

Creative Sector Growth Programme:

Application Form

**Access support:**

We are committed to being open and accessible to everyone.

Some people may find there are barriers to accessing this grant, if you experience or expect any barrier with making your application and would like more information or a copy of our guidance, please contact us at [creativegrowth@westofengland-ca.gov.uk](mailto:creativegrowth@westofengland-ca.gov.uk).

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1. Instructions

Please email your application to [Creativegrowth@westofengland-ca.gov.uk](mailto:Creativegrowth@westofengland-ca.gov.uk) by **Monday 29th November, 12pm** quoting Creative Business Support Programme in the subject of the email.

1. Contact Details

Lead contact details for this application, who we will contact with any further questions and notify on outcome.

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| --- | --- |
| First name: | Click or tap here to enter text. |
| Surname: | Click or tap here to enter text. |
| Position in company: | Click or tap here to enter text. |
| Email address: | Click or tap here to enter text. |
| Phone number: | Click or tap here to enter text. |

1. Company Details

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| Company name: | Click or tap here to enter text. |
| Website (where applicable) | Click or tap here to enter text. |
| Company registered or trading address: | Click or tap here to enter text. |
| Postcode: | Click or tap here to enter text. |
| Date your company started trading? | MM/YY |
| Company type  (Please check box) | |  |  | | --- | --- | | Limited Company |  | | Partnership |  | | Community Interest Company (CIC) |  | | Charity |  | | Non Profit Organisation |  | | Sole Trader |  | | Other |  | |
| Companies House Registration number: | Click or tap here to enter text. |
| VAT Registration number:(where applicable) | Click or tap here to enter text. |
| Number of FTE in company | Click or tap here to enter text. |
| Which Sub Sector Creative Industry do you work in?  (Please check box) | |  |  | | --- | --- | | Advertising & Marketing |  | | Architecture |  | | Arts & Culture |  | | Craft |  | | Createch |  | | Design |  | | Fashion |  | | Gaming |  | | Music |  | | Publishing |  | | TV & Film |  | |
| SIC Code  (Please visit <https://rb.gy/lomlc4> to look up your SIC Code) | Click or tap here to enter text. |
| Please provide a short statement describing what your business does | Click or tap here to enter text[500 characters] |

1. Application

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| Q1) How do you expect to grow or adapt in the next 3 years? (Please tell us about your current market/customers/clients and how you expect this to change. Please include details such as your projections for income growth or job creation, your strategic vision for the business, targeting new client development or new markets, generating new products or services.) | Click or tap here to enter text [250 words max] |
| Q2) What do you want to get out of the programme and how will it help you achieve your goals as set out in Q1. | Click or tap here to enter text [250 words max] |

1. Application for additional mentoring grant (Optional)

We are offering the opportunity to apply for an additional £3,000 of mentoring grant for businesses who meet the following criteria:

* Have a minimum of 8 employees, up to 4 of whom can be regular freelance staff
* Have scaled by 10% in the last year (turnover or employees)
* Have the ambition to grow by at least 20% over the next 3 years
* Be a Creative Industries business
* Have not received more than £344,600 in government funded business support in the last 3 years
* Be based in the West of England (BANES, Bristol, North Somerset and South Gloucestershire)
* Agree to participate in the activities and workshops of the programme
* Are seeking investment, or want to explore the possibility of investment
* Please note charities are not eligible for this additional support

If you meet the criteria and are interested in applying for the extra £3,000 mentoring grant, please complete the questions below.

If you do not meet any of the above criteria, please skip to section 6.

