

## NTU Enterprise and Innovation Centre - SME ENROLMENT FORM & STATE AID DECLARATION

Organisation Details			
Name of organisation			
Company Registration No. OR Unique Tax Reference		Date of incorporation/ Registration date of self- employment	
Contact Name			
Position within organisation			
Address			
Postcode			
Telephone			
E-mail			
Business Trading Age at the start of support (years/months)		Nature and Sector of Business (SIC Code)	
Financial Turnover for the last complete financial year prior to receiving support	£	Annual R&D spend for the last complete financial year prior to receiving support	£
Number of product & process innovations in the last 3 financial years prior to receiving support		Full time Equivalent Employment at the start of receiving support	
Number of employees			
Do you have an Equal Opportunities Policy	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Do you have a Health and Safety Policy	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Do you have an Environmental Sustainability Policy	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Eligibility			
In order to receive support from the European Union you must meet certain requirements, would you please <b>confirm</b> the following about your organisation:			
Has <b>fewer than</b> 250 employees	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
25% of your organisation is <b>not</b> owned by an enterprise that in itself is not an SME	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Annual turnover <b>does not</b> exceed €50 million, <b>or</b> Annual balance sheet <b>does not</b> exceed €43 million	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
You <b>are not</b> a Undertaking in financial difficulty as defined by European Commission Regulation No 651/2014	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Declaration			
I declare that the comprehensive amount of State Aid (GBER or De Minimis) received by the company/organisation over the last three rolling years does not exceed the threshold and is as follows:			

If nil then insert the word Nil in each column			
Year 1 (insert year, source and value of Aid)	Year 2 (insert year, source and value of Aid)	Year 3 (insert year, source and value of Aid)	Total €
Year:	Year:	Year:	
Source:	Source:	Source:	
Value (€):	Value (€):	Value (€):	Value (€):

### Equal Opportunities

The following information should be provided based on the Ownership of the business

#### Ethnic Origin

How would you describe the owner/s cultural or ethnic origin? (tick one box only)

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

a. White  b. Mixed  c. Asian  d. Black  e. Other  f. Prefer not to say

#### Gender [please tick]:

a. Male  b. Female   
c. Prefer not to say

#### Age: Which of the following age groups do you belong to:

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

#### Disability

Do you consider yourself to be a person with a disability as described by the Equality Act 2010? i.e. Do you consider yourself to be someone who has a physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities?

Yes  No  Prefer not to say

### Data Protection

The NTU Enterprise Innovation Centre (EIC) Project provides support to Small and Medium Sized businesses and individuals wishing to start a business, who are based in the Sustainable Urban Development Strategy (SUDS) area.

The support is funded by the European Regional Development Fund ("ERDF") and by completing this form you acknowledge and agree that the data you have provided in this form will be held and used by Nottingham Trent University to consider your enrolment and involvement in the Project. Personal data shall be retained in accordance with the General Data Protection Regulation (GDPR).

To enable Nottingham Trent University to comply with its obligations and funding requirements for the Enterprise Innovation Centre (EIC) Project, we are required to share the information you have provided on this form with the ERDF (UK Government / EU Departments and Agencies) for the purposes of checking eligibility, compliance with ERDF and State Aid Regulations, and audit purposes. By completing this form, you acknowledge and agree for the information you have provided in this form to be shared with the ERDF.

The Information you have provided in this form will not be shared with any other third parties.

Please visit Nottingham Trent University's Privacy Notice for the NTU Enterprise Innovation Centre (EIC) Project via this link: <https://www.ntu.ac.uk/policies/the-hive-privacy-notice>

**NTU/ NTU Enterprise and Innovation Centre would like to contact you about the wider support available for your business.**

Tick the following box if you **wish** to be contacted

### Company Declaration

I confirm that I have read and agree to the Data Protection statement above and declare that the information I have provided in this enrolment form is correct to the best of my knowledge. This must be completed by a senior member of the enterprise/beneficiary:

**Signed:**

**Name in capitals:**

**Date:**

**Organisation name:**

**Position:**

### STATE AID DECLARATION Guidance

It is a requirement of the European Structural Funds regulations that we ensure that we comply with the State Aid rules. The assistance you are being offered is being given under the European Commission's State Aid regulations. This allows a company to receive up to €200,000 of De Minimis state aid<sup>i</sup> and/or Innovation Aid under Article 28<sup>ii</sup> [<sup>ii</sup> refers to Innovation Advisory support only] over a rolling three-year period.

To confirm that you are able to receive this assistance you must therefore declare the full amount of Aid you have already received over the last 3 fiscal years and any applied for/due to receive.

The following is not a comprehensive list of the possible forms of aid. However it should give an indication of the most common forms of aid, which you may have been given over the past three years. Potentially any assistance from a public body might be an aid. Should you have any doubts on this matter, please contact the body from which the assistance was received.

- Grants from public bodies
- Loans from public bodies at favourable rates
- Loan guarantees from public bodies
- Differential tax benefits
- Grants from an investment trust (including charities) which may themselves have received the funds from a public body
- Grants from a part publicly funded venture capital fund
- Publicly administered funds, even if the funds were originally not public such as the national lottery
- Waiving or deferral of fees or interest normally due to a public body such as the waiving or deferral of rent or waiver of interest normally due on late payment of taxation or other costs to a public body
- Monopoly licences or guarantees of market share
- Advertising via a public channel such as a tourist board or state owned television
- Consultancy advice provided either free or at a reduced rate
- Training provided either free or at a reduced rate
- Aid for investment in environmental projects
- Provision of a free or reduced rate feasibility study for research and development or other assistance with research and development
- Purchase of public land or property at a less than market rate
- Benefiting from the provision of infrastructure where your organisation was pre-identified as a beneficiary

These types of aid may have been provided under De Minimis (as De Minimis aid) or GBER or under another State Aid regulation. If you are in any doubt whether aid received was De Minimis or GBER aid or about its value, check with the organisation that provided it. If they are unable to say or there is any uncertainty, assume that it was De Minimis aid unless its value exceeded **€200,000** in which case it cannot have been De Minimis. Any State Aid awarded to you under this project will have to be declared if you apply, or have applied, for any other De Minimis or GBER Article 28<sup>ii</sup> Aid<sup>ii</sup> [Innovation Advisory support only] or Article 18 [Aid for consultancy in favour of SMEs]

<sup>i</sup> Commission regulation (EC) No.1998/2006 of 15 December 2006 on the application of articles 87 and 88 of the Treaty to De Minimis aid.  
[http://ec.europa.eu/competition/state\\_aid/legislation/de\\_minimis\\_regulation\\_en.pdf](http://ec.europa.eu/competition/state_aid/legislation/de_minimis_regulation_en.pdf)

<sup>ii</sup> Legal basis for the General Block Exemption Regulation (GBER) is the Commission Regulation EU No. 651 / 2014 declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty (General block exemption regulation)

**Please return this completed form to:  
Nottingham Trent University, The Hive, Maudslay Building, 50 Shakespeare Street, Nottingham, NG1 4FQ**

