

ARFOR PROGRAMME

Grants to Support the Use of the Welsh Language in Business on Anglesey



Creu Gwaith - Cefnogi'r Iaith



CYNGOR SIR
YNYS MÔN
ISLE OF ANGLESEY
COUNTY COUNCIL



Application Form

Updated 13.08.2020

ARFOR GRANT APPLICATION FORM FOR ANGLESEY

* Please find guidance notes at the end of the document*

Part 1 - Beneficiaries Form / General Information

1.1 Business Name & Address	<input type="text"/>
1.2 Is the business about to be established?	<input type="checkbox"/>
already in operation?	<input type="checkbox"/>
1.3 In what year was the business established / in what year did it start trading?	<input type="text"/>
1.4 Type of business (e.g. sole trader, limited company etc.).	<input type="text"/>
1.5. Please provide a brief description of your business' main activities.	<input type="text"/>
1.6 Does the business have a bank account in its name which requires two signatories to authorise any payments?	Yes <input type="checkbox"/> No <input type="checkbox"/>
1.7. Does your Business claim VAT back?	Yes <input type="checkbox"/> No <input type="checkbox"/>
VAT Number:	<input type="text"/>
1.8 Registration Number (if applicable)	<input type="text"/>
1.9 Relevant contact details	
Name of principal point of contact:	<input type="text"/>
Position within the Business:	<input type="text"/>
Telephone number:	<input type="text"/>
E-mail:	<input type="text"/>

Confirmation of Welsh Language Assessment in place

I confirm that the Applicant has undertaken a language assessment of the business.

Name of Menter Iaith Môn Officer

Signed

Date

Part 2 - Application Form for the Anglesey Arfor LANGUAGE Fund

2.1 Have you undertaken a language assessment?

Yes No

2.2 Please outline the main recommendations of the language assessment of your business.

2.3 Note your aspirations in terms of how you would like to see your business make more use of the Welsh language.

2.4 What are the benefits to your business of this and how does it fit into your wider business plan?

2.5. Please give details below, per item, of the expenditure towards which you need support**

Capital / Revenue Items	Suppliers	Cost (excluding VAT)	Cost (including VAT)
TOTAL EXPENDITURE			

** Competitive prices must be obtained for any equipment or service purchased.

2.6 Has your business received any public funding grant in the past 3 years?

Yes. If you have received such funding, please advise us. You will be required to sign the De Minimis Support Declaration Form.

No

Applicant Declaration for Arfor Language Grant Application :

I confirm that the Business has discussed this application with Menter Iaith Môn.

I confirm on behalf of the business submitting this application that I am authorised to sign this declaration and that all the information on this form is correct, to the best extent of my knowledge.

I understand that the Arfor Language grant if approved must be spent in accordance with the terms and conditions set, and if the conditions are not met it is possible that the grant will have to be repaid either partly or in full.

Name:.....

Position in Business:

Signature..... Date:.....

PLEASE NOTE: The Arfor language grant supported project must not start until you have received and signed a formal offer of Arfor grant support from Menter Môn or Anglesey County Council.

Data Protection Act 1998: *For the purposes of the Act, Isle of Anglesey County Council is the data controller. In this case, however, the data will be processed by Menter Môn on behalf of the Council. The information on this form will be used for the purpose of administering grants and subsidies. The information may be disclosed to other agencies in accordance with the Council's registration under the Act, and to the Welsh Government in accordance with administering the Arfor schemes. As a public authority, Isle of Anglesey County Council is subject to the requirements of the Freedom of Information Act 2000.*

DE-MINIMIS SUPPORT DECLARATION

Anglesey County Council / Menter Môn offers support under the European Commission's De Minimis Regulation (Regulation 1998/2006). This enables a company to receive up to €200,000 of de Minimis support over a three-year period.

Therefore, in order to confirm that you are able to receive this support, you must state in full the sum of de Minimis support you have received in the last 36 months.

Every business / organisation that seeks support must acknowledge the rules and ensure that the support provided under this scheme is no higher than the maximum support that can be given to an organisation under these regulations.

EITHER: I declare that these are the sums of de Minimis support received by the organisation in the last three years:

Year:	Year:	Year:	TOTAL
Amount:	Amount:	Amount:	
Funding Body / Bodies:	Funding Body / Bodies	Funding Body / Bodies:	

OR: I declare that this business has not received any de Minimis support (tick box).

We must have this information in order to ensure:

- that the support provided, combined with any other de Minimis support received by your Business / organisation in the last 3 years, does not exceed (200,000 euro).
- that your business / organisation will not receive de Minimis support in any three-year period if, combined with the support provided, it exceeds (200,000 euro).

You must keep records of each individual instance of de minimis support for ten years from the date it was given.

DECLARATION - TO BE COMPLETED BY THE APPLICANT

I declare that the information I have provided is correct. I understand that I must repay any financial support provided, or that no future payments will be made, if it is found that this information is incorrect..

Business Name _____

Name (PRINT) _____

Signature _____

Position _____ **Date** _____

NOTES TO ASSIST IN MAKING AN APPLICATION

The notes that follow will help you to complete your application to the Arfor Fund. An explanation is given of what you need to consider and submit as you answer each question.

Before you begin to complete your application, it is important that you read the Arfor Fund guidelines, so that you understand the objectives of the Fund. The notes will assist you in formulating your responses to the questions.

Part 1: Beneficiaries Form / General Information

All applicants for the Arfor Language Fund are expected to complete part one of the application form. You will only have to complete this part once if you are applying for support from both Funds.

1.1 The name of the business applying for support through the Arfor Fund must be the same name which appears in the business constitution and bank details.

1.2 You are asked if your business is an existing one, or on the point of starting.

1.3 Note the date of establishing the business or the date on which it started trading.

1.4 Note the nature of your business. If you are submitting an application on behalf of group of businesses, community enterprise or charity, a constitution must be submitted which shows that you are operating as a business.

Give a brief description of what your business does and what its primary objectives are. If the business is newly-established, please describe what you intend to do.

1.5 You must confirm whether or not two signatories are required to authorise payments from the business's bank account.

1.6 Please note if your business claims Value Added Tax (V.A.T.). If your group receives V.A.T. repayments, this element of the project costs will not qualify for support through the Arfor Fund. If any elements of the project are exempt from V.A.T., you must note these in your application. You must note the V.A.T. number of your business (if applicable)

1.7 Note the Business charity/ company registration number.

1.8 You will be expected to name one primary point of contact for the application, noting that person's job title within the business, the business address and contact details in case further information is required, and to notify you of the decision.

NOTES TO ASSIST IN MAKING AN APPLICATION

Part 2 - Arfor Language Fund

You are expected to complete part 2 if you are applying for support through the Language Fund. You may apply for a grant up to a maximum of £2,000 for up to 80% of project costs (i.e. all applicants are expected to contribute 20% of the total cost of the project)

- 2.1. It is a condition that any business which applies for support through the Arfor Language Fund must first undertake a language assessment of the business. You are asked to confirm that you have completed the assessment, and you are expected to submit a copy of the assessment with your application.
- 2.2. You should refer to the main recommendations raised in the language assessment.
- 2.3. Note your aspirations in terms of how you would like to see your business make more use of the Welsh language, and how you hope to sustain such usage within your business.
- 2.4. In reference to the benefits, you should comment on the potential impact on your business and the local economy.
- 2.5. You are required to follow the guidelines on inviting quotations when seeking prices for individual items/services within your plan, and to include all the evidence with your application.