**New Markets 2 Application Form**

Please complete all sections of the application form in full and return to Business Growth Team, Liverpool City Region Local Enterprise Partnership, 12 Princes Parade, Liverpool, L3 1BG

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Please tick if your business has received or is currently accessing any ERDF funding delivered by the following organisations: | | | | None |  |
| Agent Marketing |  | Blackburne House |  | Downtown in Business |  |
| High Performance Consultancy |  | Liverpool & Sefton Chamber of Commerce |  | Mersey Maritime |  |
| Sci Tech Daresbury |  | The Women’s Organisation |  | University of Liverpool |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **BUSINESS INFORMATION** | | | | | | Office use only - ENQ No. | | |  |
| Business Name |  | | | | | | | | |
| Full Address |  | | | | | | | | |
| Postcode |  | | | | | Company Number |  | | |
| Main Contact |  | | | | | Position |  | | |
| Telephone number | Office | | |  | | Mobile |  | | |
| Email address |  | | | | | Website |  | | |
| Principal activity of business/ Sector\* | Choose an item. | | | | | When was the business established? |  | | |
| Other | |  | | |
| Is your main business activity Business to Business? | | | | | | | Choose an item. | | |
| \* The following sectors are ineligible for ERDF support; fishery and aquaculture, primary production, processing and marketing of agricultural products, coal, steel and shipbuilding, synthetic fibres, establishments providing generalised (school age) education, banking and insurance companies, provision of local social welfare facilities e.g. hospitals, nursing homes, fire stations, day nurseries, child minding facilities, sports facilities, parks, public libraries etc, mobile infrastructure such as buses and boats, coastal protection, soil conservation and infrastructures, building and renovation of housing, major infrastructure in ports and retail/leisure facilities. | | | | | | | | | |
| Does any other organisation own more than 25% of your company? | | | | | | | Choose an item. | | |
| If yes please provide details | | | | | | | | | |
|  | | | | | | | | | |
| **Staff headcount** is expressed in annual work units (AWU). Anyone who worked full-time within your business, or on its behalf, during the entire reference year counts as one unit. Part-time staff, seasonal workers and those who did not work the full year are treated as fractions of one unit. Apprentices or students engaged in vocational training with apprenticeship or vocational training contracts are **not** included in the headcount. Nor do you include maternity or parental leave. | | | | | | | | | **Staff Headcount** |
|  |
| What was your turnover for the last year? | | £ | | | Net profit for the same period | | | £ | |

|  |  |  |
| --- | --- | --- |
| **FORECASTING - Projected growth over the next 3 years.** | | |
|  | Turnover | Profit |
| 2017 | £ | £ |
| 2018 | £ | £ |
| 2019 | £ | £ |

|  |  |  |
| --- | --- | --- |
| **PROJECT DETAIL** | | |
| What support are you seeking to fund via the New Markets 2 Programme? | | |
|  | | |
| Approximate value of work | | £ |
| Approximately how long will the work take to complete? | |  |
| How will this project help grow your business?  Please give as much detail as possible as this will be used to assess your application for funding | | |
|  | | |
| Do you anticipate that your company would create any jobs as a result of this support?  Please indicate numbers below | | |
| 2017 |  | |
| 2018 |  | |
| 2019 |  | |
| Please give details of any other anticipated benefits to your company as a result of this support? | | |
|  | | |

I confirm that if this project is successful our 65% contribution will not be funded by any other European Grants. The details above are true and accurate and agree to the information being used as per the Data Protection statement below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature** |  | **Name** |  |
|  |  |  | Name will auto fill when printed |
| **Position in Company** |  | **Date** |  |
|  | Position will auto fill when printed |  |  |
|  |  |  |  |

**Data Protection**

The information you share with us will be used by the Liverpool City Region Local Enterprise Partnership, partners, selected service providers and funders (e.g. local authorities, Department of Communities and Local Government (DCLG) and Department for Business, Energy and Industrial Strategy (BEIS)) to record support provided, for reporting purposes and for subsequent evaluations of the programme.  The information will be held both electronically on a central database and hard copy paper form in a secure filing system at the LCR LEP.  We recognise the need for commercial confidentiality and the privacy of individuals, and ensure that any information will be kept securely and not shared outside the partnership or the selected providers without your prior agreement. You may contact us at any time to have contact information removed or amended and we would request that you keep us updated when named individuals are no longer involved in the business.

**De Minimis Aid Declaration**

|  |  |  |
| --- | --- | --- |
| **OFFICE USE ONLY** | | |
| Project Name: | New Markets 2 | |
| Project Number: | 22R15P00658 | |
| Project Deliverer: | Liverpool City Region Local Enterprise Partnership | |
| There are different state aid rules for the following sectors: agriculture, particularly primary food production: road transport; shipping; steel manufacture; telecommunications, land and property. Please confirm the recipient is eligible for the proposed support by initialling this box | |  |

You are being offered assistance under the European Commission’s De Minimis State Aid Regulations (Commission Regulation (EU) No. 1407/2013 of 18 December 2013). The regulations allow a company to receive up to €200,000 (at applicable exchange rate) of De Minimis Aid over a rolling three year period. The following information is a mandatory requirement to enable you to receive support from the New Markets 2 Programme.

To confirm that you are eligible to receive this assistance you must declare the full amount of De Minimis aid that your company has received over the last 3 financial years.

The following is not a comprehensive list of possible forms of aid; however it should give an indication of the most common forms of aid which you may have been given over the past three years. Potentially any assistance from a public body might be aid. Should you have any doubts on this matter, please contact the body from which the assistance was received:

* Grants from Public bodies
* Loans from public bodies at favourable rates
* Loan guarantees from public bodies
* Differential tax benefits
* Grants from an investment trust (including charities) which may themselves have received the funds from a public body
* Grants from a part publicly funded Venture Capital firm
* Publicly administered funds, even if the funds were originally not public such as the national lottery
* Waiving or deferral of fees or interest normally due to a public body such as the waiving or deferral of rent or waiver of interest normally due on late payment of taxation or other costs to a public body
* Monopoly licences or guarantees of market share
* Advertising via a public channel such as a tourist board or state owned television
* Consultancy advice provided wither free or at a reduced rate
* Training provided either free or at reduced rate
* Aid for investment in environmental projects
* Provision of a free or reduced rate feasibility study for research and development or other assistance with research and development
* Purchase of public land or property at a less than market rate
* Benefitting from the provision of infrastructure where your organisation was pre-identified as a beneficiary

These types of aid may have been provided under De Minimis (as De Minimis aid) or under another State Aid regulation. If you are in any doubt whether aid received was De Minimis or its value, check with the organisation which provided it. If they are unable to say or there is any uncertainty, assume that it was De Minimis aid unless the value exceeded €200,000 in which case it cannot have been De Minimis. Any De Minimis state aid awarded to you under this project will have to be declared if you apply, or have applied, for any other De Minimis aid.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| I declare that the amount of De Minimis aid received by the company/organisation over the last 3 years is: | | | | |
| **Organisation providing the assistance/aid** | **Value of assistance**  **£’s** | **Date of assistance approved**  **DD/MM/YY** | **Office use only** | |
| **Exchange rate** | **€** |
|  |  |  |  |  |
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**N.B. If you have had no previous assistance please put £0 in the value box.**

I acknowledge that I am authorised to sign on behalf of the company named on the Application Form and understand the requirements of De Minimis (Commission Regulation (EU) No. 1407/2013 of 18 December 2013). I acknowledge that if the company named on the Application Form fails to meet the eligibility requirements, the company may become liable to repay the full price that would otherwise be payable in respect of the services received.

The information set out on this form is accurate for the purposes of the De Minimis exemption.

|  |  |  |
| --- | --- | --- |
| **Signature** |  | |
| **Date** |  | |
| **Company** |  | Will auto fill when printed |
| **Position in Company** |  | Will auto fill when printed |

**Data Protection**

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**Equality and Diversity Monitoring Form**

Completion of this form is optional.

The information you provide on this form will enable LCR LEP to meet its ERDF contractual commitments and legal obligations under the Equality Act 2010.

The information is anonymous and will be kept separately from your Application Form. The data will be used solely for statistical analysis.

