**Business Information**

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| **Business Name:** | **Contact Name:** | |
| **Trading Name (*if different)*** | **Position in Business:** | |
| **Address:** | **Email:** | |
| **Tel No:** | |
| **Post Code:** | **Website:** | |
| **Company Registration No:** | **UTR No:** | |
| **VAT No:** | **SIC Code:** | |
| **Date Established:** | **Internal Ref: (URN):** |  |

**Eligibility Information**

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| **Are you a SME Business?** **Yes  No**  *Note: A SME is defined as a business which has less than 250 employees, and either annual turnover not exceeding €50m (approx. £44.64m) or an annual balance sheet total not exceeding €43m (approx. £38.39m).*  [*What is an SME? - European Commission*](http://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition/index_en.htm) |
| **Does the business own 25% or more (capital or voting rights) in another company? Yes  No** |
| **Does another business hold 25% or more (capital or voting rights) in this business? Yes  No** |
| **Are you a Tenant of SEIC, iAero or Digital Innovation Centre? Yes  No**  If yes, what site? **SEIC  iAero  DIC** |
| **What business sector do you operate in?** Choose an item. |
| **FTE employees at the time of applying for support:** |
| **Turnover for the last full financial year:** |
| **R&D spend in the last complete financial year:** |
| **Number of new product or process innovations in the last 3 financial years:** |
| **Is the business classified as an undertaking in difficulty? Yes  No** |
| **Jobs forecast at risk prior to ERDF support:** |

**Working with the Programme:**

The Somerset Innovation Network programme is funded by the European Regional Development Fund (ERDF) and Somerset County Council. The Project has been designed for collaboration and innovation, providing dynamic space and expert support for growing low carbon energy supply chain, support digital economy businesses and growth of aerospace and associated high-value design and engineering technology supply chains.

To join the programme, you must have a trading address within the administrative area of Somerset or, if part of the aerospace industry, a tenant of iAero. Please see the attached note for sectors. If accepted onto the programme you will commit to the minimum 12 hours support and the business support will be fully subsidised, making it available to you at no cost.

**Subsidy Control**

The Subsidy Control Act 2022 prohibits public bodies from giving subsidies unless certain subsidy control principles are complied with, or the subsidy is exempt from the requirements of the Act.

The assistance provided will comply with the Subsidy Control Act 2022 due to the application of the minimal financial assistance exemption. Under this exemption undertakings can receive up to £315,000 of minimal financial assistance in the current financial year and the two previous financial years.

**Minimal Financial Assistance Notification**

If your application is successful, Somerset County Council is proposing to give the applicant a subsidy by way of minimal financial assistance. Accordingly, please complete the form below (statement of previous financial assistance). Using this information, we will assess your eligibility to receive assistance.

When completing the declaration, you should consider any assistance you have received from any public body in the current financial year and the previous two financial years. Please note, this may have been provided under the previous State Aid regime.

If you are in any doubt as to whether previous assistance received would constitute minimal financial assistance, please raise your concerns as soon as possible. Having read the above we would be grateful if you could arrange for the attached statement confirming your business eligibility for support to be completed, signed, and returned as soon as possible.

**How we use the information you provide**

We take your data very seriously and are committed to the privacy and security of it. Somerset County Council is responsible for the administration of this ERDF-funded programme service. For this reason, our data will be passed to them. Their privacy policy is available at [Privacy notices and cookies (somerset.gov.uk)](https://www.somerset.gov.uk/our-information/privacy-notices-and-cookies/)

Where you provide personal data to us, it is essential that you have the right to give us that personal data, and to allow us to use it as anticipated by the arrangements between us. This includes where the personal data that you are providing relates to people other than yourself. We will rely on you to make sure that you do have those rights. Both you and we will comply with our obligations under all relevant laws and rules on data protection and privacy.

**Statement of Previous Financial Assistance Received**

Name of Business (*The Undertaking*):

All references to *The Undertaking* in the below statement relate to this named business.

I confirm that *The Undertaking* has received the following financial assistance during the applicable period (the current financial year and the previous two financial years:

|  |  |  |  |
| --- | --- | --- | --- |
| Organisation providing the assistance | Value of assistance (specify currency) | Date of receipt of assistance | Nature of assistance |
|  |  |  |  |
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|  |  |  |  |

I confirm that, if awarded the assistance applied for in this application form, *The Undertaking* will not receive more than £315,000 within the applicable period.

I acknowledge that I am authorised to sign on behalf of *The Undertaking* and understand the requirements of the minimal financial assistance exemption in the Subsidy Control Act 2022. I acknowledge that if *The Undertaking* fails to meet the eligibility requirements, *The Undertaking* may become liable to repay the assistance received.

**Equality & Diversity**

Monitoring race, gender and disability is a statutory duty for all public authorities and public funded programmes.

We are monitoring the companies that use the Somerset Innovation network to have a better understanding of the profile of our client base. The specific information received will not be shared outside of the Somerset Innovation Network programme.

**It will not be used to decide if you are eligible for the programme.**

We would like to know about the ownership of your company so please tick all boxes relevant and add the number of owners.

|  |  |
| --- | --- |
| No. of owners |  |

Is your business owned by:

1. White D. Black or Black British

British  Caribbean

Irish  African

Other  Other

1. Asian or Asian British E. Mixed

Indian  White & Black Caribbean

Pakistani  White & Black African

Bangladeshi  White & Asian

Other  Other

1. Chinese or other ethnic group F. Prefer not to say

Chinese

Other ethnic group

Is your business majority owned by:

Male  Female  No majority  Prefer not to say

Is your business majority owned by people with a disability?

Yes  No  Prefer not to say

Under the 2005 disability Discrimination Act, this could be a physical or mental impairment which has substantial and long-term adverse effect on the ability to carry out day to day activities (e.g., dyslexia hearing/visual impairments, mental health issues, epilepsy, and cancer).

**Data Protection**

**Notification regarding the processing of personal data supplied on this form**

**Data Controller** – The ERDF Managing Authority is the controller for all personal data required to help deliver the ERDF programme under the terms of its ERDF Funding Agreement. Somerset County Council, as the ERDF grant recipient, is the data processor under the terms of its Grant Funding Agreement with the ERDF Managing Authority. GWE Business West is a sub-processor, appointed by Somerset County Council to collect and process personal data as necessary for delivery of the Somerset Innovation Network.

**Data Protection Officer contact:** [informationgovernance@somerset.gov.uk](mailto:informationgovernance@somerset.gov.uk) & [dataprotection@communities.gov.uk](mailto:dataprotection@communities.gov.uk)

**Purpose for processing** – The information collected is required to conduct monitoring and evaluation of the ERDF Inward Investment Support Project in line with ERDF regulations.

**Data Sharing** – the personal data provided will only be disclosed to staff in the Local Authority who have a right of access as well as the ERDF Managing Authority. The Managing Authority may need to share all or some of your personal data with the national evaluator of the ERDF programme. In some cases, the national evaluator, i.e., independent external contractors commissioned by the Managing Authority, may use the contact details to contact a sample of direct or indirect beneficiaries for the purpose of the National Evaluation of the programme.

**Transfers abroad** – this data is held within the UK and the EU and is accessible by the approved application provider.

**Data Retention** – Somerset County Council will not keep your personal data for longer than it needs but as a minimum, will retain data for two years after the closure of the 2014-2020 ERDF programme in line with the European Regional Development Fund document retention guidance to ensure the Council meets its reporting obligations and to demonstrate compliance with EU Requirements. It will be disposed of in a manner appropriate to its sensitivity.

**Your Rights** – ERDF participants cannot claim the following rights in terms of ERDF personal data:

* right to erasure (“right to be forgotten”)
* right to portability of their data.

The data collected is your personal data, and you have the right, subject to lawful data requirements: to see what data we have about you; to ask us to stop using your data; to ask us to delete your data, or to correct your data if there is no longer a justification to process or; to lodge a complaint with the Independent Information Commissioner (ICO) if you think we are not handling your data fairly or in accordance with the law.  For more information see [www.somerset.gov.uk/privacy](http://www.somerset.gov.uk/privacy) and

<https://www.gov.uk/government/publications/european-regional-development-fund-privacy-notice/european-regional-development-fund-privacy-notice>

**Terms and Conditions**

1. **General**
   1. This offer is available to Existing businesses who are tenants of SEIC, iAero & DIC or a business that is part of the sector definition as below. The business will be in Somerset or near to the iAero centre which would include Dorset if it meets the sector requirements which meet the Eligibility Rules for this programme.
   2. If the business’ circumstances change and it no longer meets the requirements set out in Para 1.1, we reserve the right to withdraw assistance.
2. **Eligibility** 
   1. By signing these terms and conditions you confirm that:
      1. You are a business, or individual who is a decision maker of the named business, in Somerset.
      2. Without the funding, the activities proposed would not have been undertaken.
   2. By signing these terms and conditions you acknowledge that, should you fail to meet the eligibility criteria you shall become liable to pay the full price that would otherwise have been payable in respect of the services received.

I accept the terms and conditions as set out in this document and declare that all information given is a true reflection at the time of signing.

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| --- | --- | --- | --- |
| Client Signature  (On behalf of the applicant): | CSIG | Date: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Application approved  Business West Signature: | AAP | Date: |  |

**Business criteria advisory information**

Somerset Council recognises that:

* this is not always accurate in the context of supply chain or development activity, and
* the ambition for the centres, and in particular iAero, is to be sector agnostic in terms of innovation solutions, based on the idea that the solutions often come from outside of the core industry

Therefore, Somerset Council will accept businesses outside of the indicative definitions where the supplier can demonstrate a suitable connection to the broad innovation centre sector theme.

**Somerset Energy Innovation Centre Campus -** targeted at the businesses within or seeking to move into the low carbon or renewable energy sector. Indicative sectors are defined as, but not limited to, those on the following site [Low Carbon and Renewable Energy Economy (LCREE) Survey QMI - Office for National Statistics (ons.gov.uk)](https://www.ons.gov.uk/economy/environmentalaccounts/methodologies/lowcarbonandrenewableenergyeconomylcreesurveyqmi)

**Digital Innovation Centre –** targeted atbusinesses operating in, or seeking to move into, the digital economy. Digital economy is defined here as businesses carrying out significant digital and/or data functions. Indicative sectors are defined as, but not limited to, following but Somerset Council recognise that businesses can demonstrate significant digital innovation and change from across most sectors:



**iAero Innovation Centre –** targeted atsmall and medium enterprises who are in, or wanting to move into, the aerospace and associated high value technologies supply chain. Indicative sectors are defined as, but not limited to:



In addition to core aerospace sectors within this definition Somerset Council would include the manufacturing and advanced engineering sectors defined as, but not limited to:

