



Elmbridge Start Up Boost Application form

The information provided in this form will be used for the purpose of processing an application for the Elmbridge Start Up Boost and assessing the suitability of the proposed project. Please ensure you read the [guidance notes](#) when completing this form.

Please ensure you provide a business plan or proposal as part of your application. Your plan must include a 24-month financial forecast and an environmental sustainability section.

1. Business/organisation name

2. Applicant's name

3. Home address, email, and telephone number

4. Where did you find out about this scheme?



5. Address of business if different from home

6. What is the nature of your business?

7. Business trading start date or projected start date.

8. How would this funding help start your business?

9. How much in total is being sought from the Elmbridge Start Up Fund?
(Please note that funding is up to £1,000 and the matching contribution from you is 50%)



10. If approved, what would you put the funding towards? Please be specific and give costs. **Remember for each element please include two comparable, detailed written quotes.**

11. Does any person connected with this application have any relationship with any councillor or officer of Elmbridge Borough Council? If yes, supply details

12. If you are seeking improvements to a property do you:

Own the premises?	Yes/No
Rent the premises?	Yes/No
Lease the premises?	Yes/No
When will the lease/freehold run out? Please include a signed copy of the lease agreement.	
Other – please explain	
You will need to include the landlord's written consent for improvements or change of use of property. Is this included?	Yes/Not applicable



13. Please provide business rates account number, if applicable.

14. Do you pay VAT? If yes, please provide VAT number.

15. Do you have planning permission/building control regulations to undertake this work? If yes, please quote the reference number.

16. Please describe how the business proposal and project meets Elmbridge's Vision 2030. How does the proposal contribute to local economic development? (Please attach a separate page if required)

17. Declaration





When you have completed the application, please sign this declaration and return the completed form as directed in the cover sheet.

Name

Position

To the best of my knowledge the information I have provided on this application form is correct. If Elmbridge Start Ups Boost agrees to make a grant, this will be used exclusively for the purposes described and we agree to acknowledge Elmbridge Borough Council's support in all initiatives/ literature and permanent fixtures.

I agree to inform the Elmbridge Start Ups Boost co-ordinator if I receive funding towards this project from other organisations and failure to do so may affect my application.

Privacy Notice: By signing this form the applicant agrees to Elmbridge checking business rate accounts, licensing and planning history; the information on the form being stored in the Elmbridge Start Ups Boos manual filing system and summarised in the Council's Information, Communication and Technology (ICT) system for the sole purpose of grant processing, analysis and accounting. Information about the project may be publicised on the Council website and in public material for publicity purposes and to increase awareness about the Elmbridge Start Ups Fund. Personal Information will not be disclosed without the prior agreement of those concerned, unless required by law. Further information on the [Council's privacy policy](#).

Signed

Date