

Project Obligations

The Start and Grow Enterprise programme is part-funded by European Regional Development Fund and delivered at no cost to individuals and businesses in Gloucestershire which meet the programme eligibility. If your business circumstances change so that it no longer meets the eligibility criteria support may be withdrawn.

I agree:

- To commit to a minimum of 3 hours of support through the programme offer;
- To confirm the hours of support I have received through the completion of timesheets;
- To complete all activities detailed in my Action Plan, and provide evidence of the impact of these activities;
- That the information I provided in the eligibility form is correct, and, if required, I will provide evidence in line with project funding requirements (a copy of these requirements is available upon request).

Terms and Conditions

- A non-disclosure agreement will be made available to you upon request.
- Pre-existing IPR remains with party owning it at outset. New IPR is property of CUSTOMER.
- If applicable, we will require a self-declaration confirming a product/process or service is new, along with further documentation to confirm details of the product or service (i.e. launch date, marketing material).
- Please note that the projects may wish to use your involvement in the project as an example of a good news story. We will however seek your permission prior to releasing any marketing material. Should you not wish to disclose any information for this purpose, please email the project on startandgrow@glos.ac.uk.

REQUESTED EVIDENCE

Please note that due to the nature of European funding we are required to provide sufficient evidence to the funding body in order to show how we have supported you. Some or all of the following evidence may be required as part of project obligations:

- Record of your business which includes: company name, address, contact details, Company Registration Number, business size, account information up to three years’;
- Evidence that the business is located in Gloucestershire (council tax bill, business rates);
- If a new business, evidence of the Company Incorporation Statement/Registration, or Unique Taxpayer Reference (UTR);
- If you register your business, or introduce a new element to your business, following the date you signed up to the programme you will be asked for a self-declaration confirming the product/process or service is new. This will include launch date and any marketing material and information you can provide.
- Evidence of any State Aid (de minimis) that you have received within the past 3 fiscal years, which include: name of the provider, value of the support/grant, and the date it was granted to you.

STATE AID

As this project involves support from European Regional Development Funds it must comply with State Aid Rules.

The European Commission encourages actions to strengthen the competitiveness of the regional economy, and recognises the important part the provision of State Aid to companies can play in this respect. However, such aid is considered to distort competition between companies and pose a threat to the operation of the internal market. EC rules on State Aid limit the support that may be provided from public funding to assist projects involving the commercial sector.

However, small amounts of aid are not considered to have a potential effect on competition and are covered by the De Minimis Aid Exemption Regulation.

- Aid must not exceed €200,000 per company over 3 years
- Such aid must be cumulated with other De Minimis aid (from all other local, regional and national resources) up to the maximum indicated. Companies may be assisted many times, providing the ceiling is not breached

Under the De-Minimis Commission Regulation No 1407/2013 and Official Journal reference OJ L352, this project is offered under the “de minimis” aid block exemption. There is a ceiling of Euro 200,000 (approx. £173,000) for all “de minimis” aid provided to any one firm during the previous two financial years and the current financial year. Any “de minimis” aid awarded to you under this project will be relevant if you wish to apply, or have applied, for any other “de minimis” aid from any source. Such aid must be cumulated with other De Minimis aid (from all other local, regional and national resources) up to the maximum indicated. For the purposes of the “de minimis” regulation, you must retain this form until at least 31st March 2028, and produce it on any request by the UK public authorities or the European Commission.

The project team will need to rely on information provided by your company. Your company bears the responsibility for providing complete and accurate information in relation to State Aid.

BUSINESSES INELIGIBLE FOR ERDF SUPPORT

There are a number of sectors in which businesses should not be supported with ERDF due to the existence of particular State Aid and other regimes, or because Aid would distort competition.

The following are ineligible for ERDF support:

- fishery and aquaculture sectors supported by EFF
- primary production, processing and marketing of agricultural products, supported by EAFRD
- coal, steel and shipbuilding sectors
- the synthetic fibres sector
- generalised (school age) education
- banking and insurance companies
- retail businesses (supporting or refurbishing retail facilities). NB: ERDF can be used to support the business growth and low carbon needs of retail businesses as part of projects that are not exclusively targeted at the retail sector. Revenue support for the retail sector is eligible where the following is met by a project: - the business supported in an SME; and - the support is not exclusively or predominately targeted at retail businesses.
- Defence and Safety

DATA PROTECTION

The University of Gloucestershire will keep your information securely in line with the Data Protection Act 1998 for the purpose of delivering our services and reporting to our funders.

This project is part-financed by the European Regional Development Fund Programme (ERDF), helping local areas stimulate their economic development by investing in projects which will support innovation, business growth, and create jobs and local community regenerations. For more information visit <https://www.gov.uk/european-growth-funding>.

SME DEFINITION

For the purpose of ERDF application, an SME is defined as an enterprise which employs fewer than 250 employees at the time the support is given. The number of employees at the time of the application includes part time, seasonal and temporary staff;

And has either

- An annual balance sheet total not exceeding 43 million euros, or
- An annual turnover not exceeding 50 million euros

And:

- Is not more than one quarter (25%) owned by firms that do not comply with the above requirements
- The last criterion may be exceeded in two cases:
- Where the owners are public investment corporations, venture capital companies or institutional investors, provided these owners do not exert any control over the SME, either individually or jointly;

Or:

- If the capital is spread in such a way that it is not possible to determine by whom it is held and if the enterprise declares that it can legitimately presume that it is not more than one quarter owned by one or more firms which do not comply with the definition of an SME.

Sustainable Development in Business

Embedding sustainability good practice (enhancing positive and minimising negative impacts) as part of the business support offer, the above ESIF projects will highlight resource efficiency aspects to the businesses we work with, which include:

- Enhanced Capital Allowances (ECAs) that enable a business to claim 100% first-year capital allowances on their spending on qualifying plant and machinery. There are three schemes for ECAs: energy-saving plant and machinery, low carbon dioxide emission cars and natural gas and hydrogen refuelling infrastructure, water conservation plant and machinery;
- Carbon Trust's funded energy assessments (Green Deal);
- University of Gloucestershire Sustainability Strategy 2017-2022
- University of Gloucestershire Sustainability Development Goals Accord.



Please follow the links below for further information.

<https://www.gov.uk/government/publications/enhanced-capital-allowance-scheme-for-energy-saving-technologies>

<https://www.carbontrust.com/client-services/programmes/green-business-fund>

Sustainability Strategy 2017-22 and SDG Accord.