The form should be completed by the person completing the Application Form on behalf of the Company.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Gender** | |  | **Disability** | |
| Male |  |  | Yes |  |
| Female |  |  | No |  |
| Prefer not to say |  |  | Prefer not to say |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Ethnicity** | |  | **Age** | |
| White |  |  | 16 – 24 |  |
| White/ Mixed |  |  | 25 – 29 |  |
| Multiple Ethnic Group |  |  | 30 – 34 |  |
| Asian |  |  | 35 – 39 |  |
| Asian British |  |  | 40 – 44 |  |
| Black |  |  | 45 – 49 |  |
| African |  |  | 50 – 54 |  |
| Caribbean |  |  | 55 – 59 |  |
| Black British |  |  | 60 – 64 |  |
| Other Ethnic Group |  |  | 65 + |  |
| Prefer not to say |  |  | Prefer not to say |  |

**New Markets 2 Programme**

The New Markets 2 Programme is available to businesses in the Liverpool City Region with growth plans. Subject to eligibility, businesses can receive a 35% contribution towards the cost of commercial advice such as; Financial Advice, Applied R&D, Legal Advice, Product/ Service Development, Sales & Marketing.

To be eligible for support, business must employ fewer than 250 employees and have a turnover less than €50m.

For further details please contact Janice Mears, LEP Commercial Broker at [newmarkets@liverpoollep.org](mailto:newmarkets@liverpoollep.org)

**New Markets 2 Terms & Conditions**

The New Markets 2 fund is part funded by the European Regional Development Fund (ERDF) and as such is subject to specific rules and regulations. If you were to be successful in your application, you will need to act in accordance with these Terms and Conditions. The LEP Commercial Brokers will assist you with the processes details of which are below.

# **Procurement**

The project to be funded will need to be procured in line with ERDF procurement rules. These rules ensure that the principals of openness and transparency and equal treatment are adhered to.

The LEP have a procurement pack that contains suggested templates of the required procurement documentation. This documentation includes the minimum detail to ensure compliance with ERDF rules. If you prefer to use your own documentation, please ensure the minimum detail is included. Please note the European logo **must** be used on all documentation.

## Procurement Process

### Request for Quotation (RfQ)

* Value for money must be demonstrated by obtaining 3 quotes. The RfQ template can be used to request quotes from suppliers.
* You can amend the ‘evaluation criteria’ section to suit your requirements but you will need to assess the tenders on the basis of these criteria.
  + The chosen criteria MUST be directly linked to the goods, services or works to be provided and cannot relate to past performance of the supplier
  + The chosen criteria MUST be aimed at identifying the most economically advantageous tender and cannot be aimed at any other purpose
  + The criteria MUST be objective and objectively quantifiable
* The RfQ must have a deadline for receipt of tenders.
* The LEP will advertise the RfQ on [www.localgrowthhub.com](http://www.localgrowthhub.com) for a minimum 10 days to aid the process but you should still seek quotes from relevant suppliers to ensure that 3 quotes are received.

### Evaluation

* You must demonstrate how you have chosen the preferred supplier. An Evaluation sheet is included in the procurement pack to be used to evaluate each quotation you have received. This needs to be completed electronically & printed & signed once completed. This will assist you to choose the most competitive tender.
* Ensure that the ‘criteria’ on the evaluation sheet matches those quoted in the RfQ.
* Evaluations must not be done before the deadline date on the RfQ.
* Ensure all tenders were received before the deadline on the RfQ – any tenders received after this date should not be evaluated.

The LEP will need copies of tenders and evaluations to retain on file for audit purposes.

# **Grant Funding Agreement**

If your project is successful at this stage the LEP will issue you with a Grant Funding Agreement which will need to be signed and returned along with signed copies of the supplier Offer Letter, Decline Letters and Service Agreement (see below).

# **Offer Letter and Decline Letters**

Once you have chosen a supplier an Offer Letter should be given to them informing them they have been successful and decline letters should be sent to the unsuccessful suppliers. Templates are included in the Procurement pack.

These letters should be dated on or after the date you evaluated the tenders.

# **Service Agreement**

Once you have received your Funding Agreement from the LEP you can enter into a contract with your supplier. The Service Agreement is between the business procuring the work (this should be the same as the business name on the New Markets 2 Application Form) and your chosen supplier. This should include detail of all work to be carried out along with costs and timescales.

# **Publicity**

There are strict rules relating to the publicity of ERDF programmes. The European Commission see the ERDF logo (above) as being one of the most important communication tools for ERDF programmes. It is mandatory that the logo is used and applied correctly, prominently and consistently on all publicity materials produced. It is a condition of receiving a New Markets 2 Grant that you include the ERDF logo where possible.

# **Evidence**

You should be aware that in order to claim the grant from this programme you will need to provide the LEP with evidence that you have paid your supplier. Documentation will include, but is not limited to;

* Procurement documentation
* Proof of internet advert
* Copies of invoices
* Copies of bank statements to prove payment of invoice (unrelated transactions can be blanked out)

# **Claims Process**

Once the work agreed in your Funding Agreement has been completed to your satisfaction and you have paid your supplier you can claim the 35% contribution from the Liverpool City Region Local Enterprise Partnership.

* The business applying for the grant, the contracting business and the business paying for the work must be the same.
* Payment for the work must come out of a bank account in the same name as the business named on the original application.
* Payment can only be claimed once all contracted work has been fully completed to your satisfaction and paid for.
* The grant is exclusive of VAT. VAT paid to your supplier is not eligible for reimbursement and you should not include VAT in your invoice to the LEP

Please forward all the documentation detailed below to allow the LEP to process your payment in line with ERDF rules and regulations:

* Copy of invoice from your supplier. This needs to be certified as a true copy of the original. Therefore, the following wording must be written on the invoice & signed & dated stating the person’s position & organisation.

“I certify that this is a true copy of the original document and

the original is available on request:

Signed:

Date:

Position in organisation:

Name of organisation: ”

* Copy of a bank statement showing the payment leaving your bank account. This again needs to be certified as a true copy of the original – the wording above should be used. Please feel free to blank out any information not relating to this claim i.e. other unrelated transactions, balances or account numbers. However, can you please ensure the statement clearly shows your company name.
  + If online banking is used, the bank statement must have the bank name and account name clearly visible and must be in a PDF or other format that cannot be manipulated. A download of transactions to an excel spreadsheet is not acceptable.
  + If the payment was made by credit card this is not classed as payment. You will need to provide evidence that the credit card balance has been repaid.
* Your invoice for the 35% (exclusive of VAT)

Please return all the above documentation to:

Lisa Duddridge

Business Growth Programme Coordinator

LCR LEP

12 Princes Parade

Liverpool

L3 1BG

Claims for payment will normally be made on a quarterly basis at the end of March, June, September and December.

# **Document Retention**

You are required to ensure that all original documentation relating to your project, its implementation and its financing are retained until a date to be notified by the Secretary of State, this is currently expected to be at least 31st March 2033.

You should ensure you are able to make original documentation or verified true copies relating to your project and its implementation and its financing available to auditors when required.

# **Jobs Created**

Your Funding Agreement will include a number for jobs you anticipate creating as a result of support from this programme. You will be required to supply evidence of this to the LEP. The evidence will include:

1. Written confirmation of the creation of the post as a result of the support provided, detailing the job advertised and started, the duration and the number of hours per week
2. Details of the gender, age range, disability status and ethnicity of individuals

The LEP will contact you approximately 6 months after the end of your Project to obtain these details.

# **Further Contact and Information Requirements**

It is a requirement of ERDF that we monitor the impact of this programme and the LEP will be in touch after completion of your project to assess how the support has impacted on your business growth.

# **Data Protection**

The information you share with us will be used by the Liverpool City Region Local Enterprise Partnership, partners, selected service providers and funders (e.g. local authorities, Department of Communities and Local Government (DCLG) and Department for Business, Energy and Industrial Strategy (BEIS)) to record support provided, for reporting purposes and for subsequent evaluations of the programme.  The information will be held both electronically on a central database and hard copy paper form in a secure filing system at the LCR LEP.  We recognise the need for commercial confidentiality and the privacy of individuals, and ensure that any information will be kept securely and not shared outside the partnership or the selected providers without your prior agreement. You may contact us at any time to have contact information removed or amended and we would request that you keep us updated when named individuals are no longer involved in the business.

# **Disclaimer**

The Liverpool City Region Local Enterprise Partnership and partners cannot be held responsible for the quality of the suppliers or the work they carry out. The business procuring the service is wholly responsible for ensuring the work they commission is carried out to specification and is of a satisfactory standard.