

## Energy Innovation Centre Application Form

### Guidelines

Please refer to these guidelines prior to completing this application form or call us on 0151 347 2433 for assistance.

- 1) Please complete all sections as clearly and specifically as possible.
- 2) Please use additional paper if required.
- 3) Your application will be reviewed upon receipt. We will contact you if any clarification or further information is required.
- 4) Please attach any other relevant information to support your application.
- 5) By way of indication, it is anticipated it may take a minimum of 4 months to review your funding request and secure funding, from the date of your application.
- 6) On completion, please return your application form to: Carolyn Hawkins, Energy Innovation Centre, Capenhurst Technology Park, Capenhurst, Chester, CH1 6ES, Email: [carolyn.hawkins@energyinnovationcentre.com](mailto:carolyn.hawkins@energyinnovationcentre.com), Tel: 0151 347 2355.

### General Information

1. Contact Name	
2. Company Name/SME	
3. Project Name	
4. Address (Trading)	
5. Registered Office Address (if different)	
6. Telephone	
7. Mobile	
8. E-mail	
<p>9a. Ownership:</p> <p>Describe your business at present. Please state if the business is a 'start-up' or if you are a sole innovator/entrepreneur, or if it is a limited company. (If so, please state who the major shareholders are).</p>	



9b. List the names of all existing/proposed Directors and all shareholders:-		
Names and Addresses	Position	Shareholding (%)
9c. Do you have any institutional shareholders (e.g. venture capital funds)?		
Yes / No If Yes, please give details.		
10. VAT Reg. No		
11. Company Registration No (if appropriate)		
12. Nature of Business		
13. Describe the background and experience of yourself and, if applicable, your management team. Please include a CV for yourself and a biography for your management team detailing their role in the project.		

### Project Information

1. Describe the project for which you need investment, including overall aims and objectives. Be as clear and specific as possible.



2. What is the current status of your project?

3. Please add any further information you think may be relevant to your application.

### Financial Information

1. Please provide as estimate of the amount of money you will require and over what period of time. These figures need to be realistic as they will need to be substantiated at a later date.

2. To fund this Project, how much funding is being contributed by the Business owners? How much has been sourced from or is being considered by other funders?

3. Annual Accounts. Please provide the last three years statutory accounts (for company and associated companies, if indicated)

Enclosed?                      Yes                      No (please indicate)

4. Management Accounts. Please provide recent Management Accounts – if statutory accounts are older than 3 months or if management accounts are not available, then please provide a copy of Business Bank Statement.

Enclosed?                      Yes                      No (please indicate)

5. Please provide details of funding previously provided to your business (i.e. loans, overdraft, asset finance or equity finance, etc.)

## Miscellaneous Information

1. How did you hear about the Energy Innovation Centre? Please give details.

2. Where will all the 'in-house' work be undertaken? Are the facilities capable of providing the necessary facilities for the project?

NB If you do not have suitable facilities, being based at the Energy Innovation Centre would give you excellent accommodation, provides you with world leading product test & development facilities as well as access to a wide range of power technology experts.

## Equal Opportunities Monitoring

Energy Innovation Centre is committed to developing positive policies to promote equal opportunities and prohibiting unlawful or unfair discrimination on the grounds of gender or ethnic origin.

In order to ensure that these policies are being carried out, and for no other purpose, all applicants are asked to provide the information requested in this form. The gender and ethnic origin of **all of the known owner-managers**, not just those of the person completing this form. In each box, please provide the number of owner-managers that fit each category.

Male  Female  (enter number of each)

Please help us in our efforts to collate information on applicants for our own funders monitoring purposes. Any personal identifier will be removed from this information Non-completion will not affect your application. Ethnic group classification as provided by the Commission for Racial Equality.

We would like to know before it is disclosed/transferred to others.

**NB This will not affect your application.**

a) Nationality

b) Ethnic Origin: (enter number of each)

- |                          |   |                          |                             |
|--------------------------|---|--------------------------|-----------------------------|
| <input type="checkbox"/> | White-British                                     | <input type="checkbox"/> | White-Irish                 |
| <input type="checkbox"/> | White-Other                                       | <input type="checkbox"/> | Indian                      |
| <input type="checkbox"/> | Pakistani   | <input type="checkbox"/> | Bangladeshi                 |
| <input type="checkbox"/> | Chinese   | <input type="checkbox"/> | Black Caribbean             |
| <input type="checkbox"/> | Black African                                     | <input type="checkbox"/> | Black Other                 |
| <input type="checkbox"/> | Mixed-White/Asian                                 | <input type="checkbox"/> | Mixed-White/Black-Caribbean |
| <input type="checkbox"/> | Mixed-White/Black-African                         |                          |                             |
| <input type="checkbox"/> | Other Ethnic Group ( <i>please specify</i> )..... |                          |                             |

Would the owner/managers consider themselves to be Disabled? (please enter number of each)

Yes  No



## **DECLARATIONS**

### **1. Other Business Interests**

Do you or any other partner, member or director of your business have any interests in, or control over any other business?

Yes  No

If YES, please give separate details by providing background information covering all directorships and shareholdings in other businesses in relation to all directors and shareholders (that is, the number of directorships, names of businesses and shareholding percentages).

The terms used above have the following meaning:-

'partner' - a legal partner within a business.

'member' - a member belonging to a limited liability partnership.

'director' - a director of a company.

### **2. Other Public Support**

Have you or your business previously applied, or been connected with an application, for other public sector help? For example, local authority grants, grants from Government Departments, NESTA, any Regional Development Agency financial support and so on.)

Yes  No

If YES, please give details on a separate sheet.

### **3. Directorships**

Have you or any other partner, member or director of your business ever been prosecuted for fraud or disqualified from becoming a director?

