**Smartline Knowledge Exchange:** In Residence Scheme – Expression of Interest Form

The ERDF programme for 2014 to 2020 provides funds to help local areas grow. This project funds support to improve how Small and Medium Sized Enterprises commercialise research and how they collaborate with research institutions. In order to comply with the EU funding rules we need to ensure that your enterprise meets the eligibility requirements for receiving aid. It is therefore essential that you complete the following sections fully and email to [smartline@exeter.ac.uk](mailto:smartline@exeter.ac.uk).

*Our Knowledge Exchange staff are more than happy to discuss your ideas with you in person or over the phone before you submit an Expression of Interest. Please get in touch via email at* [*smartline@exeter.ac.uk*](mailto:smartline@exeter.ac.uk) *or by phone on 01872 258145.*

**Section 1: Organisation Name & Contact Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Organisation | | Organisation Contact | |
| Name |  | **Name** |  |
| Address |  | **Position** |  |
| Postcode |  | **Phone** |  |
| Website |  | **Email** |  |
| Trading start date |  | **Date of enquiry** |  |

**Section 2: Eligibility**

*If you have already completed and returned the signed SME eligibility questionnaire, please proceed to Section 3*

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| --- | --- | --- | --- | --- | --- | --- |
| Organisation details | | | | | | |
| Is your company based within Cornwall and the Isles of Scilly?  Yes  No | | | | | |
| How many people does your company employ (this includes part time, seasonal and temporary staff)?  *Please tick the box that relates to the number of full-time equivalent employees you currently employ* | | | | | |
| Less than 10 | 10 to 49 | 50 to 249 | 250 or more | | |
| How would you best describe the activities of your company?  *Please describe below the activity that best suits your company. For example, Information technology consultancy activities (62020), Engineering related scientific and technical consulting activities (71122), etc.*  Standard industrial classification of economic activities ([SIC](https://www.gov.uk/government/publications/standard-industrial-classification-of-economic-activities-sic)) code(s): | | | | | |
| Company number (business registration or social enterprise/community interest business number): | | | | | |
| Is the company’s balance sheet (total assets) less than 43 million euros (about £36m) OR the company’s turnover (all revenue) less than 50 million euros (about £42m) for the most recent accounting year? | | | | Yes | No |
| Do other firms own more than one quarter of your company?  *Please confirm whether firms with assets or turnover of more than 43 million euros (about £36m) own more than a quarter of the company’s issued share capital* | | | | Yes | No |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Other grants or state aids in the last three years | | | | |
| Has the company received any De Minimis aid in the last three calendar years?  *Please give details of aid the enterprise has received under the De Minimis Exemption and Small Amounts of Compatible Aid Scheme during the previous 3 rolling fiscal years (this being the current fiscal year and the previous two fiscal years).* | | | |
| Organisation providing the assistance/aid | **Financial value of assistance** | **Date of assistance** | **Nature of assistance** |
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| Please tick box if no aid received under the De Minimum Exemption and Small Amounts of Compatible Aid Scheme during the previous 3 fiscal years | | | |

**Section 3: Outline of In Residence Scheme concept for your company**

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| --- | --- | --- | --- |
| **Ambitions for growth** | | | |
| *What are your ambitions for growth?* | | |
| Do you have capacity for a researcher to spend regular time in your office or for you to spend time at a research centre in Cornwall? | Yes | No |
| **Outline of In Residence Scheme concept for your company (300-700 words)** | | | |
| *Please* *provide an outline of what you would like the In Residence scheme to address. The following detail should be included:*   * *How do you think this relates to the aims of the Smartline project* * *The challenge / opportunity of interest to your business* * *How the scheme could benefit your business, and what you see research as being able to offer*   *(Continue on separate sheet if necessary)* | | |

**Data protection**

I understand that this information will be treated in confidence, and give my consent for this information to be made available only to public bodies and independent auditors where requested, who may be required to review this data for funding compliance and output verification purposes.

|  |  |  |
| --- | --- | --- |
| Is a Mutual Non-Disclosure Agreement required? | Yes | No |

**Declaration:**

I declare that the details given on this form are true to the best of my knowledge and I am responsible for informing the Smartline Knowledge Exchange Officer of any changes to business information.

I acknowledge that I am authorised to sign as a director and/or officer of the business and understand the requirements of De Minimis (EC Regulations 1998/2006).

I acknowledge that if we fail to meet the eligibility requirements, we may become liable to repay the full price that would otherwise be payable in respect of the services received.

I can confirm that we are not a business “in difficulty” as defined at 2.1 of the Community Guidelines and State Aid for Rescuing and Restructuring Firms in Difficulty (2004/C22/02) at the date of this declaration.

The information set out above is accurate for the purposes of the De Minimis exemption.

SIGNATURE: ..………………………………………………………………………………………..

DATE: ..………………………………………………………………………………………..

NAME: ..………………………………………………………………………………………..

POSITION: ……………..…………………………………………………………………………..

(Director or equivalent)

**What is State Aid and De Minimis?**

State Aid refers to forms of assistance from a public body, or publicly-funded body, given to organisations and businesses. Under the ‘De Minimis’ exemption businesses can receive up to €200,000 or equivalent of aid in a rolling 3 year period. Further information can be found here: [www.gov.uk/state-aid](http://www.gov.uk/state-aid)

# Please email your completed form to [smartline@exeter.ac.uk](mailto:smartline@exeter.ac.uk)