

JERSEY EXPORT DEVELOPMENT INITIATIVE APPLICATION FORM

For information, advice and guidance on the Jersey Export Development Initiative, or assistance in completing this form, please contact Enterprise and Business Development on tel: **448140**, fax: **448176**, or email: **enterprise@gov.je**

Criteria

- This completed form must be returned at least 28 days **before** the activity takes place to: **Jersey Enterprise, Economic Development Department, Jubilee Wharf, St Helier, Jersey, JE1 1BB**
- To be eligible to claim, the Applicant must be in receipt of written confirmation of approval from the Department, before the activity takes place.
- Applications must be accompanied with the latest financial accounts (profit & loss account and balance sheet) and a cash flow forecast for the next 12 months.
- Applicants cannot apply for this initiative if they are already receiving financial assistance, for exports, from another States Department
- Payment of the grant will only be made after the activity has taken place and the claim **must** be received **within 30** days of the activity being completed.
- The claim must be accompanied with receipted proof that the costs have been incurred together with proof that the activity has achieved the anticipated growth expected.

Assessment of Application

All applications will be carefully assessed against our objectives of supporting economic growth. The application must clearly demonstrate that as a result of this activity, the business will create new employment or a reasonable percentage growth for the business.

PLEASE WRITE IN CAPITALS AND COMPLETE ALL SECTIONS OF THE FORM

Name of business (as registered under Part II of the Regulation of Undertakings and Development (Jersey) Law 1973):				
RUDL Licence No:		Date business started trading:		
Business Contact:				Title: Mr/Mrs/Miss/Ms <i>Please circle most appropriate</i>
Position within Business:				
Business Address:				
.....				Postcode:
Telephone No (Business):		Fax No:		
Mobile No:		Email:		
Nature of Business:				
	Up to £100,000K	£100,001 - £250,000	£250,001 - £1 million	£1 million +
Turnover: (<i>approx</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legal structure of business:				
Limited Company	<input type="checkbox"/>	Sole Trader		<input type="checkbox"/>
Partnership	<input type="checkbox"/>	Other (<i>please state</i>):		
How many people does the business employ? Full time: Part time:				

Anticipated Growth

The application and any supporting documentation must clearly demonstrate that the proposed activities will result in real term growth of the business, measured in new jobs created or increased turnover.

Please detail below the anticipated growth of your business and attach copies of evidence mentioned for review.

FINANCIAL ASSISTANCE AVAILABLE

An eligible Applicant is entitled to apply for support up to a maximum of **£10,000** per year based on **50%** of the total eligible costs for the claim.

FOR WHAT CATEGORY ARE YOU REGISTERING FOR? *(please tick the appropriate boxes)*

<p>Marketing Visit (Travel costs excluding business or first class)</p>	<input type="checkbox"/>	<p>Trade Fair, Seminar or Promotional Event (Costs incurred in participating in a trade fair, in store promotion, or a private exhibition)</p>	<input type="checkbox"/>
<p>Promotional Material/Web Pages (Cost of translating the content of a website or marketing material into another language)</p>	<input type="checkbox"/>	<p>Sales Agents (Cost of finding and selecting an agent who is a non-resident in Jersey)</p>	<input type="checkbox"/>
<p>Overseas Buyers (Cost of bringing one or more potential buyers, who are non-residents of Jersey, to Jersey)</p>	<input type="checkbox"/>	<p>Product Samples (Cost of providing free samples to organisations outside Jersey. A "prototype" or "mock up" will not qualify as a sample)</p>	<input type="checkbox"/>
<p>Export & Trade Related Information, Advice and Guidance (Costs incurred in obtaining specialist information, advice and guidance. This could include, for example, legal or accountancy fees in setting up distributors or sales agents outside Jersey)</p>	<input type="checkbox"/>	<p>Other Please detail below what "other" implies. If there is insufficient space, please detail on a separate sheet.</p> <p>.....</p> <p>.....</p> <p>.....</p>	<input type="checkbox"/>

Is this your first application? **YES/NO** If **NO**, is this your 2nd / 3rd / 4th / 5th application *(Please circle most appropriate)*

N.B. A business may claim for more than one of the above at the same time, however, the maximum a business can claim for is £10,000.

Description of Activities and Break Down of Costs

Provide information about the specific activities that you plan to carry out and the dates they will take place.
i.e. Exhibiting at a XYZ Trades Fair on the 15th June 2011 – 20th June 2011.

Costs Breakdown	
Activity i.e. Flights to trades fair in the UK	Cost – i.e. £200

CONFIDENTIALITY/PRIVACY STATEMENT

The information you provide will be processed for economic purposes. To ensure confidentiality and privacy, all processing will be carried out under the requirements of the Data Protection (Jersey) Law 1987. This information may occasionally be disclosed and used outside of the Economic Development Department where it is considered to be in the business's best interest to do so. Should you require us to seek your individual consent to these disclosures please advise us in writing.

TO BE COMPLETED BY THE APPLICANT

I certify that the information provided on this registration form is true to the best of my knowledge and belief, and I provide the information knowing that I shall be liable to prosecution if I have stated anything I know to be false. If an award is made, I undertake to inform the Economic Development Department immediately of any change in circumstances which may affect the amount of the award. I understand that giving false information or withholding relevant information may lead to the recovery of any amounts paid by the Department.

Signature: Date:

Name: Position within organisation:

- Upon completion of the activity you will be required to submit a completed claims form, together with all relevant supporting documentation to:
Jersey Enterprise, Economic Development Department, Jubilee Wharf, St Helier, Jersey, JE1 1BB
- Further registration and claims forms are available at www.jerseyenterprise.com

FOR OFFICE USE