SME Eligibility Form

North East Screen is required to confirm the SME status of those businesses we support. Any information that you supply to us will be used by North East Screen for monitoring and auditing purposes only. It will be held securely under GDPR regulations.

# Contact Details

If you are self-employed or freelance, please treat yourself as the business.

|  |  |
| --- | --- |
| **Your Name** |  |
| **Job Role** |  |
| **Name of Business** |  |
| **Business Address** |  |
| **Postcode** |  |
| **Website** |  |
| **Facebook / Twitter / Instagram** |  |
| **Email** |  |
| **Telephone** |  |
| **Please tell us where you heard about North East Screen** |  |

# About your Business

|  |  |
| --- | --- |
| **Company Registration Number** |  |
| **Date Registered** |  |
| **Date Started Trading** |  |
| **Which sector does your main business activity fit within?** | **Film and Television** |  |
| **Arts and Culture** |  |
| **Games** |  |
| **Advertising / Marketing** |  |
| **VFX / Immersive Technology** |  |
| **Animation** |  |
| **Other**(Please state) |  |
| **Please confirm your business type** | **Sole Trader / Self Employed** (Please specify whether HMRC Registered or Unregistered) |  |  |
| **Limited Company** |  |
| **Partnership** |  |
| **Other**(Please state) |  |
| **Is your organisation an undertaking in difficulty?** (Yes / No)For more information on what this means please visit the following link: <http://bit.ly/2IDwChS> |  |

**Additional Information**

|  |  |
| --- | --- |
| **What are the current issues effecting the growth of your business?** |  |
| **What support do you hope to receive through engagement with North East Screen?** |  |
| **Which areas of the programme interest you most?**(Please tick **all that apply**) | **Industry insights and networking** |  |
| **New commissioning opportunities** |  |
| **Training events and workshops** |  |
| **Business growth support** |  |
| **Production service**(Locations, Crew and Facilities) |  |

**Current and Projected Performance**

Employment figures for the current financial year must be accurate as these will be used as a benchmark to calculate increase in employment.

|  |  |  |
| --- | --- | --- |
| **Turnover** | **Last Financial Year** |  |
| **Current Financial Year** |  |
| **Next Financial Year** |  |
| **No. of FT employees**(Including you, and anyone else who works >36 hrs/wk) | **Last Financial Year** |  |
| **Current Financial Year** |  |
| **Next Financial Year** |  |
| **No. of PT employees** (Including you, and anyone else who works <36 hrs/wk) | **Last Financial Year** |  |
| **Current Financial Year** |  |
| **Next Financial Year** |  |

# Organisational Information - SME Status

The support that North East Screen is providing is intended for SMEs (Micro, Small and Medium-sized Enterprises). Please complete the questions below in order to confirm your eligibility to receive this support.

|  |  |
| --- | --- |
| **Does your organisation employ more than 250 staff (FTE)?**(Yes / No) |  |
| **Is your organisation’s annual turnover more than €50 million?**(Yes / No) |  |
| **Is your organisation’s balance sheet total more than €43 million?**(Yes / No) |  |
| **Does any other organisation own more than one quarter of your organisation in terms of capital or voting rights?** (Yes / No) |  |
| **Does your organisation own more than one quarter of any other organisation in terms of capital or voting rights?** (Yes / No) |  |

# De-Minimis Regulations

In order to avoid public funding distorting competition within the European common market the European Commission sets the limits on the levels of assistance that the public sector can provide to businesses: these are referred to as the *State Aid* rules.

Very simply, these rules state that an organisation can receive up to €200,000 worth of state aid in the current financial year and the two previous financial years subject to how much assistance they have received during that period under [1] the de minimis exemption and [2] the Small Amounts of Compatible Aid Scheme, and that they are required to keep full records of all the state aid they receive.

Because the support you will receive is classified under the state aid de minimis exemption, you must declare all state aid received under the de minimis exemption and the Small Amounts of Compatible Aid Scheme in the current financial year and the previous two financial years in the table overleaf.

If you are in any doubt as to whether previous assistance received would constitute de minimis assistance or Small Amounts of Compatible Aid please raise your concerns as soon as possible

# Support Received

Please continue on additional sheet if necessary.

|  |  |
| --- | --- |
| **Name of Provider 1** |  |
| **Date of Support** |  |
| **Activity**(What you have been supported to do; please include a brief description of its role in your project) |  |
| **Length of Support**(hh:mm) |  |
| **Value of Support**(£) |  |

|  |  |
| --- | --- |
| **Name of Provider 2** |  |
| **Date of Support** |  |
| **Activity**(What you have been supported to do; please include a brief description of its role in your project) |  |
| **Length of Support**(hh:mm) |  |
| **Value of Support**(£) |  |

# Declaration

By signing this document I confirm that I fulfil the requirements for subsidy and that I understand that this project is supported from TVCA on behalf of the North East Screen Industries Partnership and the details given on this form are true to the best of my knowledge.

|  |  |
| --- | --- |
| **Name** |  |
| **Signature**(This **must** be an ink or electronic signature, not a typewritten one) |  |
| **Date** |  |