

# Manufacturing Growth Incentive Application Form

To apply for the support under the Council's Manufacturing Growth Incentive scheme, please complete this electronic application form and return it to [mgi@e-lindsey.gov.uk](mailto:mgi@e-lindsey.gov.uk).

If you require any assistance in completing this form, please contact the Growth Team on 01507 613111 or email: [mgi@e-lindsey.gov.uk](mailto:mgi@e-lindsey.gov.uk).

## Section 1: Applicant Details

Applicant name:

Position in organisation:

Contact address:

Contact email / tel:

## Section 2: Company Details

Company name:

Address of property on which discount is being claimed:

Company website:

Number of persons currently employed in the business:

Do you own or lease the property? Own ☐ Lease ☐

If leasing the premises, how long is your lease on the property?   
(You must have a minimum of three year's lease remaining on the property.)

Do you have planning permission and any other consents required for the eligible works?

Yes ☐ No ☐ If Yes, please provide copies of the same.

### Section 3: Project Details

What manufacturing service does the business provide?

SIC Code (if known):

How will the Business Rates refund enable the growth of your business and create additional employment in East Lindsey?

What assessments have been undertaken to determine the viability and sustainability of the proposed investment?

What are the key risks associated with the success of the planned investment?

How will the additional Business Rates be funded following cessation of the refunded period?

Please include an estimate of additional commercial floor space and direct employment to be provided:	Year 1	Year 2	Year 3
	(20 / )	(20 / )	(20 / )
Additional floorspace (m2)			
Increased employment (full time equivalent)			
How have these estimates have been calculated			

## Section 4: Business Rates

ELDC Business Rates Account  
Reference (if known):

What is the rateable value of the  
property that you wish to claim a  
discount for?

	Year 1		Year 2		Year 3	
	(20 / )		(20 / )		(20 / )	
Additional Floorspace (m2)						
Business Rates refund		50%		40%		30%

## State Aid

Please identify any other De Minimis aid you have received during current and previous three fiscal years

Aid received: Yes ☐ No ☐

If aid received please identify amount and source of aid:

Date:

Amount:

Funder:

Please note the Council will only be liable to pay any grant aid if, when taken with any other aid during that period, the total amount of aid does not exceed €200,000.

## Checklist

I have enclosed: (Please tick all relevant boxes.)	✓
Proof of Ownership (if owner/occupier)	
Copy of Lease if Landlord/Tenant	
Landlord's permission	
Planning permission	
Site plan showing premises to which the Business Rates refund relates (outlined in red)	
Audited accounts for the past two years	
A business plan outlining growth aspirations over the next three years	
Three year cashflow forecast	
De Minimis State Aid Declaration	

## Publicity

All successful applications will be given publicity through East Lindsey District Council's communications channels. Please provide the following details for use within this.

Business website:

Business social media handles:

## Declaration and signature

1. I have read and understood the terms and conditions of the scheme.
2. I undertake to advise the Council of any changes to the details contained in this application.
3. I declare that all the information I have supplied in this form is correct and I am aware that any false declarations may invalidate my application.
4. I hereby consent that the information that I have provided may be utilised to establish whether I have any outstanding debts with the Council.

Signature of applicant:

Position:

Print name:

Date:

**PLEASE RETURN THE COMPLETED FORM TO:**

**Manufacturing Growth Incentive, Growth & Promotions Service. Email: [mgi@e-lindsey.gov.uk](mailto:mgi@e-lindsey.gov.uk)**

**If you require any further assistance please contact:**

**The Growth & Promotions Service on (telephone): 01507 613119.**

The information you provide will only be used for purposes of processing the grant application and will be processed in accordance with the law, in particular the Data Protection Act 1998.

## Privacy

East Lindsey District Council is a Data Controller and can be contacted at Tedder Hall, Manby Park, Louth, Lincolnshire LN11 8UP, Tel: 01507 601111. The Data Protection Officer can be contacted at the same address.

We are collecting your personal data under a contractual obligation as you have made an application to East Lindsey District Council's Manufacturing Growth Incentive.

Your personal data will not be shared with third parties but may be used for Council purposes, in order to prevent or detect crime, to protect public funds or where we are required or permitted to share data under other legislation.

Your personal data will be stored securely for 24 months after a grant offer has been made, if your application is unsuccessful your details will be stored until the end of the financial year of application.

You have the right to access the data we process about you and you should contact the Data Protection Officer if you wish to do so. You also have the right to ask for your data to be corrected, erased, restricted or made portable in certain circumstances. Please contact the Growth & Promotions Service on 01507 613119.

If you are not satisfied with our processing then you can complain to the Data Protection Officer in the first instance or if the matter is not resolved, the Information Commissioner's Office at: Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF, Tel: 0303 123 1113.

We cannot process your application unless you complete the form in full. Failure to do so may lead to an unsuccessful grant application. For full details of our Privacy Policy please visit our website.