

## SOUTH EAST BUSINESS BOOST ELIGIBILITY QUESTIONNAIRE

<b>Business Name:</b>								
<b>Sector/ Industry:</b>								
<b>Business Address:</b>								
<b>Postcode:</b>		<b>Business Start Date:</b>		<b>Business Trading Age:</b>				
				<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">Years</th> <th style="width: 50%;">Months</th> </tr> <tr> <td style="height: 25px;"></td> <td style="height: 25px;"></td> </tr> </table>	Years	Months		
Years	Months							
<b>Website:</b>								
<b>Contact Name:</b>								
<b>Job Title:</b>		<b>Tel:</b>						
<b>Email:</b>								

1. How many people does the business currently employ? (Full time equivalent)

2. What is the Balance Sheet total of the business?

3. What was the turnover of the business in the last complete financial year?

4. What was the R&D spend of the business in the last complete financial year? (if applicable)

5. How many product and process innovations has the business implemented in the last 3 financial years? (if applicable)

6. What is/will be your trading status? Sole trader, Private limited, etc.)

7. Has the company received any European Funding/ERDF support between 2014 and 2020? This includes applications currently underway.

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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8. Has the company received state aid within the last 3 years?

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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8a. If yes, please state how much.

9. Does the named company have any Partner companies?

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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A company is a **partner** if it has a holding equal to or greater than 25% (but less than 50%) of the capital or voting rights in another company and/or another company has a holding equal to or greater than 25% in the company in question.

**P.T.O**



**European Union**  
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## SOUTH EAST BUSINESS BOOST ELIGIBILITY QUESTIONNAIRE

10. Does the named company have any Linked companies?

YES

☐

NO

☐

Two or more companies are **linked** when they have any of the following relationships:

- one company holds a majority of the shareholders' or members' voting rights in another;
- one company is entitled to appoint or remove a majority of the administrative, management or supervisory body of another;
- a contract between the companies, or a provision in the memorandum or articles of association of one of the companies, enables one to exercise a dominant influence over the other;
- one company is able, by agreement, to exercise sole control over a majority of shareholders' or members' voting rights in another.

A typical example of a linked company is the wholly owned subsidiary.

### Financial Probity:

If the business is more than 3 years old: please advise:

In the last 12 months, has the business:

- seen a reduction of more than 50% of the business capital/subscribed share capital as a result of accumulated losses?
- been subject to insolvency proceedings (including any currently underway)?
- received rescue aid and has not yet reimbursed the loan or terminated the guarantee?
- received restructuring aid and is still subject to a restructuring plan?

YES

☐

NO

☐

YES

☐

NO

☐

YES

☐

NO

☐

YES

☐

NO

☐

**Data Protection Act 1998:** By ticking this box, you agree to the information that you have provided here and otherwise to the South East Business Boost programme (SEBB) being shared, if requested, with the Department for Communities and Local Government (DCLG) and with the SEBB delivery partners (including, your local authority). Any such information will only be shared with these third party organisations to facilitate the delivery and management of the business support services that we provide to you; this may include, for example, undertaking statistical analysis of the services, tracking your progress and reporting our performance to government. ☐

The SEBB Programme may be able to support your organisation to grow with a business grant or access to free business workshops.

DATE:

COMPANY CONTACT  
SIGNATURE:

PRINT NAME:

### ADDITIONAL NOTES:

If you have answered 'Yes' to questions 9 or 10 of this form, please also complete the 'Supplementary Eligibility Form'.



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## PRIVACY NOTICE

The EU Common Provisions Regulations (CPR), in particular Articles 27.4, 54, 56 of the CPR, and Article 6 of the European Regional Development Fund (ERDF) regulation require the Department for Communities and Local Government (DCLG), as the managing authority for the programme, to monitor and evaluate ERDF-funded activities. In order to conduct monitoring and evaluation individual participant data is required.

For the purposes of the Data Protection Act 1998, DCLG is the data controller in respect of information processed which relates to your participation in the project funded by the European Regional Development Fund, while **Southend-on-Sea Borough Council** is the data processor.

Depending on the nature of activities of the ERDF-funded project and the indicators listed under each activity, the following information for each direct or indirect beneficiary where these are individuals may be supplied:

Name of contact point within a business (in some cases property owner) engaged with or individual engaged with;  
Address  
Postcode  
Phone number  
Email address  
Labour market status prior to receiving support and 6 months after receiving support;  
Duration of support  
Intensity of support

Your details will be stored securely and retained in compliance with the Data Protection Act 1998. This information will be used to evaluate this project and to report to the European Regional Development Fund for monitoring and evaluation purposes.

Your details will be used to support the ERDF programme research and evaluation activities. DCLG will need to share all or some of your data with the national evaluator of the ERDF programme. In some cases, the national evaluator, i.e. independent external contractors commissioned by DCLG, may use the contact details to contact a sample of direct or indirect beneficiaries for the purpose of the National Evaluation of the programme. It is likely that the survey methodology will need to incorporate a variety of approaches in order to maximise the survey response rate (for example, telephone survey, written survey, and e-mail survey) – hence the need for a variety of contact details required for each participant. DCLG may also need to share with other government departments and the European Commission where this is necessary to test the robustness of the data gathered or to inform the National Evaluation.

DCLG will not give any personal data to any other organisation unless needed for the purpose of the evaluation and will instruct them not to use it to contact individuals for any reasons not connected with the purpose of the National Evaluation of the ERDF programme 2014-2020 or other matters directly relating to the evaluation. If DCLG has to pass on the data, it will only provide what is needed, and if possible will remove the details that might identify individuals personally.

DCLG 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.

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 or correct your data;
- 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. You can contact the ICO at <https://ico.org.uk/>, or telephone 0303 123 1113.

For any information on the above, you can contact DCLG's Data Protection Officer at [dclgkia@icasework.fcgs.gsi.gov.uk](mailto:dclgkia@icasework.fcgs.gsi.gov.uk) or by telephone 030 3444 0000.



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## FAQs

The purpose of this Eligibility Questionnaire is to ascertain whether the business qualifies as an SME (Small and Medium Sized Enterprise) and meets the basic eligibility for support through the SEBB Programme. The determining factors for this are; staff headcount (< 250), Turnover ( $\leq$  €50m), Balance Sheet ( $\leq$  €43m), State Aid (< €200,000) and business sector.

### What is the difference between 'Business Start Date' and 'Business Trading Age'?

The business start date is the date the business was registered with Companies House, or HMRC (Her Majesty's Revenue and Customs). The business trading age relates to how long the business has been trading for. Dependent on how the business was formed, these answers may, or may not, relate to one another.

### What does 'Full Time Equivalent' mean?

Full time Equivalent (FTE) is the hourly equivalent of a Full Time staff member, employed by the business, which for the purposes of this Programme is 36 hours per week. It is termed this way because, for example, if 2 members of staff are employed, but each working 18 hours per week, this would be 1 Full Time Equivalent (FTE) employee, and should be entered as such.

### How do I work out the 'Business Balance Sheet' and 'Turnover'?

If your business produces formal accounts, the Balance sheet should be shown on these. Otherwise, the Balance Sheet is the net total of business assets (assets minus liabilities). Business turnover is the total income received for goods and services provided.

### What is 'R&D Spend'?

R&D expenses are a line item from a company's income statement. R&D expense (short for research and development expense) is essentially the amount of money that a company spends to develop new products and services each year. If the business is small, there may not be any defined R&D expenses, and in this instance, the answer to Q4. would be £0.

### What are product & process innovations?

A product innovation is the introduction of a good or service that is new or has significantly improved characteristics or intended uses; a process innovation refers to the implementation of a new or significantly improved production or delivery method.

### What is 'ERDF Support'?

ERDF stands for European Regional Development Fund and is the funding source for the SEBB Programme. The SEBB Programme is not the only ERDF Programme currently available, therefore if you have applied for, or received, support, either financial or non-financial, from any other ERDF Programme within the last 3 years, this will need to be declared.

### What is 'State Aid', and how do I know if I've received it?

State Aid is any advantage granted by public authorities through state resources on a selective basis to any organisations that would potentially distort competition and trade. This can include grants, loans or non-financial support. The grantor must inform the recipient that the support being received classifies as De Minimis State Aid, and so if any support of this nature has been received, the business should have a record of this. The maximum limit of De Minimis State Aid is €200,000 over three years.

### Why am I being asked about 'Partner'/'Linked' companies?

When we are considering the business staff headcount, turnover, balance sheet, and State Aid amount, we must also take into account any Linked companies, and the appropriate percentage (of control/ownership) of any Partner companies, before confirming eligibility to the Programme. It is important that all questions on this form are answered accurately to ensure eligibility is not incorrectly assessed, as this may lead to a claw back of funds.



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