**West Sussex Superfast Broadband Connection Voucher**

**Application Form**

This application form should be completed by small or medium-sized enterprises (SMEs) who wish to apply to the Broadband Connection Voucher Scheme. The voucher is intended to assist with obtaining a superfast connection for an individual business; if you are part of a cluster then contact the programme team for guidance.

The scheme runs from 18 August 2016 to 1 February 2017 or until the available budget has all been allocated, whichever is sooner.

This voucher scheme is open to organisations that employ fewer than 250 employees which have their trading address located within West Sussex and which do not fall within the existing planned BDUK superfast roll out. Applicants can apply for funding for the one-off capital installation costs and associated equipment costs involved in acquiring a new superfast (>30Mbps) broadband connection. Vouchers do not cover monthly internet subscription fees. VAT costs are not included if you are VAT registered.

Read the scheme Guidance Notes before completing the form. Please complete all fields and check boxes as appropriate.

|  |
| --- |
| **Before completing this form, you should check that your business address is eligible by e-mailing West Sussex Better Connected with the postcode of the applicant business:** broadband@westsussex.gov.uk**You will need to provide the response as evidence of eligibility.** |

**Submitting your application**

Submit your completed form to grants@c2cbroadbandgrants.org.uk

Use your business name as the title of the e-mail.

Before you send in your application please ensure that you have completed all sections of this form. You will also need to provide us with a copy of the final quotation from your chosen supplier as well as other documentation.

If the total cost to you is £10,000 or less, then one quote is acceptable. If the project cost is £10,001 or above then three quotes to the same specification is required.

Your application may be delayed, or rejected, if the information in this form is incomplete or you fail to provide us with a copy of your quotation. Any spend ahead of a formal offer of grant is at your own risk.

**If you need help, please contact:** grants@c2cbroadbandgrants.org.uk

**Section 1: Your Information**

*This should be the person responsible for making the application. The person applying must be able to accept any offer made on behalf of the organisation.*

* 1. **I am applying as a** *(please check one box)*

A business or social enterprise [ ]

A charity [ ]

* 1. **Business/organisation name:**

*Your organisation name may be published if you are awarded a Connection Voucher.*

Click here to enter text.

* 1. **Your name:**

Click here to enter text.

* 1. **Your position within the organisation:**

Click here to enter text.

* 1. **Your email address:**

Click here to enter text.

* 1. **Your daytime telephone number:**

Click here to enter text.

* 1. **Please provide the address of the premises at which the Connection Voucher will be used:**

*This should be the registered company address or trading address. Please make sure it is complete and accurate.*

**Building number/name:** Click here to enter text.

**Street:** Click here to enter text.

**City:** Click here to enter text.

**Postcode:** Click here to enter text.

* 1. **If the trading address supplied above (question 1.7) is not your registered organisation address please supply your organisation's registered address:**

Click here to enter text.

* 1. **Is your organisation registered with Companies House?**

*If you are a limited company (Ltd), LLP, public limited company (plc) or Charitable Incorporated Organisation, you will be registered with Companies House.*

Yes [ ] No [ ]

**If yes, please give your Company or Charitable Incorporated Organisation (CIO) registration number:** Click here to enter text.

* 1. **Is your organisation a registered charity?**

*If you are a charity you should be registered with Office of the Scottish Charity Regulator (OSCR) The Charity Commission for Northern Ireland (CCNI), Charity Commission (England and Wales).*

Yes [ ] No [ ]

**If yes, please give your charity registration number:** Click here to enter text.

* 1. **Is your organisation VAT registered?**

Yes [ ] No [ ]

**If yes, please give your VAT Registration Number:** Click here to enter text.

* 1. **Number of paid employees in your organisation in terms of Full Time Equivalents (FTEs) were 1.0 = 30 hours per week:**

Paid Employees (FTE) Click here to enter text.

* 1. **Is your application part of a group or joint scheme?**

Yes [ ] No [ ]

**If you answered ‘Yes’ to 1.13 then you will need to contact the programme team to discuss how this will be structured. Each business will need to apply individually to the scheme.**

* 1. **Eligibility declaration**

The Connection Voucher Scheme can only be used by small to medium size enterprises (SME) as defined by the European Commission - you can read guidance of what constitutes a SME at: <http://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition/index_en.htm>

The same rules apply to charities and not for profit organisations. Please note that grants are only available to small and medium enterprises and if the business is part of a group, the group as a whole must still be within the EU definition of a small and medium enterprise.

Please consider the following five eligibility criteria:

1. **We employ fewer than 250 people or volunteers**
2. **We have a turnover of less than €50M and/or have a balance sheet of less than €43M**
3. **We have received less than €200k in public grants in the last 3 years**
4. **We do not operate in a sector which is excluded from the Scheme\***
5. **We do not have a parent company or linked enterprise which does not meet the eligibility criteria**

If you cannot answer YES to any of the five questions above your organisation may not be eligible to apply and you should contact the Connection Voucher Scheme team:

[ ]  **I confirm that** I am applying as a SME which meets the eligibility criteria *(please tick)*

*\* Ineligible sectors include: fishery and aquaculture primary production, processing and marketing of agriculture products coal, steel and shipbuilding and education. If you operate in these sectors please contact the team for further information.*

**Section 2: Your Connection**

***About your current/old connection***

**2.1) What speeds can you upload/download with your current connection?** *(in Mbps)*

*There are many free, online speed checkers which measure the connection speed you are currently receiving. Search online for ‘speed checker’ or use the BT checker at:* <http://speedtest.btwholesale.com>

Download: Click here to enter text. Upload: Click here to enter text.

