



NOTTINGHAM TRENT UNIVERSITY USE ONLY:

EOI receipt date:

The Big House CDI Grant Expression of Interest

APPLICANT NOTE

The purpose of The Big House CDI grant funding is to assist Small and Medium sized Creative and Digital businesses based in the D2N2 area, to hire suppliers with the expertise needed for specific projects which will add growth into the business.

For further information about the grant funding and the requirements associated with the funding, please read the Guidance Note for Applicants.

Once this form is received, Nottingham Trent University will carry out basic eligibility checks. If successful at this stage, you will be invited to progress to stage 2 and asked to submit three like-for-like quotations for the service to be purchased.

SECTION 1 – APPLICANT DETAILS

1.1 Title (Mr, Mrs, Miss, Ms, Dr, etc.)	
1.2 Full contact name	
1.3 Business name	
1.4 Business address	
1.5 Full business postcode	
1.6 Company Registration No or Unique Tax Reference (UTR) (N.B Please note businesses providing their UTR will be asked to provide evidence of registration with HMRC at full application stage)	
1.7 In which county is the business based?	<input type="checkbox"/> Nottinghamshire <input type="checkbox"/> Derbyshire
1.8 Business telephone	

1.9 Business email address	
1.10 Business web address (please leave blank if not applicable)	
1.11 Nature of business	
1.12 Trading start date	DD _____ /MM _____ /YYYY _____
1.13 If you have not yet started trading please check the box opposite	<input type="checkbox"/> Not yet trading
1.14 Detail the business's main customer base	
1.15 Is your business VAT registered?	<input type="checkbox"/> Yes <input type="checkbox"/> No
1.16 If 'Yes', please enter your VAT Registration Number (VAT registered businesses must show all costs on this application form exclusive of VAT)	
1.17 How did you hear about this grant scheme?	

SECTION 2 – OVERVIEW OF WHAT YOU WOULD PURCHASE WITH THE GRANT FUNDING

2.1 Please tell us why you would like to apply for the grant	
2.2 Please list what skills and expertise you are seeking to acquire	
2.3 Roughly how much would it cost to purchase this expertise from an external supplier?	£ (Please note the minimum eligible project spend value is £3,500)
2.4 Describe how this purchase relates to your overall business objectives	

SECTION 3 – DECLARATION

Please tick the boxes below when you are satisfied you understand the statement. Before making a grant application, it is important you understand there are certain activities/circumstances that could invalidate your grant claim and may mean the offer of grant funding is withdrawn.

3.1 Businesses who meet the eligibility criteria can apply for a grant ranging from £1,050 (minimum grant) to £2,250 (maximum grant) OR for 30% of the total project cost depending on which is the lowest value.	<input type="checkbox"/> I understand
3.2 Businesses registered for VAT can only claim 30% of the overall project cost exclusive of VAT (only non-recoverable VAT is eligible).	<input type="checkbox"/> I understand
3.3 The applicant will be required to pay the supplier for the full cost of the project before claiming the grant element. It is therefore imperative that funds are in place to cover these costs prior to applying.	<input type="checkbox"/> I understand
3.4 I confirm that I have read and understood the Guidance Note to Grant Applicants that accompanies this form.	<input type="checkbox"/> Yes
<p>3.5 By completing this form you acknowledge and agree that the data contained within can be held by the Creative & Digital Industries D2N2 Consortium for increased SME competitiveness (The Big House) in their secure monitoring system.</p> <p>The data will be used to provide the support services available through this project, as well as marketing information about the project. Please inform us if any commercially sensitive information should not be included on the system.</p> <p>Any information recorded here may be shared with other project delivery partners, as well as other identified organisations who can provide additional support within the context of this project. We will not share your information with any other third parties. However, please note that as this service is partly funded by European Regional Development Fund, records may also be accessed by third parties for their monitoring and audit purposes only.</p>	<input type="checkbox"/> Yes
3.6 I would like to receive newsletters from NTU relating to business support offerings and other relevant promotional emails.	<input type="checkbox"/> Yes please <input type="checkbox"/> No thank you

Name (in block capitals)			
Position in Organisation			
Signature		Date	