



Accelerating Reduction in Carbon (ARC) Combined SME Enrolment / De Minimis Form

Business Details			
Name of business			
Contact name			
Position within the business			
Registered address			
Postcode			
Trading address <i>(if different from above)</i>			
Postcode			
Telephone			
E-mail address			
Nature of business <i>(including sector)</i>			
Legal status of the business			
Registration number or unique tax reference		Number of employees	
Date of incorporation		Date of branch location in region	
Trading start date			
Have you been in contact with the D2N2 Growth Hub?	Yes <input type="checkbox"/> No <input type="checkbox"/>		

Equal Opportunities
It is a requirement of public funding that monitoring is undertaken for equal opportunities purposes. Please confirm your details by ticking one option from each group below.
Ethnicity How would you describe your cultural or ethnic origin?*
Asian/Asian British <input type="checkbox"/> Black/African/Caribbean <input type="checkbox"/> Black British <input type="checkbox"/> White <input type="checkbox"/> Mixed/multiple ethnic groups <input type="checkbox"/> Other ethnic group <input type="checkbox"/> Prefer not to say <input type="checkbox"/>

*Please note that ethnic origin is not a matter of nationality, right of abode in the UK or place of birth

Gender

Please state your gender

Female Male Prefer not to say

Disability

Do you consider yourself to have a disability

Yes No Prefer not to say

Age

Please indicate which of the following age groups you belong to

16-24 25-29 30-34 35-39 40-44 45-49 50-54 55-59 55-59
60-64 65+ Prefer not to say

Eligibility

In order to receive support from the European Union your business must meet certain criteria. Please answer the following questions about your business.

Does the business have fewer than 250 employees	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is more than 25% of your business owned by an organisation that in itself is not an SME	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the businesses' annual turnover less than €50 million	Yes <input type="checkbox"/>	No <input type="checkbox"/>
or Is the businesses' balance sheet less than €43 million	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Business ownership

Is the business 51% or more BME (Black and Minority Ethnic) owned?

BME refers to emerging communities & includes: White Irish, white other mixed (white & black Caribbean, white & black African, White & Asian, any other mixed background), Asian or Asian British (Indian, Pakistani, Bangladeshi, any other Asian background) black or black British (Caribbean, African or any other black background), Chinese, and any other ethnic group including Turkish, Polish, Somalian and European.

Yes No Don't know Prefer not to say

Is the enterprise 51% or more female owned?

Yes No Don't know Prefer not to say

If ticked "Don't know" whom should we contact for this information?

Name..... Email..... Telephone.....

De Minimis State Aid and UK Subsidy Declaration

You are being offered assistance under the European Commission's De Minimis regulations (1407/2013) which allows an enterprise to receive up to €200,000 of De Minimis aid in any three fiscal year period. To confirm that you are eligible to receive this assistance, you must declare the full amount of any other De Minimis aid you have been awarded in the current and previous two fiscal years. Note: any De Minimis aid awarded to you under this project will have to be declared if you apply, or have applied for, any other support delivered under the De Minimis exemption.

Please advise us now of any other De Minimis aid which your business, and any businesses linked to it, may have received during your current and previous fiscal two years, as we need to check that our support added to that previously received, will not exceed the threshold of €200,000 over the last three fiscal years. De Minimis aid includes not only grant and loan but assistance such as free or subsidised consultancy services, marketing advice, etc. If you are in doubt about whether previous assistance received classes as De Minimis assistance please include it.

I declare below the amount of De Minimis aid awarded, **in euros** ([conversion calculator](#)), in the current and previous two fiscal years is:

Current fiscal year	Fiscal year:	Fiscal year:
From:	From:	From:
To:	To:	To:
(EU State Aid) €	€	€
(UK Subsidy) £	£	£

Alternatively, if **NO** De Minimis aid has been received in the period by the enterprise, please tick here

Note – A fiscal year is a 12-month period over which a company budgets its spending. A fiscal year does not always begin in January and end in December (for most UK companies it is April to March). The fiscal year is referred to by the date in which it ends. For example, if a company's fiscal year ends 31 March 2017, then everything between 1 April 2016 and 31 March 2017 would be referred to as fiscal year 2017

Sustainability Intent

The enterprise is committed to following sustainable practices, where possible, whilst participating in this project to ensure minimum negative impact, and maximum positive effects, on the environment.

Yes

No

General Data Protection Regulation

By completing this form you acknowledge and agree that the data contained within can be held by Nottingham City Council in its secure monitoring system. The data will be used to provide the support services available through this project, as well as marketing information about the project. Please inform us if any commercially sensitive information should not be included on the system.

Any information recorded here may be shared with other project delivery partners, as well as other identified organisations who can provide additional support within the context of this project.

We will not share your information with any other third parties. However, please note that this service may be wholly or partly funded by European Regional Development Fund and as such records may also be accessed by third parties for monitoring and audit purposes only.

Company Declaration

I warrant that I am authorised to sign on behalf of the company and confirm that the information contained in this enrolment form is correct to the best of my knowledge. I have had explained and understand the requirements of De Minimis (Commission Regulation (EU) No. 1407/2013). I acknowledge that if the company fails to meet the eligibility requirements, it may become liable to repay the full value of the assistance provided. I confirm I will notify you of any new aid received from any source during the life of the project.

Signed

Name (CAPITALS)

Position

Date

Office use only**Project Sponsors Declaration**

I certify that the above enterprise is eligible for ERDF support.

Signed

Date

Name (CAPITALS)

Position

Unique identifier assigned:

Please return to:

David Kelly

ARC Project Manager

Economic Development

Nottingham City Council

Loxley House

Station Street

Nottingham

NG2 3NG

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