Please submit completed application form and business plan, on the BIPC Northamptonshire template, by email to [bipc@westnorthants.gov.uk](mailto:bipc@westnorthants.gov.uk).

Grant application deadlines can be found at [www.bipcnorthamptonshire.co.uk/buildyourbusiness](http://www.bipcnorthamptonshire.co.uk/buildyourbusiness). Late applications will not be accepted.

Section 1 - Applicant details

|  |  |
| --- | --- |
| **Full name:** |  |
| **Address:** |  |
| **Contact number:** |  |
| **Email address:** |  |
| **Present occupation:** |  |
| **Have you previously run a business? (If yes please provide details)** |  |

Section 2 – Business details

|  |  |
| --- | --- |
| **Name of business:** |  |
| **Date your business started trading:** |  |
| **Business address if different from above:** |  |
| **Describe your business in a sentence:** |  |
| **Business social media addresses and/or website:** |  |
| **Are you a sole trader?** (If yes, please provide Unique Taxpayer Reference Number) |  |
| **Have you registered as a limited company?** (If yes, please provide registration number) |  |
| **Have you registered for VAT?** (If yes, please provide VAT number) |  |
| **Have you registered a trademark (or any other form of Intellectual Property)?** (If so, please provide the application number) |  |
| **Have you applied for other funding with North and West Northamptonshire Councils** (If so, please provide details) |  |
| **Please state the goods / services that you would like to purchase using Build Your Business grant funds.**  (Please provide one quotation for each item, evidencing value for money). | 1.  2.  3.  4.  5. |
| **Total value of grant applied for** | £ |
| *For internal use only* | Revenue expenditure total: £  Capital expenditure total: £ |
| **Please confirm which 3 BIPC Northamptonshire Build Your Business sessions (Workshop / webinar / 1-2-1 session) you attended and completed a feedback form for:** | *Session title:*  *Date attended:* |
| *Session title:*  *Date attended:* |
| *Session title:*  *Date attended:* |

Section 3 – Equal opportunities

|  |  |  |  |
| --- | --- | --- | --- |
| **Ethnicity:** | | | |
| **Gender:** | | | |
| **Age:** | | | |
| **Disability:** | | | |
|  | Yes |  | No |
|  | If yes, do you require any reasonable adjustments? | | |

Section 4 – Declaration

Please tick each line to indicate you have read and understood each statement.

|  |  |
| --- | --- |
| **Application declaration:** | **Tick ** |
| I certify that the information contained in this application is correct to the best of my knowledge. |  |
| I agree that should an offer of funding be awarded, as a result of my application; this may only be used for the activities as stated within this application and confirmed in the grant funding agreement. |  |
| I agree that data relating to the project may be shared with the British Library where required. |  |
| If successful, I agree to fulfill all the requirements outlined below:   * provide evidence of how BIPC Northamptonshire benefited my business, as detailed in my application/business plan * undertake identified developmental activities within agreed timescales of this application * provide relevant business information (if requested) |  |
| I have read, understood, and agree to comply with terms and conditions as stated at https://www.bipcnorthamptonshire.co.uk/buildyourbusiness |  |

Please sign below to confirm that the details contained within this application are accurate and have been completed to the best of your knowledge:

Signature: Date:

Name (block capitals): Position in company: