

1.0 Project Details

Name of Training to be Undertaken:	
Number of Individuals Attending:	

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 6 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 TRAINING DETAILS			
Name of Training Provider			
Address of Training Provide (inc Postcode)			
Telephone Number:		Email Address:	
Level of Training		Course Title	

5.0 - TRAINING RATIONALE

Please provide details of the learning outcomes and objectives to be achieved by attending the course. Please consider from a personal, business and client perspective.

Please provide details of those who are to be trained: continue on a separate sheet if necessary.

Name	Position	Age optional	Gross Cost of training (exc VAT)
Gross Total £			

6.0 State Aid			
Has the Company Received any State Aid in the past 3 Financial Years		<input type="checkbox"/> Yes	<input type="checkbox"/> No
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.

I would like to find out what other training support is available to my business and would like a Business Link Representative to contact me	YES / NO
Would you undertake this training without a grant in the next 6 months?	YES / NO
Would you undertake this training without a grant in the 6-36 months?	YES / NO
How long have you been considering this training prior to this application?	

***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				

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

I declare that the information that I have provided within this application is correct and complete. I have explored training providers and options and believe that the one I have opted for, best fits my business needs:

By signing this agreement, I accept the following terms and conditions:

- i. The participants wishing to take part in the training will endeavour to utilise the skills and experience gained to improve the capacity and performance of their business within the Yorkshire & Humber region.
- ii. The business is registered within the Yorkshire & Humber region.
- iii. The participating trainees complete the feedback forms to aid the assessment of the regions' training providers.
- iv. Proof of attendance (certificates, signed delegate lists or written proof of attendance from tutor) will be submitted to YFM together with feedback forms before funding is released.

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 Details

Definitions 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 6.0 – State Aid

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

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

Empty box for notes.