**Business Sustainability Challenge: Application Form**

This is a word template of the online application form to help you develop your application offline and amongst your colleagues and collaborators (if applicable) before transferring the information to the online form prior to submission. **We will only accept applications made via the online form**, this is simply an aide to completing it.

In order to get an online application form click ‘apply now’ on the business sustainability page on our [webpage](https://www.growingkentandmedway.com/funding/grant-funding/business-sustainability-challenge/) – you will be asked to complete some details and then you will be sent a link to your email account to open your online application form (please allow up to 48 hours to receive your application form link). Once you have access to your online application form you can submit and return to the form anytime until the deadline on midnight, 30th April 2024 by clicking the ‘Save and Exit’ button. To edit your draft form, please use the link you will be emailed when you submit your draft. Once you are happy with your application, please tick the box at the end of the form to confirm this is your final submission. At this point you will be prompted to upload your ‘Eligible Cost Calculator’ and sign the form before pressing ‘Submit’. Please email [gkmchallenge@kent.gov.uk](mailto:gkmchallenge@kent.gov.uk) if you need help with your application. If you would like to speak with the Growing Kent & Medway team to discuss the ideas you are proposing and how they fit the scope please email [contact@growingkentandmedway.com](mailto:contact@growingkentandmedway.com).

We strongly recommend you read the [Guidance for Applicants](https://www.growingkentandmedway.com/media/0cbfbcb5/guidelines-for-applicants.pdf) before starting your application. Our guidance for applicants document will take you through the application section by section and help you write a competitive proposal which will have the best chance of success. Further supporting documents to help you with your application can be found on our [website](https://www.growingkentandmedway.com/funding/grant-funding/business-sustainability-challenge/).

If two or more businesses are applying for the grant, the lead applicant should complete the form on behalf of the consortium.

