

## 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>	
				<b>Years</b>	<b>Months</b>
<b>Website:</b>					
<b>Contact Name:</b>					
<b>Job Title:</b>		<b>Tel:</b>			
<b>Email:</b>					

<p><b>1.</b> How many people does the business currently employ? (Full time equivalent)</p> <div style="border: 1px solid black; height: 25px; width: 100%;"></div>	<p><b>2.</b> What is the Balance Sheet total of the business?</p> <div style="border: 1px solid black; height: 25px; width: 100%;"></div>	<p><b>3.</b> What was the turnover of the business in the last complete financial year?</p> <div style="border: 1px solid black; height: 25px; width: 100%;"></div>
<p><b>4.</b> What was the R&amp;D spend of the business in the last complete financial year? (if applicable)</p> <div style="border: 1px solid black; height: 25px; width: 100%;"></div>	<p><b>5.</b> How many product and process innovations has the business implemented in the last 3 financial years? (if applicable)</p> <div style="border: 1px solid black; height: 25px; width: 100%;"></div>	<p><b>6.</b> What is/will be your trading status? Sole trader, Private limited, etc.)</p> <div style="border: 1px solid black; height: 25px; width: 100%;"></div>
<p><b>7.</b> Has the company received any European Funding/ERDF support between 2014 and 2020? This includes applications currently underway.</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>	<p><b>8.</b> Has the company received state aid within the last 3 years?</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>	<p><b>8a.</b> If yes, please state how much.</p> <div style="border: 1px solid black; height: 25px; width: 100%;"></div>
<p><b>9.</b> Does the named company have any Partner companies?</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>	<p>A company is a <b>partner</b> if it has a holding equal to or greater than 25% (but less than 50%) of the capital <u>or voting rights</u> in another company and/or another company has a holding equal to or greater than 25% in the company in question.</p>	

**P.T.O**



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**10.** Does the named company have any Linked companies?

YES <input type="checkbox"/>	NO <input type="checkbox"/>
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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—Businesses ≥ 3 years old

**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 <input type="checkbox"/>	NO <input type="checkbox"/>
YES <input type="checkbox"/>	NO <input type="checkbox"/>
YES <input type="checkbox"/>	NO <input type="checkbox"/>
YES <input type="checkbox"/>	NO <input type="checkbox"/>

**Please tick to confirm that you have read the definition of an undertaking in difficulty as set out in the General Block Exemption Regulation, No 651/2014 and that the business is not considered an undertaking in difficulty.**

*By using the fully funded Growth Hub service, you are agreeing to having your information shared with our funders, the Department for Business, Energy and Industrial Strategy (BEIS) and the South East Local Enterprise Partnership (SELEP) for research and evaluation services.*

**Data Protection:**

*By signing this form, you are agreeing to the information you provide, here, and otherwise to the South East Business Boost (SEBB) programme, being held in line with the SEBB document retention policy, until 31st December 2033, and the information being shared, where requested, with the Ministry for Housing Communities and Local Government (MHCLG) and with the SEBB delivery partners. Any such information will only be shared with 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 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.**

COMPANY CONTACT SIGNATURE:		DATE:	
		PRINT NAME:	

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

## PRIVACY NOTICE for the Purpose of Data Collection for ERDF

The EU Common Provisions Regulations (CPR), and Article 6 of the Ministry for Housing Communities and Local Government (MHCLG), as the managing authority for the SEBB Programme, to monitor and evaluate ERDF-funded activities. In order to conduct monitoring and evaluation (including the summative assessment) and to ensure compliance, the collection of personal data is required.

### Who is the data controller for ERDF personal data?

The MHCLG 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.

The MHCLG ERDF Managing Authority will be processing personal data in the ERDF Programme according to the following lawful basis:

Article 6(1)€ of the EU General Data Protection Regulation (GDPR)

‘processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller’.

The lawful basis for controlling or processing ‘special category’ data under ERDF is:

Article 9(2)(g) GDPR

“processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide suitable and specific measures to safeguard the fundamental rights and the interests of the data subject;”

### What personal data will be collected?

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 individual **may** be collected:

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

MHCLG may collect special category data on ethnicity and disability.

