

APPENDIX 2

BUSINESS RATE GROWTH POLICY ASSESSMENT FORM

Name of Business:

Contact Name:

Contact address:

Postcode:

Telephone:

Email:

Eligibility Criteria	Yes	No
Business Start/Relocation/Expansion		
3-5 Year Business Plan		
3 Year Cash Flow and 3 Year Accounts		
Copies of bank statements		

A business must satisfy the preliminary assessment criteria outlined above to assess their eligibility to apply under the Business Rate Growth Policy.

When assessing any application the criteria below will be used as a benchmark to score each project. The maximum score is 25 and any project scoring below 10 will not be considered eligible for the scheme. Projects scoring below 3/5 in any of the categories below will also be rejected.

Criteria	Y/N	Score = 1	Score = 5	Points Awarded
Priority Employment Area		The project will not be delivered in a priority Employment Area (as defined in the CLLP and outlined within the Policy)	The project will be delivered in a priority Employment Area (as defined in the CLLP and outlined within the Policy)	
Priority Sector		The project will not	The project will deliver	

		deliver growth potential within a significant growth sector as outlined within the Economic Needs Assessment (June 2015)	growth potential within a significant growth sector as outlined within the Economic Needs Assessment (June 2015)	
Job Creation & Increased Floorspace		The project will lead to a low number of jobs created and/or jobs will be of low quality; will not hit priority sector identified within ES; jobs will be temporary and may not be sustained beyond 12 months. Project results in little/no development or occupation of additional floor space.	The project will lead to a large number of jobs created and/or jobs will be of high quality; will hit priority sector identified within ES; jobs will be sustained for at least 3 years. Project results in the development or occupation of significant additional employment floor space	
Deliverability		The business owner/s have limited experience of this type of project; project is highly complex and/or lengthy delivery timescales and no clear project plan for implementation of results of feasibility.	The business has extensive experience of delivery/progress of this type of project; evidence of a well-planned project with clear timescales for delivery and strong likelihood of successful outcome.	
Sustainability		The business has a poor credit score; issues are highlighted through the review of finances/company history; serious doubts as to the business' ability to remain trading in 12+ months.	The business has a good credit score and no issues with company finances/history; confidence that the business will remain trading – with the new jobs sustained – over a 3+ year horizon.	

Total Score = **Total Categories =**

Aid offered under this scheme will be subject to De Minimis Regulations which are enforced by the EU. The maximum De Minimis funding any recipient can receive is 200,000 Euros (cash grant equivalent) over a 3-year period. Information on previous state aid will be captured through the grant application process.

Maximum Allocation of Award in Year 1 = up to 100%

Maximum Allocation of Award in Year 2 = up to 75%

Maximum Allocation of Award in Year 3 = up to 50%

Total Rates Payable (£)	Amount of bus rate award approved in Year 1 (up to 100%)	Amount of bus rate award approved in Year 2 (up to 75%)	Amount of bus rate award approved in Year 3 (up to 50%)	Total allocation of business rate relief awarded.

It is the recommendation of the panel to make Business Rate Growth award as outlined in the table above.

Name of Award Panel Representative _____

Signature of Award Panel representative: _____

Position: _____ Date: _____