

PLEASE NOTE: This document is ONLY for the purpose of providing businesses of prior notice of the questions they will be required to complete. DO NOT complete this form, any submissions not using the official form, located on the SELEP website will not be accepted.

Application form.

This should take no longer than 20 minutes to complete.

Here's a few things to consider before you start your application – Please Read Carefully

! Your business must be directly involved or in the supply chain of the Visitor economy i.e. hospitality, tourism, culture, leisure, events

! Your business needs to have started trading before the 31st of March 2020

! You can apply for a grant to a value of £1,000 - £3,000

! The total value of your goods/services/project can be up to a total value of £6,000 i.e. you can use a grant towards a higher value purchase where the grant covers at least 50%

! It must be for a future purchase

! Your application should clearly explain the nature of the goods or services which requires grant funding and how this will help your business recover/adapt from/to the effects of the COVID-19 pandemic.

! Once approved, the business needs to purchase the goods/services before the grant is paid i.e. reimbursement

! You will be required to complete further documentation and provide comparative quotes at the next stage of the application process.

! The duration of the process is dependent on a number of factors including the volume of applications being processed and the Applicant's own input into the process. We aim to turn round applications as quickly as possible. We expect the process to take around 10 weeks from initial application to grant payment.

× The grant cannot be used for business as usual costs including basic equipment such as laptops or associated with implementing social distancing or hygiene measures.

× The grant cannot fund any retrospective activities or purchases.

For more information on how we use your data please read our privacy policy by copying this link to a new page in your browser <https://southeastbusiness.org.uk/revi-ve-south-east-visitor-economy-fund-privacy-policy/>

1. Can you confirm that your business meets all of the following? (Y/N)
 - Has an annual turnover of less than £25m
 - Has a balance sheet value of less than £12.5m
 - Employs fewer than 250 people
 - The business is not funded/part funded by public funds (excluding grants)
2. Registered Business name (if registered with Companies House) (Free text)
3. Trading Business name (if not registered with Companies House) (Free text)
4. Company website (Free text)
5. Your first name (Free text)
6. Your surname (Free text)
7. Your Job Title (Free text)
8. Contact phone number (Free text)
9. Email address (Free text)
 - (This should be a direct email address to the named contact, and not a shared mailbox such as info@ / enquiries@)
10. Nature of Business e.g. accommodation, restaurant, event organiser, travel agency, pub, theme park, museum, visitor attraction or supply chain to the above. (Free text)
11. Company registration number / HMRC UTR (unique tax reference) or Charity number (Free text)
12. Company trading start date (dd/mm/yyyy)
13. Where is your business located? (Kent & Medway/Essex inc Southend & Thurrock/East Sussex)
14. Business address including postcode (Free text)
15. Type of business (Selection of options and 'other')
16. How many FTE (full time equivalent) staff are currently employed at your company? (including those on furlough) (Free text)
17. How many FTEs are currently on CJRS (furlough) and/or at risk in the next 12 months? (Free text)

18. What was the Business turnover in the year 2019/2020 (pre-Covid) financial year? (Free text)
19. What is the Business balance sheet value for Gross Assets? (Free text)
20. Is your Business VAT registered? (Y/N)
21. Has the company received any UK Subsidies under 'Special Drawing Rights' or De Minimis State Aid, including EU Funding/business support in the last 3 years? (Must be less than £315,000). This includes applications currently underway. (Selection)
22. Please explain the effect the Covid pandemic has had on your business (Free text)
23. Please describe the goods or services you require funding for to help you make the adjustments to your business as a result of the COVID pandemic. This should include specific costs required. (Free text)
24. How will the funding help to adapt your business? (Free text)
25. Please explain what impact this will have on your business? (Free text)
(Between 50-150 words). This could include;
 - changes to operations in order to continue to operate in some capacity during restrictions
 - adaptations to help transition into the recovery phase/increase capacity or improve consumer confidence
 - development of a new product or service which capitalises on changing consumer behaviour or emerging trends to generate a new revenue stream.
26. What is the anticipated total cost of these goods/services (or the project stated)?
(Please note the maximum grant value is £3,000 and the total project value can be no higher than £6,000) (Free text)
27. Do you have the means to pay for the goods /services described above in advance of receiving the grant? (Y/N)
28. Please indicate how many full-time equivalent (FTE) jobs will be protected as a direct result of this grant? (your application will not be rejected if you respond with "nil")
(Free text)
29. Have you applied for other grant funding in relation to this project? (Y/N)
30. How did you hear about this funding? (Selection)
31. General Data Protection Regulation:
This data is being held by Southend-on-Sea Borough Council. For more information on how we use your data, please view the full privacy statement found on this link

<https://southeastbusiness.org.uk/revi-ve-south-east-visitor-economy-fund-privacy-policy/>

Revi-VE is funded by South East Local Enterprise Partnership Ltd (SELEP) who require us to submit certain information throughout the life of the project for monitoring purposes. Any information you provide may be shared with SELEP for these purposes. The information provided in this form is confidential to authorised staff managing the Revi-VE programme. Certain information may be aggregated for reporting and equality monitoring purposes and provided to funders. By submitting this application form you confirm the information provided is true and correct. It is an offence to submit incorrect or false information. The information you provide may also be shared with law enforcement agencies for the prevention and detection of fraud and crime.
(Consent/Non-Consent)