

1.0 Project Details

Name of Project:	
Name of Consultant:	

2.0 Contact Details

Contact Name		Job Title	
Company Name		Telephone	
Address (inc Postcode)			
E-mail		Mobile Tel	
Website		Fax	

3.0 Business Details

Trading Start Date		Turnover (£)		No of Employees	
Parent Company Is 25% or more of your company owned by another business?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please enter the name of the other business			
If part of a Group, Number of Group Employees					
NOTE :This grant is only available to SME businesses. See Guidance Notes on page 8 to determine whether your business is an SME.					
Companies House Registration Number		VAT Registration Number			
Which Local Authority do you pay your rates to?		Does the business have an Equality & Diversity Policy?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
General Description of the Business					

Where did you hear about the Business Resource Efficiency Improvement Grant ?	
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4.0 State Aid

Has the Company Received any State Aid in the Past 3 Financial Years	<input type="checkbox"/> Yes <input type="checkbox"/> No
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If yes, please provide details in the table below.

Date of Assistance	Provider	Nature of Assistance (e.g. Grant/Loan)	Value of Assistance (£)

There are EC rules governing the support (State Aid) which may be given to businesses. The CO2Sense Yorkshire programme often operates under an element of the State Aid rules known as *de minimis* which allows limited amounts of business support without notifying it to the EC. The *de minimis* limit allows up to €200,000 (approx £140,000¹) for all support given to one company over a rolling three year period. If this limit is exceeded *the company* may be required to repay the excess. To be considered for CO2Sense Yorkshire investment funding your company must provide an accurate list of all support² it has received in the past three years. To comply with this requirement please complete the table below listing all such support, received or pending, and sign the declaration.

¹ To check exchange rates you will need to use the official Commission exchange rate that is up-dated on a monthly basis http://ec.europa.eu/budget/inforeuro/index.cfm?fuseaction=currency_historique¤cy=GBP&Language=en

² This is very widely defined and includes any government or government controlled funding dispensed by any government or government appointed body (including NGO's, local authorities etc) in any form whatsoever, including grants, loans, guarantees, tax breaks etc.

COMPLETION OF THIS SECTION IS OPTIONAL

Personal Details – Business Owner								
Gender				Age				
Registered disabled?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Prefer not to say	<input type="checkbox"/> Not known				
Ethnicity?								
Pay Childcare Costs?	<input type="checkbox"/> Yes	<input type="checkbox"/> No						
Ethnicity of Workforce								
How would you describe the ethnic background of the business (owner/workforce)?	<input type="checkbox"/>	African	<input type="checkbox"/>	Indian	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>	White British
	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>	Other Asian Background	<input type="checkbox"/>	White & Asian	<input type="checkbox"/>	White Irish
	<input type="checkbox"/>	Caribbean	<input type="checkbox"/>	Other Black Background	<input type="checkbox"/>	White & Black African	<input type="checkbox"/>	White Other
	<input type="checkbox"/>	Chinese	<input type="checkbox"/>	Other Mixed Background	<input type="checkbox"/>	White & Black Caribbean	<input type="checkbox"/>	Prefer not to say
	<input type="checkbox"/>	Other						
Majority gender ownership	<input type="checkbox"/> Female majority	<input type="checkbox"/> Male majority	<input type="checkbox"/> No clear majority	<input type="checkbox"/> Prefer not to say				

SECTION 5.0 – TERMS OF REFERENCE

[ENTER PROJECT TITLE HERE]

[ENTER CLIENT COMPANY NAME & ADDRESS HERE]

TO BE DELIVERER UNDER THE BREIG PROGRAMME BY [ENTER DELIVERER'S NAME HERE]

[ENTER DATE HERE]

5.1- Introduction

5.2- Project objectives

5.3- Programme of Work

5.4- Consultants

The consultant who will carry out this work is [] (Lead Consultant).

5.5- Start and Finish Dates

It is proposed that the project will commence on [] and will be completed by [], taking [] days to complete.

5.6- Project Costings

The total cost of the project will be £[] plus VAT. Upon receipt of a final report and a completed Grant Payment Request Form, YFM Business Development (on behalf of CO₂Sense Yorkshire) will forward a grant support element of £[] to [] (Client company). This will leave a contribution of £[] to be paid by the client plus VAT on the total cost of the project.

