#### Guidance Notes:

#### This second emergency business support funding provision has a limited amount available and will be granted on a first come first served basis, subject to meeting the required criteria on the form.

#### The application form is simple and straightforward but we would encourage you to give as much information as possible to strengthen your request for support, the boxes will expand as you add information.

Try and be realistic on what amount of funding you are applying for and try to justify how it will make a difference to helping your business survive and progress.

You have the opportunity to apply for funding of up to £250 or up to £400, but the application form should reflect what the funding will be used for. In exceptional circumstances we may accept a high level, but it will have to be further explained in detail why you require a higher amount. Realistically there is more chance of a successful application for the lower figure, but all applications will be considered on individual merit.

You must complete all sections of this application even if you say not applicable or no failure to do so will be an automatic rejection of your application, so please read carefully – we may ask for further information before it goes to panel including previous invoices.

**PLEASE NOTE: You will already have a mentor. If you apply for an emergency business grant we will be contacting them to find out how you have engaged with them. If you have not engaged it will be unlikely that you will receive an emergency business grant**

#### Application Form

###### Application by: [Insert your name]

|  |  |
| --- | --- |
| **Business name** | - |
| **UTR (Unique Tax Reference)** | - |
| **Date started trading Month/Year)** | - |
| **Owner(s) name** | - |
| **Home address** | - |
| **Post Code** | - |
| **Date of Birth** | - |
| **Home telephone number** |  |
| **Mobile telephone number** | - |
| **E-mail address** | - |
| **Date** | - |

1. Are you still trading, if so how have you gone about finding new customers since march 2020 (please write up to no more than 200 words)

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1. If you are not currently trading, please explain fully the reasons for this. (please write up to no more than 200 words)

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1. Have you previously had an Emergency Business Grant from the John Cracknell Youth Enterprise Bank during #Covid19, if so how much and what did you do with it, and how did it help your situation. (please write up to no more than 500 words)

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1. Have you previously had a John Cracknell Youth Enterprise Bank Grant in the last five years or indeed any other funding grant or loan for your business, if so how much and what did you do with it, and how did it help your situation? (please write up to no more than 500 words)

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1. Have you had a #Covid19 Grant from Hull City Council since March last year or given notice of one, if so how much and what did you do with it, and how did it help your situation. (please write up to no more than 500 words)

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1. Please explain how you would use this additional funding given to help your business progress? (please write up to no more than 500 words)

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## 

1. List all the things you would like to purchase (such as equipment, materials, stock and services) in order to help your business to continue trading.

|  |  |
| --- | --- |
| **Description** | **Cost £** |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total** | **£** |

1. Total amount you would like to apply for?

|  |
| --- |
| £ |

## Please confirm to the young people’s enterprise adviser that you are willing to be contacted about the services provided by the Hull Youth Enterprise Partners and are willing to receive up-to date information via –mail or text on services provided:

|  |  |
| --- | --- |
| **Via Home E-Mail** | - |
| **Via Text** | - |
| **Willing to be part of a Focus Group or act as mentor in the future** | - |

1. Who is your current Mentor and their contact details, how have you worked together and has it been a successful arrangement if not explain why not. (please write up to no more than 300 words)

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**To be completed by decision panel.**

Do you approve this application? YES / NO

Reasons:

Signature of Advisor/Officer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_