Leicester Business Security Grant Scheme

Application Form
Leicester Business Security Grant
Application Form

The Application Form is made up of Section A (to check eligibility), Section 1 (to find out more about you), Section 2 (to find out about what you want funding for), Section 3 (to find out about the grant amount and value for money) and finally Section 4 (Application Checklist). Please complete and submit the whole Application Form.

Company Name

Section A: Your eligibility for the fund

<table>
<thead>
<tr>
<th>Question</th>
<th>Your response</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Do you pay your business rates to Leicester City Council?</td>
<td>Yes ☐ No ☐ N/A ☐</td>
</tr>
<tr>
<td>B. Are you a Small or Medium sized Business, as defined by the questions below (please answer for all parts):</td>
<td>Yes ☐ No ☐ N/A ☐</td>
</tr>
<tr>
<td>B1. have no more than 3 outlets?</td>
<td>Yes ☐ No ☐ N/A ☐</td>
</tr>
<tr>
<td>B2. have a total of fewer than 30 staff across all outlets?</td>
<td>Yes ☐ No ☐ N/A ☐</td>
</tr>
<tr>
<td>B3. Do you have a balance sheet of no more than £3.26m, or an annual turnover of less than £6.5m?</td>
<td>Yes ☐ No ☐ N/A ☐</td>
</tr>
<tr>
<td>C. Have you complied with all current HMRC, Companies House and/or other relevant regulator requirements?</td>
<td>Yes ☐ No ☐ N/A ☐</td>
</tr>
<tr>
<td>D: Have you, or any of your staff, been convicted of age restricted sales offences?</td>
<td>Yes ☐ No ☐ N/A ☐</td>
</tr>
<tr>
<td>E. Have you secured (or applied for) all relevant permissions (eg. Planning, Landlord permission) to complete your works?</td>
<td>Yes ☐ No ☐ N/A ☐</td>
</tr>
<tr>
<td>F. Is your application for less than £1,500 of grant funding for capital equipment?</td>
<td>Yes ☐ No ☐ N/A ☐</td>
</tr>
</tbody>
</table>

If you have answered ‘Yes’ to all of the questions A, B, C, E and F and ‘No’ to D, then you qualify please continue to apply for the fund. If you do not, then we advise you contact the East Midlands Chamber (Derbyshire, Nottinghamshire, Leicestershire) for guidance before proceeding with your application.

Compliance with the above criteria is not a guarantee of acceptance. The decision of the grant award panel is final and without prejudice.

If you are unsure about Planning Permission (Qu E) please contact your Local Authority.

NOTE: If your application is on behalf of a group of businesses please contact Andy Watterson at the Chamber on 0845 1085409 or email andy.watterson@emc-dnl.co.uk.
Section 1 – Details of your premises

1.1 Main contact details
Please provide details of the main contact for your application. We will contact this person to discuss the application in more detail should we need any further clarification.

Name of Applicant Organisation

Name of main contact

<table>
<thead>
<tr>
<th>Title</th>
<th>Forenames (in full)</th>
<th>Surname</th>
</tr>
</thead>
</table>

Position or job title

Address for correspondence (including postcode)

Postcode

Phone number 1 (or textphone) | Email address (if applicable)

Phone number 2 (or textphone) if applicable | Fax number (if applicable)

1.2 Communication requirements
Please tell us if we should be aware of any particular communication needs your main contact has (e.g., large print, audiotape, Braille).

1.3 Type of organisation
Please confirm the type of organisation, giving the registration number where appropriate (please complete all those that apply).

<table>
<thead>
<tr>
<th>Type of organisation</th>
<th>Registration Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sole trader</td>
<td></td>
</tr>
<tr>
<td>Partnership</td>
<td></td>
</tr>
<tr>
<td>Private limited company (Ltd)</td>
<td></td>
</tr>
<tr>
<td>Public limited company</td>
<td></td>
</tr>
<tr>
<td>Registered charity</td>
<td></td>
</tr>
<tr>
<td>Not-for-profit company</td>
<td></td>
</tr>
<tr>
<td>Social enterprise</td>
<td></td>
</tr>
<tr>
<td>Other (please specify)</td>
<td></td>
</tr>
</tbody>
</table>

If you are VAT registered, what is your VAT Registration Number?
1.4 About your business
Please tell us about your premises and nature of your business (this should include number of outlets, location of outlets, head office address – if different from section 1.1, number of Full Time or part time equivalent employees etc.) (maximum 150 words)

1.5 Bank account
Does your organisation have a bank account in the name of the company?
Yes ☐ No ☐

1.6 Business community and networks
Is your organisation part of any business or trade network or partnership such as business crime reduction partnerships, neighbourhood association or local chamber of commerce etc? If so, please list them.
Section 2

2.1 Location of premises
For which premises are you applying? Please list all of them that will benefit, up to a maximum of three outlets in line with the grant criteria.

<table>
<thead>
<tr>
<th>Address</th>
<th>Post Code</th>
<th>Council Ward</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

2.2 Experience of crime
Have you been a victim of crime?

In the past 12 months:

Yes ☐ No ☐

In the past 2 years:

Yes ☐ No ☐

NOTE: Priority will be given to those affected by crime in the past 12 months.

Was this reported to the Police?

Yes ☐ No ☐

2.3 The need for these purchases
How do you know there is a need for these purchases? If you have been a victim of crime in the last three years, what was the crime and its effect on you and your business? (If more than one crime please list them all) (max 200 words).
2.4  **What do you want funding for?**
Please describe what items/equipment you wish to purchase and what you are trying to achieve with the funding. (maximum 350 words).