**You will need to provide evidence of this by including a screen shot or print off.**

***About your new connection***

**2.2) What type of broadband connection have you selected?**

*Please select one option from the dropdown list.*

Microwave

**2.3) What speeds will you be able to upload/download with your new connection?**

*(in Mbps)*

Download: Click here to enter text. Upload: Click here to enter text.

**2.4) What kind of service will you get from the supplier of your new service?**

*(please tick)**Find an explanation of what these services mean at* [*www.connectionvouchers.co.uk/broadband-guide*](http://www.connectionvouchers.co.uk/broadband-guide) *or ask your preferred supplier.*

Uncontended [ ] Contended [ ]

**2.5) How much is the monthly subscription cost for your new connection?**

**£** Click here to enter text.

**2.6) How long is the contract for your new connection?**

*Enter in MONTHS the duration of the contract*

Click here to enter text.

**2.7) Please detail any other costs associated with your new connection.**

*Please use the box below to describe what the costs are and how much per month you will pay (e.g. for exceeding data limits, ongoing service charges, mast rental).*

Click here to enter text.

**2.8) Are there any service constraints on your new connection?**

*Please use the box below to describe any restrictions on the use of the new connection.*

Click here to enter text.

**2.9) Project Costs**

*Complete the table below to give a breakdown of the project costs for the new connection. This must be evidenced by quotation(s).*

|  |  |  |
| --- | --- | --- |
| **Category** | **Cost (£)** | **Notes** |
| 1. **Capital costs**
 |  | Cost of hardware and one-off installation |
| 1. **Revenue costs**
 |  | Training, licensing, wayleaves, mast rental etc |
| 1. **Total project cost**
 |  | A+B |
| 1. **Grant applied for**
 |  | Maximum of 40% of A or £3000, whichever is lower. |

**Section 3: Supplier Details**

**3.1) Chosen supplier name**

*Please enter the name of your chosen supplier. Please note that the supplier MUST confirm that the chosen solution is NGA compliant as defined at:* <https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/379762/State_aid_-_Guidance_-_Technology_Guidelines.pdf>

Click here to enter text.

**3.2) What is the product name for your chosen service?**

*Please give the name of the product chosen.*

Click here to enter text.

**3.3) Supplier set-up or installation costs**

*Please enter the cost from the supplier's quotation.*

**£** Click here to enter text.

**3.4) Is your chosen supplier’s quote an estimate or firm quotation?**

*Some suppliers are only able to provide firm quotations after survey. If they have provided you with an estimate, we need to know as your Connection Voucher offer will need to be confirmed once the final cost is agreed.*

Estimate [ ] Firm Quotation [ ]

**3.5) Chosen supplier's full contact details**

 *Please give the postal address, landline & email address of the supplier contact*

Click here to enter text.

**Section 4: Outputs**

**4.1 List the outputs from the project in the table below.**

 *Quantify the number of jobs safeguarded (i.e. the current employment level of the business in Full Time Equivalents [FTEs] plus any dedicated sub-contractors, suppliers or retailers) along with any new jobs that will be created in the next two years. Also list any new products created or markets accessed e.g. by on-line sales.*

|  |  |  |
| --- | --- | --- |
| **Output type** | **No.** | **Notes/comments** |
| **Jobs safeguarded (FTE)** |  |  |
| **Jobs created (FTE)** |  |  |
| **Additional products created or markets accessed.** |  |  |

**Section 5: Audit and monitoring**

**5.1 Agreement to follow-up monitoring**

**A condition of the voucher scheme is that you agree to participate in follow-up monitoring of the economic impact of this funding scheme.** The Coast to Capital Local Growth Fund monies are aimed at promoting job creation and economic growth and this must be evidenced to Government. Failure to meet monitoring requirements may result in a claw back of some or all of the grant awarded.

The follow-up survey will comprise a short on-line survey (using Survey Monkey or similar) which will take around 15 minutes to complete. This will be actioned 1-2 years after the voucher is issued.

I agree [ ] I do not agree [ ]

**Section 6: Data Protection**

The information which you provide on this form will be used by West Sussex County Council to assess your application for the Broadband Connection Voucher Scheme. We will use the information provided for administration and management purposes, including carrying out appropriate credit checks and auditing. In addition, we will need to share this information with associated organisations in the management of this scheme.

**Section 7: Declaration**

To sign-off this application form, you must be a senior Director within the company (e.g., Managing Director or Finance Director) or a Partner or the Business Owner, as applicable. You will be taking responsibility for the details and information provided within the form.

Please read the declaration carefully, and sign and date below.

* I have read and understood the full terms and conditions.
* I understand that if I am offered a Connection Voucher I will need to abide by the terms and conditions
* I confirm that my business/organisation is eligible to receive funding under the State Aid de minimis regulation
* I confirm that my business/organisation is eligible to receive funding as a SME

Neither West Sussex County Council nor its staff can be liable for loss resulting from action taken on the basis of general information provided. This application form does not constitute any form of contract.

The completion and submission of this form does not guarantee an offer of funding from West Sussex County Council.

**Signed:** Click here to enter text.

**Full Name*:*** Click here to enter text.

**Title:** Click here to enter text.

**Date:** *(DD/MM/YYYY)* Click here to enter a date.

In order for your application to be considered you will need to ensure that you have submitted all of the relevant supporting documentation. Please confirm this below; yes, no or not applicable (n/a).

|  |  |
| --- | --- |
| **Documentation to be submitted** | **Attached – Yes/No or n/a** |
| **Copy of WSCC broadband coverage email** |  |
| **Copy of supplier quotation(s)** |  |
| **Copy of landlord/agent support(if required)** |  |
| **Copy of supplier assurance of NGA compliance** |  |
| **Copy of application signature page** |  |

We will acknowledge your Application Form within three working days of receipt.