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| **SECTION A: COMPANY CONTACT DETAILS** | |
| Contact Forename |  |
| Contact Surname |  |
| Job Role |  |
| Tel No. |  |
| Email address |  |
| **SECTION B: COMPANY DETAILS** | |
| Registered Company Name |  |
| Companies House registered number or alternative |  |
| If you have entered an alternative to a CRN above please select what this reference number is from the drop down | Company Registration Number (Default)  VAT Registration Number  Self Assessment Number  Partnership Number  National Insurance Number  Unique Tax Payer Reference  Registered Charity Number |
| Registered Company Address |  |
| Is your trading address different from your registered address? | Y/N |
| Trading address (If different from your registered address) |  |
| Does your registered or trading address fall within the region of Kent and Medway? (See a list of eligible postcodes in our ‘guidelines for applicants’ available from the [competition webpage](https://www.growingkentandmedway.com/funding/grant-funding/business-sustainability-challenge/)) | Y/N |
| Website Address |  |
| Company profile (max 200 words) |  |
| Where did you hear about this grant? | Choose from the following options:  Press or Media Article  Referral from another Business or Business Support Organisation  Referral from a Growing Kent & Medway Service or Staff  Social Media  Event  Growing Kent & Medway Email Newsletter  Search Engine  Other (please describe how you heard about this grant) |
| **SECTION C: COMPANY DECLARATION**  Follow up may be necessary depending on how you answer these questions. If you are unsure about any of the answers please get in touch with [contact@growingkentand](mailto:growingkentandmedway@niab.com?subject=BIV;%20query%20about%20company%20declaration)medway.com before progressing further with the application form. | |
| Business type | Limited Company  Sole Trader/Self Employed  Partnership  Charity/Social Enterprise (Not for Profit)  Other (please describe business type) |
| Business Sector | Here we ask you to describe the sector your business operates in i.e. you could use the SIC code and SIC code descriptions as per your companies house return to describe the nature of the business. Alternatively use a description that sums up your business sector in less than a sentence. |
| How many employees does your business have (based on full time equivalents)? |  |
| What was your turnover at the last year end? |  |
| What was your balance sheet total at the last year end? |  |
| What size company are you currently? Information from the three fields above are used to define what size company you are. Find out the thresholds in the guidelines for applicants (which can be found on the [competition webpage](https://www.growingkentandmedway.com/funding/grant-funding/business-sustainability-challenge/)) | Choose from:  Micro  Small  Medium |
| Is your business linked to another business? | Y/N |
| If you answer yes to the question above, please give details | For each linked company or for the parent company please include business name and CRN, number of employees, turnover and balance sheet total. |
| Has your business previously received Subsidy or State Aid, including but not limited to covid business support, in your current financial year or previous two financial years? You can find our subsidy guidance [on our website](https://www.growingkentandmedway.com/funding/grant-funding/business-sustainability-challenge/). | If you answer ‘Yes’ we will ask you to fill out some tables in the online form describing the support received (including; Date received, Amount, Name of support provided, Nature of assistance, Organisation providing the assistance) |
| I certify that the business is not in financial difficulty, is solvent, and no distress or execution has been levied against it. | Y/N |
| I certify that the business has the matched funds in place to contribute to the project. | Y/N |
| I certify that the business will use the funding only for activities eligible under this scheme. | Y/N |
| I certify that I understand and will comply with the terms and conditions of the legal agreement, a copy of which can be found on the competition [webpage](https://www.growingkentandmedway.com/funding/grant-funding/business-sustainability-challenge/) | Y/N |
| **SECTION D: COMPANY COMMITMENT** | |
| Growing Kent & Medway will publicise funded projects by means of a press release giving brief, non-confidential details of the project and the grant amount. In addition, Growing Kent & Medway will produce a case study using non-confidential information to promote this project. | You will be asked to accept this as a condition of the grant. |
| As a condition of receiving grant funding, you are asked to commit a certain level of time towards a social value activity within the region. Please read our social value guidelines which can be found on the competition [webpage](https://www.growingkentandmedway.com/funding/grant-funding/business-sustainability-challenge/) under the section ‘Guidance and Supporting Documents’. | You will be asked to accept this as a condition of the grant. |
| Please provide a brief outline of some ideas of how you would like to deliver social value if successful. |  |
| Growing Kent & Medway will undertake monitoring and evaluation activity, whether the application is successful or not, in support of the GKM project and as per requirement of the funders. | You will be asked if you accept this. |
| **SECTION E: GROWING KENT & MEDWAY SOCIAL IMPACT SURVEY**  The following questions help us to determine the demographics of applicants and the range, distribution and types of businesses we are engaging with through this funding call. THESE QUESTIONS HAVE NO IMPACT ON WHETHER THE APPLICATION IS FUNDED OR NOT | |
| Do you identify as Female? | Y/N/Prefer not to say |
| Are you a Young Parent? (Up to 25 with a child under 18) | Y/N/Prefer not to say |
| Are you a Young Person? (Aged 18-34) | Y/N/Prefer not to say |
| Are you a Resident of or do Business in any of the following? | Select all that apply from the following:  Folkstone & Hythe  Medway  Swale  Thanet  No |
| **SECTION F: PROJECT DETAILS** | |
| Project Title |  |
| Project Objectives (we suggest no more than 100 words) |  |  |
| Project Outline (we suggest no more than 400 words) |  |
| Public Description of Project (we suggest no more than 200 words) |  |
| Tell us how your project will address the challenge and meets the scope of the Business Sustainability Challenge. |  |
| Proposed Start Date | Limited to 1st July to 1st October |
| Proposed Project Duration (in months) | Limited to between 1 and 8 months |
| Identify any risks to successfully completing the project and how these would be mitigated (no more than 200 words) |  |
| Is your project collaborative? | Y/N |
| If your project is collaborative, please list the company names collaborating on this project. |  |
| If your project is collaborative explain how the partnership will work in the project |  |
| Company Expertise (no more than 200 words) |  |
| Project Impacts (no more than 200 words) |  |
| Where will your project activity take place? | We require that at least 75% of your project activity must take place in the region of Kent and Medway |
| **SECTION G: PROJECT COSTS**  The following section is to determine your project costs. Please download the ‘Eligible Costs Calculator’ [here](https://www.growingkentandmedway.com/media/o23fouhn/eligible-cost-calculator.xlsx). Guidence on eligible costs can be found on the competition webpage under the section ‘Guidance and Supporting Documents’. Please enter the lead applicant costs and the collaborator costs (if aplicable) in the relevant tabs (navigate through the tabs at the bottom of the excel document). The total eligible project cost and the grant amount will then be automatically calculated and displayed in the ‘Summary Costs’ tab. **These two figures should be transferred to the cells below**. You will be prompted to upload your completed ‘Eligible Costs Calculator’ spreadsheet when you tick the box for final submission. | |
| TOTAL Eligible Project Cost (grant + company co-investment) |  |
| Value of grant requested |  |  |