|  |  |  |
| --- | --- | --- |
| Please state your last annual accounting period (for which you have details). |  | Click or tap here to enter text. |
| What was the annual accounting period before your last one? |  | Click or tap here to enter text. |
| Please state your current annual accounting period (i.e. the one you are currently operating in, as of today’s date). |  | Click or tap here to enter text. |
| Turnover (full financial year) | Last Annual Accounting period | Click or tap here to enter text. |
| Annual Accounting period before last | Click or tap here to enter text. |
| Forecast/projected in current annual accounting period | Click or tap here to enter text. |
| Estimation in next annual accounting period | Click or tap here to enter text. |
| Number of FTEs on payroll | Last Annual Accounting period | Click or tap here to enter text. |
| Currently (as of today or as an average in the current annual accounting period to date) | Click or tap here to enter text. |
| Estimation in next annual accounting period | Click or tap here to enter text. |
| No. of contractors, agency staff or self-employed working that are not on the payroll | Last Annual Accounting period | Click or tap here to enter text. |
| Currently (as of today or as an average in the current annual accounting period to date) | Click or tap here to enter text. |
| Estimation in next annual accounting period | Click or tap here to enter text. |
| Number of working owners/partners | Last Annual Accounting period | Click or tap here to enter text. |
| Currently (as of today or as an average in the current annual accounting period to date) | Click or tap here to enter text. |
| Estimation in next annual accounting period | Click or tap here to enter text. |

1. Subsidy Control:

We are required to ensure that public funding is compliant with the UK's international subsidy control commitments, including the principles set out in the recent UK-EU Trade and Cooperation Agreement (TCA) (“the Subsidy control rules”).

Any assistance provided will comply with the Subsidy control rules since it will be provided in line with Article 3.2(4) of the subsidy control chapter of the TCA.

Under this clause a single undertaking may receive up to the limit of 325,000 Special Drawing Rights (currently valued at £344,600) in subsidy over any period of three fiscal years. We need to make sure that any award of grant to you by WECA under this programme will not take you over this limit.

The three-year fiscal period is defined as the current fiscal year - 1 April 2021 – 31 March 2022 - and the previous two - 2019/20 and 2020/21. As this period includes years when the UK was still part of the EU State Aid framework, we need to include any de minimis aid received over the same period in our assessment.

Please use the table below to declare any previous de minimis aid received between 1 April 2019 and 31 December 2020:

|  |  |  |  |
| --- | --- | --- | --- |
| **Organisation providing the assistance/aid** | **Value of assistance** | **Date assistance awarded** | **Nature of assistance**(e.g grant, tax relief or credit, free business support) |
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Please use the table below to declare any previous Article 3.2 (4) subsidy *(this may have been called ‘small amounts of financial assistance’)* the business has received between 1 January 2021 and today’s date.

|  |  |  |  |
| --- | --- | --- | --- |
| **Organisation providing the assistance/aid** | **Value of assistance** | **Date assistance awarded** | **Nature of assistance**   (e.g grant, tax relief or credit, free business support) |
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If you have received more than £344,600 in de minimis aid or Section 3.2 (4) subsidy over the relevant period then we cannot allocate your business a grant from this programme.

1. Declaration

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| --- | --- |
| Please confirm that you are content for WECA to carry out a credit check on your company in relation to the mentoring grant through a third-party credit reference agency, as part of our due diligence process | Yes/No |
| I understand that if I give information that is incorrect, incomplete or misleading, this application may be rejected, grant may be withheld or reclaimed, and action taken against me. I declare that the information I have given on this form is correct and complete. | Yes/No |
| If you are chosen for this programme, do you agree to participate in the activities and workshops of the programme? | Yes/No |
| I understand that this application does not entitle my organisation to funding and is in no way a binding agreement between my company and WECA. | Yes/No |
| I am content for information supplied here to be stored and shared in confidence with other organisations where they are involved in the management and monitoring of the Creative Growth Programme. | Yes/No |

Applications must be submitted by, and from the email account of the proprietor or director, or a partner of the applicant company.

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| --- | --- |
| Name | Click or tap here to enter text. |
| Position | Click or tap here to enter text. |
| Signature |  |
| Date | Click or tap here to enter text. |

Please include a digital image of your signature or print and scan this signed declaration page and return to [creativegrowth@westofengland-ca.gov.uk](mailto:creative@westofengland-ca.gov.uk)

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| Opt-in to receive our marketing e-communications and you’ll be the first to hear about new business support services in the West of England including:   * grants and financial support * workforce development, skills and training * digitisation and adopting best practice * peer support and mentoring * driving innovation and connecting to new customers   You can unsubscribe at any time by clicking the 'unsubscribe' option at the bottom of all our e-communications. | |  |  | | --- | --- | | Yes Please, opt me in |  | | No thanks |  | |