

Section 2: Business/Company Details

- If you are a **new start-up business** (0-3 months trading), evidence is required, eg initial bank set up, etc. Note that applications will not be considered until **a bank account has been set up**.
- New start-up businesses will also be required to **submit a business plan** but will have the opportunity to access the Business Link WM start-up programme.
- If the applicant business is **registered as a company**, a copy of the company's **Certificate of Incorporation** is required.
- Please note that if you are a **charity, community business or a 'not for profit' organisation** you are **not eligible for support** from this Programme.

Section 3(b): State Aid Assistance (de minimus regulations)

Possible forms of aid include grants and loans from bodies such as Birmingham City Council or Government Office for the West Midlands. If you are in any doubt whether aid received was de minimus or about its value, check with the organisation which provided it. If they are unable to say or there is any uncertainty, assume that it was de minimus aid unless its value exceeded 200,000 euros.

Section 5: Details of your Business Premises

Complete details of your existing premises and, if your project involves a move, complete details of the identified new premises under the column 'new'.

Section 7: Project Proposal

- This section should be no longer than **4 pages** in length.
- It should be e-mailed separately from the rest of the application form and forwarded to your business officer contact at the Creative Development Team of Birmingham City Council.
- Mark the name of the business at the top of the submission.
- You should **complete all 7 sections** of the Proposal.
- Use typeface Arial at size 10 or 11 only.
- Do not type in capitals and only use bold text for headings.
- Use bullet points wherever possible.
- Your business officer will make a 2-page summary of your project proposal for consideration by the Panel.

Section 7: Project Proposal - Project Costs

- You can claim up to 12 months rental and rates costs **if the project includes a move to new premises** or if you are expanding those premises, you can claim the additional rental/rates. However, **please note Rents & Rates as well as Removals cannot be claimed if the business is not moving**.
- If you are undertaking a project which does not involve moving premises, the total cost for this should be listed in the table for inclusion in the Grand Total and then itemised separately below as indicated on the application form.

Section 8: Checklist

- Completed signed **application forms** and accompanying information (eg accounts, forecasts) as listed in Section 8 of this form **should be posted on the same day as Section 7 is e-mailed to your business officer** at the Creative Development Team of Birmingham City Council.
- The postal address can be found on the final page of the form.
- Do not include anything that has not been requested in the application form or by your business officer.