# Annex B – Template for responses (20 page limit)

|  |  |
| --- | --- |
| Name |  |
| Contact Details | E:  | T:  |
| Organisation |  |
| Proposal Summary | * Briefly set out how your proposal intends to meet the requirements of the call.
 |
| EU State aid | * Provide us with the information required under 4.4-4.8
* Complete Annex D
 |
| Other public funding | * Provide us with information about any other public funding awarded for the project (including the identity of the relevant public body awarding the funding and amount of the funding).
1. OR confirm that you are receiving no other public funding.
 |
| Understanding requirements and adding value (30%) | * (refer to Annex A for guidance)
 |
| Delivery Plan (40%) | * (refer to Annex A for guidance)
 |
| Skills, Experience and Expertise (20%) | * (refer to Annex A for guidance)
 |
| Cost (10%) | * (refer to Annex A for guidance)
 |

# Annex C – Questions for applicants

In some circumstances the Department may exclude you from participating further in a competitive grant process. If you cannot answer ‘no’ to every question in this section it is very unlikely that your application will be accepted, and you should contact us for advice before completing this form.

Please state ‘Yes’ or ‘No’ to each question.

|  |  |
| --- | --- |
| **Has your organisation or any directors or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences?** | **Answer** |
| 1. conspiracy within the meaning of [section 1](http://www.lexisnexis.com:80/uk/legal/search/runRemoteLink.do?langcountry=GB&linkInfo=F%23GB%23UK_ACTS%23section%251%25sect%251%25num%251977_45a%25&risb=21_T12077301839&bct=A&service=citation&A=0.2630909849289865) or 1A of the Criminal Law Act 1977 or article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983 where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA;
 |  |
| 1. corruption within the meaning of [section 1](http://www.lexisnexis.com:80/uk/legal/search/runRemoteLink.do?langcountry=GB&linkInfo=F%23GB%23UK_ACTS%23section%251%25sect%251%25num%251889_69a%25&risb=21_T12077301839&bct=A&service=citation&A=0.774070316337072)(2) of the Public Bodies Corrupt Practices Act 1889 or [section 1](http://www.lexisnexis.com:80/uk/legal/search/runRemoteLink.do?langcountry=GB&linkInfo=F%23GB%23UK_ACTS%23section%251%25sect%251%25num%251906_34a%25&risb=21_T12077301839&bct=A&service=citation&A=0.24433813672949012) of the Prevention of Corruption Act 1906; where the offence relates to active corruption;
 |  |
| 1. the offence of bribery, where the offence relates to active corruption;
 |  |
| 1. bribery within the meaning of section 1 or 6 of the Bribery Act 2010;
 |  |
| 1. fraud, where the offence relates to fraud affecting the European Communities’ financial interests as defined by Article 1 of the Convention on the protection of the financial interests of the European Communities, within the meaning of:
 |  |
| 1. the offence of cheating the Revenue;
 |  |
| 1. the offence of conspiracy to defraud;
 |  |
| 1. fraud or theft within the meaning of the [Theft Act 1968](http://www.lexisnexis.com:80/uk/legal/search/runRemoteLink.do?langcountry=GB&linkInfo=F%23GB%23UK_ACTS%23num%251968_60a_Title%25&risb=21_T12077301839&bct=A&service=citation&A=0.35766330215827113), the Theft Act (Northern Ireland) 1969, the Theft Act 1978 or the Theft (Northern Ireland) Order 1978;
 |  |
| 1. fraudulent trading within the meaning of [section 458](http://www.lexisnexis.com:80/uk/legal/search/runRemoteLink.do?langcountry=GB&linkInfo=F%23GB%23UK_ACTS%23section%25458%25sect%25458%25num%251985_6a%25&risb=21_T12077301839&bct=A&service=citation&A=0.5972529271560607) of the Companies Act 1985, article 451 of the Companies (Northern Ireland) Order 1986 or section 993 of the Companies Act 2006;
 |  |
| 1. fraudulent evasion within the meaning of section 170 of the [Customs and Excise Management Act 1979](http://www.lexisnexis.com:80/uk/legal/search/runRemoteLink.do?langcountry=GB&linkInfo=F%23GB%23UK_ACTS%23num%251979_2a_Title%25&risb=21_T12077301839&bct=A&service=citation&A=0.22540552446837803)  [or section 72 of the Value Added Tax Act 1994](http://www.lexisnexis.com:80/uk/legal/search/runRemoteLink.do?langcountry=GB&linkInfo=F%23GB%23UK_ACTS%23num%251994_23a_Title%25&risb=21_T12077301839&bct=A&service=citation&A=0.9838628229561671);
 |  |
| 1. an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993;
 |  |
| 1. destroying, defacing or concealing of documents or procuring the execution of a valuable security within the meaning of [section 20](http://www.lexisnexis.com:80/uk/legal/search/runRemoteLink.do?langcountry=GB&linkInfo=F%23GB%23UK_ACTS%23section%2520%25sect%2520%25num%251968_60a%25&risb=21_T12077301839&bct=A&service=citation&A=0.5036676212568264) of the Theft Act 1968 or section 19 of the Theft Act (Northern Ireland) 1969;
 |  |
| 1. fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006; or
 |  |
| 1. making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of the Fraud Act 2006;
 |  |
| 1. money laundering within the meaning of section 340(11) of the Proceeds of Crime Act 2002;
 |  |
| 1. an offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the Criminal Justice Act 1988 or article 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996; or
 |  |
| 1. an offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994; or
 |  |
| 1. any other offence within the meaning of Article 45(1) of Directive 2004/18/EC as defined by the national law of any relevant State.
 |  |

# Annex D – De-minimis state aid declaration

Please tick the statement that applies to you:

|  |  |
| --- | --- |
|  | [*Insert name of grantee*], and any other undertaking forming a single undertaking with [*insert name of grantee*] for the purpose of the de-minimis regulation, **has not received any de-minimis aid** (whether de-minimis aid from or attributable the Secretary of State for Energy and Climate Change or any other public authority) during the current and two previous fiscal years. |
|  | [*Insert name of grantee*], and/or any other undertaking forming a single undertaking with [*insert name of grantee*] for the purpose of the de-minimis regulation, **has received de-minimis aid** during the current and two previous fiscal years particulars of which are set out in the table below. |

Please confirm the dates of the fiscal year for the purpose of your business:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Particulars of any de-minimis aid during the current or previous two fiscal years:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Public Authority | Date awarded | Total amount of aid[[1]](#footnote-1) | Description of aid[[2]](#footnote-2) | Recipient[[3]](#footnote-3) | Date(s) received[[4]](#footnote-4) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

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1. This should be the amount of aid awarded. However, please also inform us if the amount received differed. [↑](#footnote-ref-1)
2. Please confirm the nature of the aid (e.g. whether a grant or a loan etc.) and the purpose for which it was awarded (e.g. any project funded by it). [↑](#footnote-ref-2)
3. Please confirm the identity of the recipient of the aid if this is a separate entity forming part of a “single undertaking” with you. [↑](#footnote-ref-3)
4. Please inform us if the aid was paid by instalments. [↑](#footnote-ref-4)