Yes  No

Have you ever been declared bankrupt personally?

Yes  No

Have you ever been an owner, partner or director of a business which went into bankruptcy, liquidation or receivership?

Yes  No

Has any partner, member or director of your business ever been made bankrupt personally?

Yes  No

Has any partner, member or director of your business ever been an owner, partner or director of a business which went into bankruptcy, liquidation or receivership?

Yes  No

If you have answered YES to any of the above, please give details on a separate sheet as an annex to this application. (You will not necessarily be disqualified from claiming an award if you say 'Yes'.)

### Money Laundering Regulations

All Directors, Shareholders, Partners and other Applicants should provide the following 'proof of identity'.

- Proof of Identification (copy of Birth Certificate/Medical Card/Passport/Driving Licence).
- Proof of residence in the UK (current bank statement/utility/local council tax bill).

Please confirm that this information is attached to the Application.

Yes  No

### Other Declarations

The Energy Innovation Centre is itself a funded enterprise, receiving public money from the NWDA and ERDF (European Regional Development Fund) to enable us to assist and support SME's in commercialising their products. As such we are required to prove that the support/funds we give to individuals and companies have been correctly applied. Please complete the sections below to signify that the statements below are true. If you are unsure whether these are applicable to you, then please contact us to discuss.

The information provided is intended for use by Northwest Regional Development Agency and will be shared with auditors as required. The Northwest Regional Development Agency is subject to the provision of Freedom of Information Act 2000 and any information that you provide to the Agency is potentially subject to a Freedom of Information request.

### Small/Medium Enterprises

I confirm that..... (Individual/Company Name) is an SME (Small/Medium Enterprise), as defined by the following definition:-

An SME is defined as an enterprise which employs fewer than 250 persons and which has an annual turnover not exceeding €50M (approx £43M\*), and/or an annual balance sheet total not exceeding €43m (approx £37M\*) The company should not be owned by another or own another business by more than 25%. (\* calculated at 0.864€/£).

Name of SME:	
Main Contact: Position:	
Are you:	Male <input type="checkbox"/> Female <input type="checkbox"/>



Address:
Postcode:
Telephone Number:
Email:
Date trading started (i.e. date of first sales):
How would you best describe the activities of the company?
How many people does the company employ? Micro - less than 10 employees <input type="checkbox"/> Small - less than 50 employees <input type="checkbox"/> Medium - less than 250 employees <input type="checkbox"/>
<b>It is a requirement that you meet either the annual turnover or balance sheet requirements for one of the most recent two years preceding the date of the grant award.</b> What is the Annual Turnover for the SME?  Micro - less than or equal to EUR 2 million <input type="checkbox"/> Small - less than or equal to EUR 10 million <input type="checkbox"/> Medium - less than or equal to EUR 50 million <input type="checkbox"/>  What is the Annual balance sheet total? Micro - less than or equal to EUR 2 million <input type="checkbox"/> Small - less than or equal to EUR 10 million <input type="checkbox"/> Medium - less than or equal to EUR 43 million <input type="checkbox"/>
Does any other organisation own more than one quarter of your company?  No <input type="checkbox"/> Yes <input type="checkbox"/>  If yes please provide details:

**De Minimis**

It is a requirement that the SME declares any de-minimis support received in any three tax year rolling period. Have you received any de minimis support in the last three years?

No                       Yes

I declare that..... (Individual/Company Name) has not received other public money that will take the business over the limit of €200,000 (approx £172,000\* calculated at 0.864€/£) in a three year rolling period (tax years = current year and 2 years back)

If yes please provide details:

Name of Provider	Date of Payment	Brief reason for payment	Amount (£)

I understand that my business (or any group it is a member of) may only receive de-minimis subsidised support to the value of 200,000 euros under the de-minimis block exemption, from any public agency within a three year rolling period.

The three year cumulation works like this. For a grant award to the beneficiary dated 31.12.2008 you would need to cumulate only aid granted expressly as de minimis from 06.04.2006, as that is the tax year, including the one in which the grant is given, which is 3 years past.

## Signing

### Please read this carefully before signing

I understand that this project is supported by ERDF and declare that the details given on this form are true to the best of my knowledge

I confirm that the information on this form and all other information given in support of this application is correct. I authorise any enquiries necessary to be made (including checks with credit reference agencies) to confirm the information and assess the proposed work. I confirm that I understand the purpose of this form and the reasons for the collection of my personal data (to the extent that this form contains information which is personal data for the purposes of the Data Protection Act 1998) and that I agree to my personal data being used as stated:-

The Energy Innovation Centre intends to enter into discussions and evaluations with 3<sup>rd</sup> parties (Industry Bodies and Industry Partners) relating to the Project, with the intention of securing appropriate business support and possible investment. During the course of these discussions the Parties may disclose Confidential Information to each other.

*“Industry Bodies”* means any Person that provides support, advice and/or grant funding for innovation and/or technology development in the energy sector. These persons include, but are not limited to, Business Link Northwest, Carbon Trust, the Department of Energy and Climate Change, the Energy Technologies Institute, Envirolink Northwest, NaREC, Ofgem, the Technology Strategy Board, and UK Trade & Investment;

*“Industry Partners”* means any Person that is a signatory to the Energy Innovation Centre’s Industry Funding Partners Operating Charter. These signatories are currently CE Electric UK, Electricity North West, EA Technology Ltd, Northwest Regional Development Agency, Scottish and Southern Energy and Scottish Power Energy Networks.

Applications must be signed by a duly authorised signatory, such as an Executive Director (in the case of a company), or by the Proprietor or a Partner.

Signature \_\_\_\_\_

FULL NAME \_\_\_\_\_  
(in block capitals)

Date of Birth \_\_\_\_\_

Position \_\_\_\_\_

Date \_\_\_\_\_