# Application Form for the Lewisham Small Business Support Fund

Cultural, Creative and Evening & Night Time Economy

Grants available from £5,000-£10,000

* £5k for those employing under 10 people, and
* £10k for those employing 10+ people.

This application is for independent, grass roots small businesses and social enterprises (not for profit) in the creative, cultural, leisure and hospitality sectors with a strong track record of locally inclusive practice.

In order for your business to qualify for the Small Business Support Fund, you must include the following evidence to support your claim (max file size 10mb):

1. Please provide your business bank statements for the period 1 January 2020 to 30 April 2020
2. Please provide your profit and loss statements for April 2019 to March 2020 (Xero/Sage/Quickbooks or equivalent)
3. Please provide your most recent balance sheet (Xero/Sage/Quickbooks or equivalent)
4. Documentary evidence of ongoing fixed property-related costs that your business has experienced since the beginning of the current crisis
5. Please provide a copy of a current tenancy or rental agreement, lease, co-working membership agreement or similar.

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| **Name**: | **Position in organisation:** | |
| **Email Address:** | | **Telephone:** |
| **Correspondence address:** | | |

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| 1. **Organisation Trading Name:** *Include a limited company name or individual names if the organisation is a company or partnership* |
| 1. **Company Reg or UTRN Number:** |
| 1. **Business Property Address:** *This should be a property that you physically occupied on 11 March 2020 and not an address that you are just registered at (for example a registered office address)* |
| 1. **Property description:** *e.g. shop, office, market stall – please include relevant floor and unit number* |
| 1. **Property use:** |
| 1. **Do you pay business rates on your business premise:**   **YES/NO** |
| 1. **What is your annual rateable value?:** |
| 1. **If you do not pay business rates, what is the annual rent or mortgage payment?:** |
| 1. **Number of employees:** |
| 1. **Is the organisation eligible for any COVID-19 related grants:** *I.E Small Business Grant Fund, Retail, Hospitality and Leisure Grant*   **YES/NO** |
| 1. **List ongoing fixed property-related costs since beginning of current crisis:** |
| 1. **Outline how the crisis has affected your business income confirming the percentage of financial loss to your organisation, relative to your turnover:** (max 150 words) |
| 1. **Number of years operating in Lewisham:** |
| 1. **Have you or do you plan to adapt your business to ensure business resilience and growth:** (Max 150 words) |
| 1. **How does your organisation create Social Value in Lewisham:** *e.g. London Living Wage employer, providing work experience*   (Max 150 words) |
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| 1. **How does your organisation help towards local environmental sustainability and support for Lewisham’s transition to a net zero economy:** (Max 150 words) |
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| 1. **By accessing the Small Business Fund will you exceed the State Aid threshold of £800,000 during the last three years?**   **[Read more about State Aid.](https://www.gov.uk/guidance/state-aid" \l ":~:text=State%20aid%20is%20any%20advantage,advantage'%20can%20take%20many%20forms.)**  **YES/NO** |







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| **Bank account name:** | **Bank account number:** |
| **Sort code:** | **Agree to monitoring and evaluation activity to measure impact of fund:** |

| **For monitoring purposes please confirm** |
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| **Is your business or social enterprise BAME owned: YES/NO** |
| **Is your business or social enterprise owned by a person with a disability: YES/NO** |
| **Is your business or social enterprise Female owned: YES/NO** |

**By submitting this form, you agree that, to the best of your knowledge, the information contained on the form is complete and is not false. Wilfully making a false statement on the form is an offence and may result in us taking legal action against you. Any business caught falsifying their records to gain a grant may face prosecution and any funding issued will be subject to claw back, as may any grants paid in error. The council reserves the right to carry out any necessary checks as required. Personal information supplied for the Small Business Support Fund may be shared with fraud prevention agencies to prevent fraud and money laundering, and to verify people’s identity.**

**More details can be found at [www.lewisham.gov.uk/antifraudprivacynotice](https://urldefense.proofpoint.com/v2/url?u=https-3A__eur03.safelinks.protection.outlook.com_-3Furl-3Dhttps-253A-252F-252Fwww.lewisham.gov.uk-252Fantifraudprivacynotice-26data-3D02-257C01-257CAmanda.Archer-2540cifas.org.uk-257Cdfcc493c1f9741fa674408d6e513a616-257Ca32d3b9a3662429a9cfb18f510334531-257C0-257C0-257C636948269892378464-26sdata-3D8xShGbuW-252FGHKNV5vzeKsftSnH7z0wqCk0W5AGAvU0ig-253D-26reserved-3D0&d=DwMGaQ&c=OMjwGp47Ad5otWI0__lpOg&r=5oCVDjXm5ZRTeR0oOUxakmmfeOtlTh_v7Gh2_dSsb_A&m=278WY3hrRkZO99Xto2RhC6Uwqmx8XF-br8AfCcBW43U&s=QDLcBolbF2_oEXEUtheIDA6KUGKc5ZN0y43uq8UKbmg&e=).**

**Please print name**

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**Date**

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**Please remember to send your supporting documentation alongside this application form to [LBLFinSupport@Lewisham.gov.uk](mailto:LBLFinSupport@Lewisham.gov.uk) by 5pm on Monday 29 June 2020.**