**ERDF BACK TO BUSINESS FUND**

**Expression of Interest**

**Please complete the questions below and email your completed form to:**

**teesvalleybusiness@teesvalley-ca.gov.uk**

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| 01 | Are you a Registered Charity, SME or Sole Trader? | Yes |  | No |  |
| 02 | Is your trading address in the Tees Valley? | Yes |  | No |  |
| 03 | How many employees do you have? ***Please Note:* *Only businesses with one or more (up to 250) employees in addition to the owners are eligible to apply?*** | Click or tap here to enter text. | | | |
| 04 | Have you been trading for a minimum of 6 months? | Yes |  | No |  |
| 05 | Do you have a business current bank account? ***Please Note: Businesses trading via personal bank accounts are ineligible.*** | Yes |  | No |  |
| 06 | Is your business/charity in administration, is insolvent or have made a striking-off notice? | Yes |  | No |  |
| 07 | Is your business independent i.e. not a franchise? | Yes |  | No |  |
| 08 | Contact Name | Click or tap here to enter text. | | | |
| 09 | Position in Business/Charity | Click or tap here to enter text. | | | |
| 10 | Telephone Number | Click or tap here to enter text. | | | |
| 11 | E-Mail Address | Click or tap here to enter text. | | | |
| 12 | Business Name | Click or tap here to enter text. | | | |
| 13 | Trading Address (including post-code) | Click or tap here to enter text. | | | |
| 14 | Registered Address (including post-code) if different from trading address | Click or tap here to enter text. | | | |
| 15 | Local Authority where premises are operating from? | Choose an item. | | | |
| 16 | SIC Code (N/A if charity) | Click or tap here to enter text. | | | |
| 17 | What type of company is your business registered as? | Choose an item. | | | |
| 18 | Is your business significantly dependent on the Visitor Economy? | Yes |  | No |  |
| 19 | If answered Yes to question 18  Briefly describe/demonstrate how your business is significantly dependent on the Visitor Economy? | Click or tap here to enter text. | | | |
| 20 | If answered No to question 18  No, has your business been financially impact by Covid-19? | Yes |  | No |  |
| 21 | If answered Yes to question 20  Briefly describe the impact? | Click or tap here to enter text. | | | |
| 22 | Please indicate what new equipment/technology and/or specialist professional advice you intend purchasing with the grant? ***Please Note: If applying for specialist professional services you must be able to procure and evidence payment for these services by 30th April 2021.*** | Choose an item. | | | |
| 23 | Describe how your business is adapting or adopting to new ways of working due to Covid 19 and how this grant will support you to continue business activity and/or diversify? | Click or tap here to enter text. | | | |
| 24 | Please indicate the value of grant your business is looking to secure? | Choose an item. | | | |

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| **MARKETING & PROCESSING CONSENT** |
| **WHY ARE WE COLLECTING THIS INFORMATION?**  You have given Tees Valley Business your contact details (name, address, email address, telephone number and business information) because you are interested in applying to the ERDF Back to Business Funds. We will not be using your personal data for any other marketing purposes or to send you general information about Tees Valley Business, Tees Valley Combined Authority or the Tees Valley Mayor.  **HOW WILL WE USE YOUR DATA?**  We will check the data you entered appears accurate and if it meets the initial EOI assessment we will email you a link to the full application for the ERDF Back to Business Funds.  We may pass your contact details and preferences to the wider partners that make up the ERDF Back to Business Funds.  This information will only be shared for the purpose of monitoring and the provision of grant support through the ERDF Back to Business Funds.  The partners are:   * UMi Commercial Ltd: [https://weareumi.co.uk/about-us/privacy-policy](https://www.weareumi.co.uk/about-us/privacy-policy) * The Ministry of Housing, Communities and Local Government (MHCLG): <https://www.gov.uk/government/organisations/ministry-of-housing-communities-and-local-government/about/personal-information-charter#privacy-notice> * The Department for Business, Energy and Industrial Strategy (BEIS): <https://www.gov.uk/government/organisations/department-for-business-energy-and-industrial-strategy/about/personal-information-charter#beis-privacy-notices>   These partners have the systems in place to properly protect the data we send them. You can find their individual privacy policies at the links given above. But all data shared as a result of your registration will only be processed as set out in this notice.  **HOW LONG WILL WE KEEP YOUR PERSONAL DATA?**  For monitoring purposes we will keep the following information: Company Name, Company Address (Trading and Registered, if different), Local Authority area, SIC Code and Company Type, for a period of 6 years. At which time we may contact you to confirm whether or not you want us to continue to hold your contact details.  This is set out in our Data Retention Policy.  **HOW CAN I BE REMOVED FROM THIS DATABASE?**  You can ask us to delete your contact details from our database at any time. Simply email us at [teesvalleybusiness@teesvalley-ca.gov.uk](mailto:teesvalleybusiness@teesvalley-ca.gov.uk) and we will delete your data within one week.  **WHERE CAN I FIND FURTHER INFORMATION?**  Tees Valley Business takes data protection very seriously. Further information about how we collect, hold and delete data and information about your data rights and how to make a complaint can be found in our privacy notice at: <https://teesvalley-ca.gov.uk/wp-content/uploads/2021/02/TVCA-Privacy-Policy-Feb2021.pdf> |

**By signing you are consenting to the above:**

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| --- | --- |
| **Print Name** | Click or tap here to enter text. |
| **Date** | Click or tap here to enter text. |