

PLEASE ENSURE YOU HAVE READ THE ELIGIBILITY CRITERIA AND GUIDANCE BEFORE COMPLETING THIS APPLICATION FORM

GENERAL DATA PROTECTION REGULATION (GDPR) AND DATA PROTECTION ACT 2018

North Yorkshire Council is the data controller for the purposes of the General Data Protection Regulation (GDPR) and the Data Protection Act 2018

Using your personal information

We will process your personal information in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. We may use your personal information in a number of ways, but only for the purposes for which it was given, for example to provide you with the information or services requested or to administer and protect public funds. We may share your information with, and obtain information about you from, other departments of the Council or other organisations where it is lawful to do so, for example to check the accuracy of information or to prevent or detect crime. For further information on how we collect, use, share, secure and retain your personal information, and your legal rights, please see our Privacy Notice at

<https://www.northyorks.gov.uk/your-council/transparency-freedom-information-and-data-protection> or by contacting Customer First at the Town Hall, St Nicholas Street, Scarborough, YO11 2HG (tel: 01723 232323 or email dataprotection.sca@northyorks.gov.uk).

Occasionally, the Council may become aware of business networking events that we feel will benefit our local business community. If you wish to receive details about such events, please tick here to give consent to add your name and email address to our mailing list ☐

You can unsubscribe at any time by emailing business.support.sca@northyorks.gov.uk

APPLICATION FORM

Applicants are requested to fill in the form below in **BLACK INK** as fully and clearly as possible. Every effort will be made to deal with applications speedily. It should be appreciated that if the form is not completed in the manner stated it will cause delay in the consideration of your application.

A DETAILS OF APPLICANT

Name of Applicant

Name of Business

Address

Postcode

Telephone number

Email

Legal Status of Partnership ☐ Sole Trader ☐ Limited Company ☐ Other* ☐

Company *Please specify

Name of Contact

Nature of Business

If this is an existing business, when did the business start
and how many people are employed at present:

Directors/Executives: Full-Time Part-Time

Employees: Full-Time Part-Time

If this is a new venture, when is it intended to start operations?

E BACKGROUND INFORMATION

Inclusion of a Business Plan is essential. Please also include any further information on the past, present and future of the business; market potential/share; competitors; pricing; costs/overhead structure and any other information that you consider may be of assistance.

F FINANCIAL INFORMATION

- For a **NEW BUSINESS** venture it is essential to provide the following; Forecasted Cash Flow Statement for the next **24 months**, itemising all elements of income and expenditure and incorporating the effect of the new project ☐
- For an **EXISTING BUSINESS** it is essential to provide Accounts (Balance Sheet and Trading Accounts) for the last two years ☐

G CONTRIBUTION TO THE COUNCIL'S PRIORITIES AND OBJECTIVES

Please provide information on how your business venture links in with the priorities and objectives of the Council (a list of these can be found in the attached guidance notes);

H DECLARATION

I/WE* declare that the information given on this form is, to the best of MY/OUR* knowledge, true and accurate and I/WE* agree that in the event of a grant being made:

- a) the assets acquired as a result will be employed within the area boundaries specified on the website for the purposes of the business mentioned above and that the grant will be repayable at the discretion of the Council if the applicant ceases within 12 months of the making of the grant to use, within the boundary area, the property or equipment in respect of which the grant was made for the purposes of the business referred to in the application; and
- b) to supply such progress reports as may reasonably be required by the Council.

**Please delete as necessary*

Signed:

Signed:

Designation:

Designation:

Date:

Date:

Are you related in any way to a Member or Senior Officer of North Yorkshire Council

YES ☐

NO ☐

If yes, please provide their name

APPLICATION CLOSING DATES

Business Grant panel meetings take place quarterly. Application deadlines for the 2023/24 financial year are;

Friday 26th May 2023

Friday 25th August 2023

Applicants will be informed of the decision of the Business Grant Panel within 4 weeks of the respective closing date.

Completed application forms need to be returned to;

Regeneration Services
North Yorkshire Council
Town Hall, St Nicholas Street
Scarborough
YO11 2HG

Or by email to: business.support.sca@northyorks.gov.uk

Application Checklist - Please ensure you return the following with your application;

- ☐ Business Plan
- ☐ Start-up – Cash Flow Forecasts for the next 2 years
- ☐ Expansion – Accounts from the last 2 years
- ☐ Covering letter of support from Business Advisor

Please **DO NOT** submit any invoices or bank statements with your application.