)

Has the business ever previously received grant aid?

YES / NO (Please delete as appropriate)

Brief description of any grants received or applied for (include current status of application)	

How many additional jobs will the project create? Full time/part time etc.?

Declaration

I understand that the information provided is accurate and that the grant requested is not for goods or services already acquired.

Signed _____

Date _____

Copeland Business Grant

Information for Applicants

A grant of up to £5,000 is available to businesses that are:

- Creating new jobs
- Enlarging existing premises or moving into new premises or incurring other start up costs associated with expansion in the borough of Copeland.

The details of the grant are:

- £500 per full time equivalent job created up to a maximum of £5,000 (10 jobs), although the Council may agree to increase the contribution per job within the ceiling of £5,000.

The Government has strict guidelines on how new jobs should be counted. Jobs that are to be counted must be:

Paid posts only (not voluntary work)

Permanent – meaning that the post has a life expectancy of one year or more

Full time jobs must be 30 hours per week or more

The following types of employment cannot be included:

Temporary construction jobs (for example only employed to complete a funded project)

Seasonal jobs (unless they are core to the business, in which case they should be included on a pro rata basis, for example, a full time job lasting 3 months would be 0.25 full time equivalent).

- Requires a business plan approved by organisations such as West Cumbria Development Agency, Inbiz, Furness Enterprise, A4E, banks etc.

Procedure

1. Send in the completed form overleaf together **with your business plan, cash-flow forecast** and any supporting evidence to the address given below. If you wish to discuss your application first, you can contact Carol Robertson on the number below.
2. Each application will be considered and either a grant offer will be made or further advice given. In some cases we may wish to obtain further information from yourselves or other funding/advice agencies as appropriate, before a final decision is made.
3. You will be informed of the decision by letter and a cheque will be raised for the agreed amount.

Please return your completed application and business plan to:

Carol Robertson, Regeneration Technical Officer, Copeland Borough Council, The Copeland Centre, Catherine Street, Whitehaven, Cumbria, CA28 7SJ

Tel: 01946 598398

Copeland Borough Council

