

CHECKLIST FOR MAJOR/ MINOR GRANTS

(£5K - £75K) / (£1K - £5K)

YOU WILL NEED TO PROVIDE DETAILS ON:

- Type of entity (e.g. limited company, sole trader).
- Business Licence number (Can be found on your Manpower return)
- Taxpayer Identification Number (TIN).
- The date you began trading.
- Number of employees, including number of those on zero-hour contracts, part time and full time. Full time is defined as 25 hours per week or more.
- Annual turnover.
- Financial year end date.
- Project start and end dates.
- Total project cost.
- You will need to specify whether your project will help you reduce your costs, increase your sales, or streamline your processes. You are able to choose more than one of these options if appropriate. For skills grants, you will need to specify which skills areas you are aiming to develop.
- For non-skills grants, details on individual project items (name and cost).
- For skills grants, details of the courses you want to enrol on including course name, provider, certification, start date, end date, and cost.
- A project plan detailing individual steps, their estimated completion dates and estimated costs for each step.
- For major grants, you will need to give details of risks associated with the project, including their likelihood, impact, and what you will do to mitigate them.
- If your business has a parent company, you will be asked for their company name, TIN, Jersey business licence number and whether your employees are contracted by the parent company.
- If you are a charity, your charity registration number.
- If you are on a tax payment plan, your Time to Pay reference number (if known).
- If you are applying for a Visitor Economy grant, you will need to explain why your business is part of Jersey's visitor economy.
- Details of any other government grants you are applying for or have received this year.
- Details of any conflicts of interest with either Jersey Business or with suppliers that will be used as part of your project.

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BE READY TO UPLOAD:

- For major grants, you will need to provide one quote for your most expensive project item.
- For major grants, you will need to upload your most recent annual accounts, and a set of management accounts that cover the period since the end of those annual accounts. We expect this to be a minimum of a profit and loss statement and a balance sheet.

START THINKING ABOUT WRITING THE FOLLOWING:

- Project description (around 250 words).
- How you plan to assess the project and collect the information you need to monitor it (around 250 words).

FOR NON-SKILLS GRANTS, DEPENDING ON WHICH OF THE THREE CRITERIA YOU CHOSE BEST SUITS YOUR PROJECT, YOU WILL NEED TO DESCRIBE:

- Which costs your project will aim to reduce and what the expected financial benefits are (around 250 words).
- What the projected increases in sales are from your project, and how this will be achieved (around 250 words).
- What specific improvements you expect from making your processes more streamlined, and how these improvements will result in clear, measurable benefits for your business (around 250 words).

FOR SKILLS GRANTS:

- You will need to describe how the skills will benefit your company (around 250 words).

