A close-up of a logo

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***Wireless Innovation Grant Application Form***

***Please ensure that you have read the Guidance Notes carefully and include the relevant documents as attachments when submitting this form to*** [***matt.smith@shropshire.gov.uk***](mailto:matt.smith@shropshire.gov.uk)

**Section A: Key Information**

|  |  |
| --- | --- |
| Business / Organisation Name |  |
| Full Trading Name (if different to the above) |  |
| Registered Address |  |
| Location where this project will be delivered if different from the registered address |  |
| General Contact Name |  |
| Position of General Contact in the business / organisation |  |
| General Contact Telephone |  |
| General Contact @ |  |
| Website |  |
| Financial Contact Name if different from the General Contact |  |
| Financial Contact Telephone |  |
| Financial Contact @ |  |
| Type of Business / Organisation (sole trader, partnership, limited company, charity |  |
| Which sector do you operate in? |  |
| Company Registration Number |  |
| Charity Number |  |
| Date of Registration |  |
| VAT Registration Number |  |
| Unique Tax Reference Number |  |
| Please specify if you own the business address OR, if you lease premises, what date the tenure is until (DD/MM/YYYY) |  |
| Account Name |  |
| Account Sort Code |  |
| Account Number |  |

**Section B: The Project**

|  |  |
| --- | --- |
| Please explain what wireless technology you are seeking to bring into the organisation or businesses. |  |
| Why haven’t you incorporated wireless technology already, and what might securing this funding do to help? It could for instance de-risk trying out new technology or tip the balance towards financial viability. |  |
| How will the installation of wireless technology help to improve the way your business / organisation operates? Please describe its intended impact on efficiency savings, staff retention or job creation, operational expansion or turnover increases. |  |
| Will the physical equipment that forms the basis of this application be installed at the business premises above? |  |
| Describe the features of your project which contribute to environmental sustainability or how you will mitigate potential negative environmental impacts e.g., renewables installations, energy efficiency, reduction in travel etc |  |

**Section C: Costs & Funding**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Costs** | Details | Cost Ex. VAT | Cost Incl. VAT\* | Evidence of costing and rationale for selection\*\* |
| Devices / Sensors |  | £ | £ |  |
| Subscriptions (1 Year) |  | £ | £ |  |
| Software and Licencing (1 Year) |  | £ | £ |  |
| Installation |  | £ | £ |  |
| Legal |  | £ | £ |  |
| Training |  | £ | £ |  |
| Total |  | £ | £ |  |

\* The grant cannot cover VAT if the business is VAT registered. **VAT registered businesses should therefore include only the net costs.**

**\*\*** For all external costs, please attach 2 quotes. You are not obliged to accept the lowest quotation received, but a specification and written explanation of the rationale behind your selection will be required to support your application which demonstrates value for money.

|  |  |
| --- | --- |
| **Funding** | |
| Grant Request | £ |
| Other Funding | £ |
| Your contribution | £ |
| How will you finance your element of the project including making the upfront out-right payments to suppliers? (Reserves, Overdraft, Loan et) |  |
| Total | £ |

**Section D: Planning**

|  |  |
| --- | --- |
| If successful, how long will it take you to implement the project |  |
| What are you required to do to make this happen? This could include seeking landlord permission, purchasing equipment and installation. Please specify if you are dependent on anything else? |  |
| How will you know whether the technology is making a difference? What will you measure, how will you measure it and at what point will the impact become apparent?  This could include as an example, the cost of energy or maintenance, or an increase in yields benchmarked against a previous year. |  |

**Section E: Declarations**

|  |  |  |
| --- | --- | --- |
| **Question** | **Yes** | **No** |
| Are you connected with any of the businesses providing quotes? |  |  |
| Are you related to, or do you have a relationship with any officers within the Economy and Place Directorate of Shropshire Council |  |  |
| Are you related to, or do you have a relationship with any elected members of Shropshire Council |  |  |
| Has the applicant business named above ever been issued with or been subject to administration, liquidation, County Court Judgement or bankruptcy proceedings? |  |  |
| Have any Partners or Directors of the business ever been judged bankrupt or ever had any County Court judgments served against them? |  |  |
| Have any Partners or Directors of the business been a Partner, Proprietor or Director of a company which has gone into liquidation or receivership? |  |  |
| Has your company received Rescue Aid (specific loan funding provided to a business by government usually in relation to specific emergencies like flooding)? |  |  |
| If in receipt of Rescue Aid have you repaid the loan and has the agreement been terminated? (This does not include grants / loans provided through the emergency Covid legislation) |  |  |
| Has your company received Restructuring Aid and is it still subject to a restructuring plan? |  |  |
| If the answer is “Yes” to any of the Declaration questions above, please provide further details in the box below | | |
|  | | |

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| --- | --- | --- |
| Successful applicants will be required to provide a written and video testimony of the impact and to have that published via the RSP’s website and social media outlets. Please confirm this is acceptable. | **Yes** | **No** |
|  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| I confirm that, to the best of my knowledge and belief, all of the information contained in this application is true and correct and I accept full responsibility for it. I understand that, should this application be successful, I will be required to supply additional information. If there is any change to the information I have provided, I will notify Shropshire Council without delay.  I am aware of the conditions that apply to this application and have complied with them. I declare that I have read, understood and complied with all of the relevant guidance relating to this grant scheme.  I understand that my business / organisation may be inspected and I agree to give access, co-operate and provide such assistance as is required. I confirm that I have disclosed details of all business interests held by any members of this business / organisation.  I have declared details of anything, or person, connected with my business/ organisation (including employees) and this grant application that may impact on, or cause a conflict between, my business/ organisation and any part of this grant application.  I understand that if my application is successful, I will be required to enter into a grant funding agreement, and payment of any grant funding will be conditional on compliance with the terms of that agreement.  I recognise that it is my responsibility to obtain all necessary permissions and in signing this application confirm that I have done so.  I understand that use of an agent/ project manager will not limit my responsibility to comply with the terms of that agreement, nor does it affect my personal responsibility to ensure the accuracy of the information provided in this application.  I the undersigned, hereby authorise the person named in **Section A: Key Information** on the application form to act on my/ our behalf to liaise with the Business Investment Grant team over any future correspondence  I am applying for a grant of   |  | | --- | | £ |   Which represents   |  | | --- | | % |   of the total costs.  **This declaration must be signed by:**  a) the applicant(s) in his or her or their personal capacity or;  b) where the declaration is being signed on behalf of an incorporated body;  i) all partners or director of the incorporated body;  ii) a partner or director of the incorporated body who is authorised to sign on behalf of the  incorporated body.  **Applicant Signature**   |  | | --- | |  |   **Applicant Name**   |  |  | | --- | --- | | **Position** | **Date** |   **Subsidy Control Declaration**  Minimal Financial Assistance (MFA) is a type of subsidy and is defined in Chapter 2 of Part 3 of the UK Subsidy Control Act 2022 (<https://www.legislation.gov.uk/ukpga/2022/23/part/3/chapter/2/enacted>)  The MFA provisions in the Act allow small amounts of funding, up to a financial threshold of £315,000, to be awarded to an enterprise within an applicable period of up to 3 financial years. This means that no enterprise can receive more than this amount in the applicable period.  The Act defines a financial year as a period of 12 months ending on 31 March. The applicable 3-year period is the elapsed part of the current financial year (i.e. from 1 April), and the previous two financial years immediately preceding the current financial year.  I hereby confirm that I qualify for a grant under Minimal Financial Assistance  **Applicant Signature**   |  | | --- | |  |   **Applicant Name**   |  |  | | --- | --- | | **Position** | **Date** |   **Important Information**  Wireless Innovation Grants are discretionary, and all applications are subject to rigorous appraisal to determine the need for support. The application may be rejected for funding or decide on the percentage of grant awarded against eligible expenditure, and this decision is final.  You should not commence project activity, or enter into any legal contracts, including the ordering or purchasing of any equipment or services, before your application has been formally approved and you have entered into a grant funding agreement. Should activity have commenced prior to approval, any formal offer will be withdrawn.  If you know or recklessly make a false statement to obtain grant aid for yourself or anyone else you risk prosecution, the recovery of all grant payments, an additional financial penalty and exclusion from other schemes operated by Shropshire Council and/or other government funding bodies. By submitting this form, you are confirming that you have read and agree with the above declarations, and you consent to us processing the information that we collect from you in accordance with our Privacy Policy.  **Fraud statement**  By completing the application or accepting the grant payment, you are confirming that you are eligible for the grant. If your eligibility circumstances change after making an application or receiving this funding, you must notify us immediately.  Shropshire Council will not accept deliberate manipulation or fraud, and any instances will be actively investigated. Any individual who falsifies their records or dishonestly provides inaccurate information to gain grant money will face prosecution. The council reserves the right to recoup funds and claw back any grants paid in error.  The personal information we have collected from you will be shared with fraud prevention agencies who will use it to prevent fraud and money-laundering and to verify your identity. If fraud is detected, you could be refused certain services, finance, or employment. Further details of how your information will be used by us is here: <https://www.shropshire.gov.uk/shropshire-council/fraud-and-corruption/>   |  |  |  | | --- | --- | --- | | **Privacy Policy** |  |  | | Your information i.e. personal data will be stored and processed in accordance with the current Data Protection Act (DPA). Shropshire Council is the data controller for personal data you give to us or we hold about you. We use it in line with the Data Protection Act. See <https://next.shropshire.gov.uk/council-and-democracy/privacy/shropshire-council-s-privacy-notice/> | | | | | | We are subject to the Freedom of Information Act 2000 and other obligations under law which require us to act transparently and which grant certain rights of access to the public to information held by us. This means that, whilst we will respect the sensitivity of the information you provide, there may be legal requirements which oblige us to disclose this information.  If any of the information you have supplied within this application is considered to be commercially sensitive, please state the question numbers within the application form and detail any supporting documentation. This will assist the Information Access and Records Manager within Shropshire Council when responding to FOI requests. This does not guarantee that this information will not be disclosed but will ensure the data highlighted in the application form is carefully reviewed.  Please detail below questions numbers and any supporting documentation that you deem commercially sensitive.   |  | | --- | | **Considered Commercially sensitive** | |  | |  | |  | | | | | | | We will use the information you provide to administer, process and assess your application for funding and to administer any funding if your application is successful. We may publish details about any successful application on our website (this may include value of grant awarded, project outputs, brief description of grant aided works and grant recipient's name). | | | | | |