2.5  **Previous work to reduce crime**
Have you taken any measures to prevent crime in the past? Why do you think these purchases will reduce the occurrence of crime? (maximum 250 words)


2.6  **Previous funding**
Have you received direct funding to reduce crime in the past?

Yes ☐  No ☐

Please give further details (When, what for and from whom):-
2.7a  Planning permission
Have you obtained necessary statutory consents required to undertake this work?

<table>
<thead>
<tr>
<th>Consent</th>
<th>Obtained</th>
<th>Applied For</th>
<th>Not Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Listed Building Consent</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Planning Permission</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Building Regulations Approval</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please provide more information:

2.7b  Landlord Permission
Do you have a landlord that would need to approve the installation of the equipment that you wish to purchase?

Yes ☐  No ☐

Have you received permission to undertake this work from your Landlord?

Yes ☐  No ☐  n/a ☐

2.8  Making your purchases
Please provide an expected timeline for making your purchases, recognising that all funding needs to be spent by 31st March 2016.

Planned start date  …/…/…  (dd/mm/yy)

Planned physical completion date  …/…/…  (dd/mm/yy)

Planned financial completion date  …/…/…  (dd/mm/yy)

Please provide further information:-
2.9  **Impact on your shop/ retail outlet, the local area and/or community?**
What do you believe the impact of the purchases will be on your shop(s)/ outlets and the local area and/or community? (maximum 250 words)


2.10  **Project themes**
Which theme does your capital works directly link to?

Please tick all that apply.

| Theme 1- Work that reduces the risk and occurrence of crime and/or anti-social behaviour through the installation of equipment within your premises e.g. alarms, grills, bolts, shutters etc. | □ |
| Theme 2- Work that supplements existing crime/anti social behaviour prevention/reduction schemes to improve the business community in your area eg. work undertaken by a Business Crime Reduction Partnership. | □ |
| Theme 3- External work that is visible, provides reassurance and builds confidence that area is safe e.g. purchase of equipment to support landscaping improvements, lighting, street lighting or CCTV cameras | □ |
| Theme 4- Equipment to help small business work collectively and in partnership with the police and other agencies, eg. local authorities and fire & rescue e.g. purchase of radios/other equipment as part of a scheme. | □ |
| Theme 5– Work that supports particularly vulnerable businesses eg. those in rural and minority communities where crime is a particular problem e.g. purchase of equipment in retail centres with specific community needs, or in rural locations or farm shops. | □ |
| Theme 6- Work that reduces the risk and occurrence of cyber crime through the installation of hardware or software onto your IT system eg. Firewalls | □ |
Section 3 - Financial information

3.1 Shopping list
List the details and costings of items you propose to install (please enclose a copy of any quotations with your application*):

<table>
<thead>
<tr>
<th>Equipment/ item</th>
<th>Manufacturer, Product Line</th>
<th>Proposed Supplier</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shop Alarm</td>
<td>BELLS, AX 1234</td>
<td>AA Security, 123 Road, Town, City</td>
<td>£2000.00</td>
</tr>
</tbody>
</table>

Insert more lines if required

**Total Budget for items**

* We require a minimum of 3 quotations for each product being procured

3.2 Grant Funding
From the information you have provided in above, how much funding do you require to make your purchases? (We will fund up to 50% of the total budget up to a maximum grant amount of £1,500)

£

3.3 Other Funding
Please indicate below where you will get the remainder of the funding from? And how secure is that additional funding? (maximum 50 words)

3.4 Value for Money
What steps have you taken to make the most of your funding and ensure best value for money? A minimum of three quotations is recommended (maximum 150 words)
Section 4 - Finishing your application

4.1 Checklist
Please tick the following boxes to confirm that:

- You meet the eligibility criteria set out in Section A
- You have answered all of the questions in this application form (Sections 1, 2, 3 & 4)
- You have signed the application form
- You have sent only the information we have asked for and have not included any additional documents
- You have printed and signed a hard copy of the application form including all Sections
- You have included 3 quotes for the proposed works
- You are aware that all funding needs to be spent by 31st March 2016.

4.2 Declaration

- The information given in this form and the attached details are true and accurate to the best of my knowledge and no information has been deliberately withheld.
- I understand that any misleading statements, whether intentional or accidental, given at any stage during the application process, or any material information knowingly withheld, could render my application invalid and may require repayment of any grant.
- The business detailed herein is not engaged in any illegal or immoral activity.
- I understand that the acceptance of this application by East Midlands Chamber (Derbyshire, Nottinghamshire, Leicestershire) does not in any way signify that they have agreed the project is either eligible for or will receive grant aid.
- I have read and understood the criteria for this grant.
- I am aware that the Grant Payment will not include the VAT if you are VAT registered and should be recovered by your normal procedure.
- I will notify East Midlands Chamber (Derbyshire, Nottinghamshire, Leicestershire) in writing of any changes in the details of this application and in particular the award of any further funding from other sources.
- Data Protection – information supplied may be shared with planning authorities.

I am applying for a grant of £

Please make cheque payable to:

Signed

Date

On behalf of
(if signed by an agent)

Approval for submission to Business Security Grant panel;

Signed

Date
PLEASE RETURN THE COMPLETED FORM TO:

Michael Rose at Michael.Rose@leicester.gov.uk OR
Trevor Mee at Trevor.Mee@leicester.gov.uk
Senior Economic Regeneration Officer (s)
City Hall
Leicester City Council
115 Charles Street
Leicester
LE1 1FZ

ADVICE IS ALSO AVAILABLE FROM:

Leicestershire Police
Al Cook (Crime Reduction Officer) - alan.cook@leicestershire.pnn.police.uk

Leicester City Council
Daxa Pancholi (Head of Community Safety & Protection) - daxa.pancholi@leicester.gov.uk