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| Closing date: | **Apply any time until 15th March 2024**  **(funding period ends 31st March 2024)** |

**Hearing Loops Grant**

**Small Enterprises Application Form**

**Please read the Hearing Loops Grant criteria, guidance notes and grant agreement in the** [**Hearing Loops Application Guidelines**](https://www.southampton.gov.uk/people-places/grants-funding/hearing-loop-grant/) **before completing this form.**  If you do not have the Application Guidelines you can get them from our website or by contacting us on [grants@southampton.gov.uk](mailto:grants@southampton.gov.uk).

**Q1 – Your details**

**Business name**

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|  |

**Business address**

|  |
| --- |
|  |

**Company’s House registration number (if applicable)**

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| --- |
|  |

**Authorised contact for this application**

**Title**  **First Name** **Last Name**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  | |
| **Contact address** | | |  |
|  | | | |

**Telephone Number**

|  |
| --- |
|  |

**Email**

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**Q2 - Have you received advice from Lets Loop Southampton regarding this application?  Yes  No (Please tick)**

**Which Lets Loop Southampton volunteer advised you? Please give their name**

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**Please give details of what has been recommended.**

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**Q3 – Amount applied for and what you intend to spend it on?** Please provide a breakdown of your costs and provide us with copies of your estimates / quotes for each item (see the Application Guidelines for more details).

|  |  |
| --- | --- |
| **Item or activity** | **Cost** |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
| **Total** (please put your total here even if you have used a separate sheet) | £ |

|  |  |
| --- | --- |
| **Q4 – When will the equipment be installed?** Please give an approximate date: |  |

**Q5 – The Hearing Loops Grant is for enterprises with an annual turnover of less than £2million or up to 25 employees within the whole enterprise**

**I confirm this enterprise has an annual turnover of less than £2million, or**

**I confirm this enterprise has less than 25 employees**

**Declarations**

This application is submitted on behalf of the business named in question 1 which the contact named in question 1 is duly authorised to represent. The information given is correct to my knowledge. We have read the grant agreement in the application guidelines.

**I/we have read and agree to the declarations** (please tick)

**Bank Account Details Form**

|  |  |  |
| --- | --- | --- |
| **Name of Bank or Building Society** |  | |
|  |  | |
| **Address of Bank or Building Society** |  | |
| Postcode: |  |
|  |  | |
| **Account Name** |  | |
|  |  | |
| **Account Number** |  | |
|  |  | |
| **Sort Code** |  | |

**Application checklist**

**Applications which do not include copies of estimates/quotes for each item** **will not be considered.** Please see the application guidelines for more information.

If you have problems please contact the Grants Officer on 023 8083 5012 or email [grants@southampton.gov.uk](mailto:grants@southampton.gov.uk) **before** sending in your application.

Please submit your estimates/quotes as email attachments or paper copies – we are unable to accept documents via file sharing services such as One Drive or Google Drive.

**Photocopies / scanned copies of these documents are acceptable**

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|  | Estimates / quotes  *These must be from an external source, i.e. a written quote from a company* ***These are essential – applications will be rejected without them.***  *(See application guidelines for more information)*. |
|  |  |
|  | **We reserve the right to request evidence of your business’s annual turnover.** |
|  |  |

**Privacy Notice**

Southampton City Council is collecting this information in order to award and monitor the Hearing Loops grants to small businesses, and you may be contacted using the details provided, if further information is needed in order to do so.

In performing this service, the council may share your information with other organisations or departments, but only when it is satisfied that it is necessary to perform a public task, or to exercise its statutory duties to do so.

The council may also share your personal information for the purposes of the prevention, investigation, detection, or prosecution of criminal offences, but will not share your personal information, or use it for this, or any other purpose, unless provided for by law.

More detailed information about the council’s handling of your personal data can be found in its privacy policy, available online at <http://www.southampton.gov.uk/privacy> or on request.

**Freedom of Information Act**

The Freedom of Information Act 2000 gives members of the public the right to request any information that we hold. This includes information received from third parties, such as, although not limited to, grant applicants, grant holders, contractors and people making a complaint.

If information is requested under the Freedom of Information Act we will release it, subject to exemptions; although we may consult with you first. If you think that information you are providing may be exempt from release if requested, you should let us know when you apply.

**Submitting your application**

We prefer to receive applications by email, but you can submit your application by post or by hand if you wish to the address at the bottom of this page.

**Please make sure you submit copies of estimates/quotes for each item – applications cannot be accepted without them.**  See the Application Checklist for details.

Please note:

* Our email system will not accept emails bigger than 20mb. If you are sending documents with large file sizes (such as photos) you may need to split them over several emails.
* All incoming email attachments are scanned by our virus software, which can cause a few minutes delay in your email reaching us. If you intend to phone to check your email has arrived please wait at least 15 minutes after you send it.

Please send your completed application form to: [grants@southampton.gov.uk](mailto:grants@southampton.gov.uk)

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| or | Stronger Communities Team (Grants)  Southampton City Council  Civic Centre  Southampton  SO14 7LY |  |