



Busnes@
gwynedd.llyw.cymru



SPARK FUND APPLICATION FORM



REFER TO THE GUIDANCE NOTES

The Spark Fund is a support scheme for Gwynedd businesses to recover and develop, stabilise and prepare for the future. The aim is to enable businesses to increase profits either through savings or increased income.

The Spark Fund supports grants from £2,500 to £25,000

We will receive and assess applications on a first come, first serve basis. We expect the fund to be very popular and we will not be able to support every application.

The following is the information you will need to provide in addition to this form:

	New business or less than 12 months of operation	Business has been operational for more than 12 months
Business Plan	✓	X
2 Year Financial Forecast	✓	X
Balance sheet and profit and loss statement for the last two years	X	✓
Current bank statement of the business	✓	✓
Confirmation of any relevant consent including statutory legal requirements	✓	✓
All quotes	✓	✓



1. APPLICATION DETAILS

Business / Company Name:

Name and Address of Applicant(s):

Phone number:

Email:

Name and Address of Business / Property relevant to the application (if different): Please provide details of your headquarters if you have more than one branch)

Business Phone Number:

Business Email:

Website

Does the business operate from any other address? Yes No

If yes, please provide the address below:

2. STRUCTURE OF THE BUSINESS

Sole Trader Limited Company Social Enterprise Partnership
Co-operative Company Other (insert here)

Is the business a subsidiary of another company? YES NO

Do you confirm that your business is a small or medium-sized enterprise (see guidelines for details) YES NO

Company registration number if applicable

HMRC Unique Taxpayer Number (UTR) if self-employed:

Are you VAT registered? YES NO

If yes: VAT Registration Number

If you are not VAT registered, will you need to register in the future? YES NO

Main activity of the business:

Trading start date

Number of weekly trading hours



3. REASON FOR GRANT

For what purposes is the grant required?

Please explain why you need the grant, i.e. without the grant you could not undertake the activity outlined in your application:

- At all
- To the same extent
- Within a reasonable timescale

4. BUSINESS LOCATION

Are you the property owner? Yes No

If not, please specify the name and address of the freeholders

If you have a lease, how much of the lease is left before it expires?

If applicable:

Have you obtained planning permission? Yes No

Have you obtained building regulations permission? Yes No

If yes, please specify the relevant details:

5. SCHEDULE / FINANCE

Enter the start and end date of your project - please note that all work must be completed and all claims submitted to us by September 30, 2024.

(a) Total cost of equipment/services

(b) Grant requested (70% or 50% for some vehicles - see the guidelines)

Capital: £

Revenue: £

Please note any other sources of funding below:

Source Name	e.g. savings, business account etc	Amount	Status – secured / applied for / to apply for
Myself		£	
Bank Loan		£	
Bank Overdraft		£	
Other Loans		£	
Other Grants		£	

You MUST provide evidence of all sources of funding you intend to use for your application



6. Analysis

Please provide a breakdown of how the grant will be used and provide details of quotes:

(Original projections / quotes must be attached)

- At least 3 for each item if it is £5,000 or higher for each supplier.

Item	Supplier	Cost (Excl. VAT)	Cost (Inc. VAT)

Total Project Cost (This should match 5(a)) = £

For each item:

Is this supplier based in Gwynedd? Yes/No

If not, what steps were taken to investigate using suppliers from Gwynedd and what was your reason for not using them?

7. VALUE FOR MONEY

Will the equipment/service(s) you are seeking a grant for enable your business to make more profit? Yes No

How much more profit do you expect to make over the next three years?

Yr1 £ Yr2 £ Yr3 £

Please provide a simple explanation of how you have calculated the above

Will the equipment/service(s) you are seeking a grant for enable your business to reduce costs? Yes No

How much savings do you expect to make over the next three years?

Yr 1 £ Yr2 £ Yr3 £

Please provide a simple explanation of how you have calculated the above

8. EMPLOYMENT DETAILS AND LINGUISTIC PROFILE



	Current Jobs		Jobs created as a direct result of receiving this grant	Timeline for creating jobs (months)	Jobs protected as a direct result of this project
	Male	Female			
Directors/Owners					
Full Time					
Part Time					

Explain how this grant will protect or create jobs

What is the main administrative language of the business? (tick the most suitable box)

- All Welsh
- More Welsh than English
- Fully Bilingual
- More English than Welsh
- All English

How many of your staff can speak Welsh fluently?
How many of them can use some Welsh when talking to customers?

In what language do you create marketing material?

- Welsh only
- English Only
- Bilingual

9. TURNOVER

Most recent annual turnover

Projection of turnover for next two financial years as a result of the grant

10. BUSINESS BANK DETAILS

Account Name

Bank Name and Address

Bank Sort Code

Bank Account Number



11. ADDITIONAL INFORMATION
Environmental Sustainability
Do you have an Environmental Policy? YES NO
Do you have a formal Environmental Management System? YES NO
Equality, Diversity and Inclusion Policy
Do you have an Equality, Diversity and Inclusion Policy? YES NO
Welsh language and culture
Do you have a Welsh Language Policy? YES NO
If the answer is 'Yes', you may need to provide a copy of these policies. If the answer to the above questions is 'No', are you willing, as part of this project, to have a: Environmental Policy, Equal Opportunities Policy, Welsh Language Policy
INFORMATION
<ul style="list-style-type: none">You acknowledge that you are subject to the requirements of the Freedom of Information Act 2000, the Environmental Information Regulations 2004, the Data Protection Act 2018I/we authorise the Council to make any necessary enquiries to verify any information required for the UKSPF programme. The information provided may also be shared with others as set out in the Privacy notices. Business privacy statement (gov.wales)
This fund is registered as part of the Gwynedd Business Development Fund (registration number SC10867), in accordance with the Subsidy Management Act (2022). All grants over £100,000 will be individually registered with the Welsh Government as part of their Transparency Rules.
LANGUAGE
- I confirm that I have completed the Welsh Language Commissioner's assessment and commit to working towards Welsh Offer status
A REAL LIVING WAGE
- I commit to paying the Real Living Wage to any staff over the age of 18 by December 2024 (it is not required to secure the accreditation of the Living Wage Institute) working towards living wage accreditation - Become a Living Wage Employer Living Wage Foundation



DECLARATION

- I authorise the Council to make any enquiries necessary to confirm any information needed to reach a decision on my application. The information contained in this application may be shared with a colleague in other departments and other business support organisations to assess the application;
 - I declare that all information in this form is accurate to the best of my knowledge, and that the Council may take action against the signatory to reclaim the grant and any costs, charges or expenses involved;
 - I also confirm that I have the full right and authority to act on behalf of the business/organisation making this request;
 - I declare that the information I have given in relation to Statutory Authority Subsidy Management is correct. I understand that I will have to refund any financial support or there will be no future payments if this information is discovered to be incorrect.
 - I confirm that this grant is necessary to do what the grant will support, either at all, to the same degree, or within a reasonable timeframe
 - I confirm that all purchased items will be properly insured;
 - I confirm that all items will be adequately preserved and maintained;
 - I confirm that all necessary statutory permissions are in place
 - I confirm that any public material funded by the grant (such as signage) will comply with Cyngor Gwynedd's Language Policy;
 - I confirm that the money will be spent in accordance with this request and that items will not be sold within the monitoring period;
 - I confirm that I will complete and return the monitoring form
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