### Who will my personal data be shared with and how will it be used?

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

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## PRIVACY NOTICE for the Purpose of Data Collection for ERDF

Your details will be used to support the ERDF programme research and evaluation activities. MHCLG will 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 MHCLG, may use the contact detail 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. MHCLG 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.

MHCLG 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 now connected with the purpose of the National Evaluation of the ERDF programme 2014-2020 or other matters directly relating to the evaluation. If MHCLG 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. MHCLG will not transfer personal data outside the European Union, to third countries or international organisations.

MHCLG 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 MHCLG meets reporting obligations and to demonstrate compliance with EU requirements.

### Individual's right

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 justification to process it;
- 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.

### Automated decision making

Your personal data will not be subjected to automated decision making

### Contact Details

You can contact the ICO at Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Tel: 0303 123 1113

Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)

If you would like further information about the programme and your personal information, please contact the ERDF Programme at [esif@communities.gsi.gov.uk](mailto:esif@communities.gsi.gov.uk)

If you have any general questions about how your personal data is being used, you can also contact MHCLG's Data Protection Officer at: [dataprotection@communities.gsi.gov.uk](mailto:dataprotection@communities.gsi.gov.uk)



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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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## SUPPLEMENTARY ELIGIBILITY FORM

See reverse of this sheet for definitions of 'Partner' and 'Linked' companies.

**Please only complete this form if you have answered 'yes' to questions 7 or 8 on the Eligibility Form**

Company Name:

### Partner Companies:

% of share or %  
of voting rights  
(whichever is  
higher)

Balance Sheet  
Total:

Annual Turnover  
Amount:

Last 3 years  
State Aid Total:

Company No:

Staff FTE

Company No:	Staff FTE	% of share or % of voting rights (whichever is higher)	Balance Sheet Total:	Annual Turnover Amount:	Last 3 years State Aid Total:
<input style="width: 100%; height: 30px;" type="text"/>	<input style="width: 100%; height: 30px;" type="text"/>	<input style="width: 100%; height: 30px;" type="text"/>	<input style="width: 100%; height: 30px;" type="text"/>	<input style="width: 100%; height: 30px;" type="text"/>	<input style="width: 100%; height: 30px;" type="text"/>
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### Linked Companies:

<input style="width: 100%; height: 30px;" type="text"/>	<input style="width: 100%; height: 30px;" type="text"/>		<input style="width: 100%; height: 30px;" type="text"/>	<input style="width: 100%; height: 30px;" type="text"/>	<input style="width: 100%; height: 30px;" type="text"/>
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### Partner Company's Linked Companies:

<input style="width: 100%; height: 30px;" type="text"/>	<input style="width: 100%; height: 30px;" type="text"/>		<input style="width: 100%; height: 30px;" type="text"/>	<input style="width: 100%; height: 30px;" type="text"/>	<input style="width: 100%; height: 30px;" type="text"/>
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COMPANY CONTACT  
SIGNATURE:

DATE:

PRINT NAME:

Continue on a separate sheet if necessary.

If a separate sheet is required, please ensure the sheet is signed and dated, as above.



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## DEFINITIONS

An enterprise is a **partner enterprise** if:

- the enterprise has a holding equal to or greater than 25% of the capital or voting rights in another enterprise and/or another enterprise has a holding equal to or greater than 25% in the enterprise in question; and
- the enterprise is not linked to another enterprise. This means, among other things, that the enterprise's voting rights in the other enterprise (or vice versa) do not exceed 50%.

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

- one enterprise holds a majority of the shareholders' or members' voting rights in another;
- one enterprise is entitled to appoint or remove a majority of the administrative, management or supervisory body of another;
- a contract between the enterprises, or a provision in the memorandum or articles of association of one of the enterprises, enables one to exercise a dominant influence over the other;
- one enterprise 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 enterprise is the wholly owned subsidiary.

In case a relationship of this kind occurs through the ownership of one or more individuals (acting jointly), the enterprises involved are considered as linked if they operate on the same or adjacent markets