Appendix 1 – Summary of Anticipated Improvements

What benefits will this project deliver?			
Increased Gross Value Added	£		per annum
<i>Increase directly attributable to the project. Calculated on the basis of increased profit (before interest & tax) plus increased total wage costs (if applicable).</i>			
<i>GVA Increase = [change in profit + change in wage costs + change in depreciation] per annum as a direct result of this project</i>			
Increased Sales/Turnover <i>Any increased sales or turnover as a direct result of this project</i>	£		per annum
Business Investment <i>This is any expenditure committed by the business as a direct result of this BREIG grant. NOTE: Non-monetary in-kind contributions are excluded</i>	£		
Cost Savings <i>This is the savings in cost directly attributable to this project</i>	£		per annum
Waste Minimisation <i>Will the project reduce or prevent waste at source i.e. by using less raw material</i>			tonnes per annum
Hazardous Waste Reduction <i>Any waste reduced that is classed as hazardous. NOTE: This is in addition to Waste Minimisation</i>			tonnes per annum
Water Reduction <i>The annual volume of virgin water supply reduced</i>			m ³ per annum
Increased Reuse & Recycling <i>The tonnage of additional material that can be reused for its original purpose (eg milk bottles) or recycled (for an alternative product). NOTE: This is in addition to Waste Minimisation</i>			tonnes per annum
Reduction in Landfill <i>The reduction in waste currently disposed of via landfill. NOTE: This is in addition to Waste Minimisation</i>			tonnes per annum
CO ₂ Reduced Kwh per annum reduction in:- <i>The annualised reductions in kwh converted to CO₂ tonnes using the factors shown</i>			
<i>Electricity</i>	Kwh	/ 1,862 =	tonnes CO ₂ per annum
<i>Gas</i>	Kwh	/ 5,405 =	tonnes CO ₂ per annum
<i>Oil</i>	Kwh	/ 3,731 =	tonnes CO ₂ per annum
<i>Other (inc LPG)</i>			tonnes CO ₂ per annum
Jobs Safeguarded <i>The total number of jobs safeguarded as a direct result of this project</i>			
Jobs Created <i>The total number of new jobs created as a direct result of this project</i>			
I am interested in other environmental initiatives and would like a Business Link Representative to contact me?			YES / NO

Data Protection Statement

I have read and understood the Data Protection statement and consent to usage of the information provided for the purposes described. We may pass your basic company details to other trusted business support programmes for example: Business Link, Carbon Trust, Envirowise, WRAP, NISP, The Manufacturing Advisory Service (MAS) or Green Business Support Organisations if we feel they offer support which would also benefit your company. If you do not wish CO2Sense Yorkshire to use your information in this way please tick this box

The details provided on this form are current and accurate to the best of my knowledge.

Verification

Signed (Client)		Print Name	
Date		Position	

Thank you for completing this form, please return to:

Leanne Adams

YFM Business Development

210-212 Chapeltown Road

Leeds, LS7 4HZ

GUIDANCE NOTES

Services provided through the CO2Sense Yorkshire programme are part financed by Yorkshire Forward and part financed by the European Commission under the ERDF 2007-2013 Programme. Information collected on this form is needed to provide CO2Sense Yorkshire programme monitoring data to these funding bodies.

Ineligible Sectors

This grant is not available to the following sectors:

- a) Businesses providing local services such as hairdressers.
- b) Retailing
- c) Primary steelmaking
- d) Shipbuilding
- e) Synthetic fibre manufacturers
- f) Banking or Insurance
- g) Quarrying/Mining
- h) Fishery & Aquaculture
- i) Primary production, processing and marketing of agricultural products
- j) Coal
- k) Provision of local social welfare facilities e.g. hospitals, nursing homes, fire stations, child-minding facilities, sports facilities, public libraries and parks

Section 3.0 – Business DetailsDefinitions of business size and classification

SME A small or medium-sized enterprise (SMEs) employing fewer than 250 persons and with an annual turnover not exceeding €50 million (approx. £35,000,000), and/or an annual balance sheet total not exceeding €43 million (approx. £30,000,000)

	Headcount	Turnover	or	Balance sheet total
SME	< 250	≤ € 50 million		≤ € 43 million

Source: http://ec.europa.eu/enterprise/enterprise_policy/sme_definition/index_en.htm (April 2009)

Large companies are, by definition, any business larger than an SME (i.e. headcount 250 or more etc.)

Section 4.0 – State Aid

Further guidance can be found at <http://www.yorkshire-forward.com/about/our-funding/state-aid>

Section 5.0 – Project Terms of Reference5.1 – Introduction

Please give a brief description of the business, its history and any future plans.

5.2 – Project Objectives

Please explain the purpose of the project and describe the main benefits to be gained from receiving this grant.

5.3– Programme of Work

Please give a brief overview of the project plan and details of key milestones.

5.4 - Consultants

Please give the name of the lead consultant who will conduct the project. Please be aware that only YFM Business Development approved specialists are able to conduct BREIG projects.



BUSINESS RESOURCE EFFICIENCY IMPROVEMENT GRANT (BREIG)

Consultancy Grant

Application Form



5.5 – Start & Finish Dates

Please give the start and finish dates of the project and total number of consultancy days that the project will cover.

5.6 – Project Costings

Please give the project costs and include the total project cost, the grant that you are applying for and the remaining client contribution.

THIS PAGE IS FOR YFM BUSINESS DEVELOPMENT OFFICE USE ONLY

Is this business a Social Enterprise? Yes No

Is this an Environmental Business? Yes No

Is this business within a Yorkshire Forward priority sector? Yes No If yes, Sector:.....

SIC Code..... Sector.....

Social Enterprises

A Social enterprises are businesses with primarily social objectives whose surpluses are principally reinvested for that purpose in the business or in the community, rather than being driven by the need to maximise profit for shareholders and owners.

Source: <http://www.yorkshire-forward.com>

Environmental Business

The environmental sector incorporates any businesses or services which help to have positive impacts on our environment. This might be through providing advice or services to clients which help to reduce their environmental impact; or selling or installing products which have low environmental impacts. Environmental consultants and recycling businesses are included as environmental businesses.

Yorkshire Forward Priority Sectors

Yorkshire Forward has identified 5 priority sectors which are key to the economic growth and development of our region. These 5 sectors are:

- Advanced Engineering Materials (AEM)
- Digital & New Media
- Environmental Technologies
- Food & Drink
- Healthcare Technologies

Date Application Received: Received By.....

NOTES