



Start-Ups Enrolment Form

Contact name		Date of birth	/ /
Gender	MALE FEMALE	NI number	
Address			
County		Postcode	
Business address			
Business county		Business postcode	
Phone number		Mobile number	
Email address			
Business idea			
Employment status	EMPLOYED UNEMPLOYED SELF-EMPLOYED RETIRED FULL TIME EDUCATION		
If unemployed, for how long (months)?	0-6 7-11 12-23 24-35 36+		
If employed, what is the organisation's size?	1-249 EMPLOYEES 250+ EMPLOYEES		
Are you currently threatened with redundancy?			YES NO
Are you a former member of the armed forces?			YES NO

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What level of formal qualifications do you hold?					
None		Below NVQ 1 or equivalent		NVQ 1 or equivalent	
NVQ 2 or equivalent		NVQ 2 or equivalent		NVQ 4 or equivalent	
NVQ 5 or equivalent		Other		Not known	

How would you best describe your ethnic origin?					
White British		White Irish		White any other	
Mixed white/black Caribbean		Mixed white/black African		Mixed white/Asian	
Mixed other		Asian/Asian British Indian		Asian/Asian British Pakistani	
Asian/Asian British Bangladeshi		Asian/Asian British other		Black/black British Caribbean	
Black/black British African		Black/black British other		Chinese	
Travellers: Gypsy/ Romany		Traveller of Irish Heritage		Other Traveller	
Any other ethnic group		Not known			

Are you any of the following? Please tick all that apply:			
registered disabled?	YES NO	an ex-offender?	YES NO
currently homeless?	YES NO	a refugee?	YES NO
returning to the labour market?	YES NO	a carer?	YES NO
a lone parent?	YES NO	a drug or alcohol misuser?	YES NO
Do you have any literacy or numeracy problems?			YES NO
If yes, please provide brief details:			

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Note on State Aid

Please read this section carefully. Under the EC regulation 1407/2013 (*de minimis* aid regulation) there is a ceiling of €200,000 (approximately £150,000) for all *de minimis* aid provided over a period of three fiscal years (including the fiscal year in which the grant of *de minimis* aid is to be given). Any *de minimis* aid (including our support and advice) awarded to you will be relevant if you wish to apply, or have applied, for any other grant aid. It is your responsibility to report on this and any other aid received from a public source.

Failure to advise of a grant or exemption from a cost otherwise due (i.e. rate relief from public authority) could lead to the claw back of the funds plus interest. Please be aware that the value of aid provided to individuals receiving start-up assistance has been determined as £1,000 (£1,313.63 at current exchange rate) for each 12 hours' support that we provide and we anticipate providing you with 12 hours' support. **The value of support provided may increase if you access one of our grants.** Please note that **this is a free service** and the figures cited, above, relate to the value of the service provided, **not** the cost to you. For further information, please contact your Business Advisor.

You may need to declare this amount to any other UK public body intending to provide aid, in addition to any audit or other investigation, and who requests information from you on how much De Minimis aid your business has received. Therefore, we strongly recommend that you maintain a record of this De Minimis assistance for future reference. For the purposes of the relevant legislation, you must retain this letter for 3 years from the date on this letter and be able to produce it on request by the UK public authorities or the European Commission. You may need to keep this letter longer than 3 years for other purposes.

I CONFIRM THAT THE INFORMATION PROVIDED HEREIN IS CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT MY DATA IS PROTECTED UNDER THE TERMS OF THE DATA PROTECTION ACT 1998. MY NAME AND BUSINESS INFORMATION MAY BE RETAINED ON THE DATABASES OF NWES, NAUTILUS ASSOCIATES AND/OR ORE CATAPULT IN ORDER TO PROGRESS MY REQUIREMENTS AND MAY BE SHARED WITH PARTNER ORGANISATIONS IN ORDER TO PROCESS MY ENQUIRY OR PROVIDE FURTHER SUPPORT. THE INFORMATION IS USED TO HELP DEVELOP NEW SERVICES TO MEET BUSINESS NEEDS AND MONITOR TRENDS AS APPROPRIATE. IN PRODUCING THESE STATISTICS, INDIVIDUAL COMPANIES ARE NOT AND CANNOT BE IDENTIFIED.

Signed		Print name	
Position		Date	/ /

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