



Llywodraeth Cynulliad Cymru  
Welsh Assembly Government

[www.cymru.gov.uk](http://www.cymru.gov.uk)

## Application Form Guidance Notes

These guidance notes are provided to help you complete the Broadband Support Scheme Application Form. If you have any queries during the completion of the form, or are not sure about the information you need to give us, please contact us on 029 2036 8043 or email [broadband@wales.gsi.gov.uk](mailto:broadband@wales.gsi.gov.uk).

**If you are applying as an individual household** – you are the Applicant who is applying for support to install a broadband solution in your home.

**If you are applying as a community** – you are a group of individual households, SMEs and/or 3rd Sector Organisations who would like to pool your funding to secure a community wide solution. You should note that anyone applying as a community will need to complete their own Application Form. We can however accept a joint proposal from your chosen service providers.

**If you are applying as a SME or 3rd sector organisation** – you are the owner/partner/director/ company secretary/project co-ordinator contact completing the form on behalf of your organisation, applying for support to install a broadband solution for your business/ organisation.

**On the first page of the form please tick the relevant box to let us know the category of your application. You could be either:**

### Individual Households

- The premises must be located in Wales
- Comprise a single residential dwelling-house

### Small & Medium Sized Enterprises

- The premises must be located in Wales
- Employ between 1 and 249 employees
- Have a turnover of no more than €50 million per annum or;
- Have a balance sheet of no more than €43 million



Cronfa Amaethyddol Ewrop ar gyfer Datblygu  
Gwledig: Ewrop yn Buddsoddi  
mewn Ardaloedd Gwledig  
The European Agricultural Fund for  
Rural Development: Europe Investing in  
Rural Areas

### Third (3rd) Sector organisations

- The premises must be located in Wales
- Are a non-governmental organisation which are value-driven and which principally reinvest their surpluses to further social, environmental or cultural objectives. It includes voluntary and community organisations, charities, faith groups, social enterprises, cooperatives and mutuals.

### Communities

- The premises must be located in Wales
- Are defined as any cluster of premises, comprising more than one premise with any combination of Individuals, SME's or 3rd Sector organisations who combine their funding allowance to purchase a community broadband solution.

**All relevant questions must be answered and the form must be completed in either black typescript or black ink. If you complete the Application Form electronically, you must print the form and sign it where required. We cannot accept electronic applications.**

## SECTION 1 – Contact Details:

**Complete 1a** with your personal details if you are applying as an Individual Household for support to install broadband into your home.

**Complete 1b** with your business/organisation details, including your VAT registration number if applicable, if you are applying for support to install broadband into your business/3rd sector premises. If you are based in a rural area and have previously received funding via the Rural Payments Authority, you will have been issued with a Customer Reference Number ("CRN"). It is necessary for you to include this number in your application if you have one, otherwise we will need to arrange one for you. This is a requirement of our funding regulations. Please ensure you complete all the questions relevant to you. For those not relevant, please answer n/a.

**Complete 1c** if you would like your application to be included as part of a community application.

## SECTION 2 – Installation Details:

Only complete the Installation address if it is different from the address used in section 1. Otherwise please use n/a.

Let us know the technological solution you would prefer to use by ticking the box or specifying 'other' choice if it's not listed.

Project Co-ordinator Contact details: Only complete this if you are completing the form on behalf of the organisation you work for, or you wish to be known as the Project Co-ordinator for your community application. Do not complete if you are the applicant, please answer n/a.

## SECTION 3 – Benefits of Broadband:

This information is being collected to enable us to measure the benefits of the Broadband Support Scheme.

If you are an individual applicant please complete section 3a, telling us what benefits you think you will realise from the installation of a broadband solution.

If you are a SME/3rd Sector Organisation please complete section 3b. Tell us what benefits you are forecasting from the installation of a broadband solution, what business applications you intend to use and for what purpose.

If you are part of a community application, please complete 3c also, outlining what you think are the additional benefits to the community.

## SECTION 4 – Project Details and Costs:

Use this section to confirm that you are in a broadband notspot, to tell us about your choice of Internet Service Providers (ISPs) and the quotes they have supplied you with for your installation.

You need to confirm to us that you are in a broadband notspot. To do this you will need to go to [www.samknows.com](http://www.samknows.com) and do a check for broadband availability in your area. Print the results and include this with your application.

Alternatively if you have a letter or an email from a service provider confirming that they cannot provide you with a broadband service, then you can include this with your application.

If you do receive a broadband service, but it is consistently below 512kbps, then you will need to provide us with 3 speed tests as set out in the "Information to be submitted with your Application" section of the document 'Scheme Conditions & Eligibility Criteria'.

**Don't forget – you have to include 2 quotes from the suppliers on company headed paper along with your application.**

Let us know which supplier you would prefer to use and why.

If your business is VAT registered, you will only be able to claim the net amount of the cost to the supplier.

Non VAT registered applicants will be able to claim the gross amount of the cost to the supplier up to the maximum level of support which is £1,000 including VAT. This will be evidenced by the proof of payment supplied as part of your claim.

If you have only received 1 quote, we need an explanation why you have not been able to source other quotes with supporting evidence. The evidence should take the form of letter/information from suppliers explaining their reasons for being unable to supply you with a quote.

You also need to be aware that you will be responsible for the monthly service charge from your supplier for your solution. The support you may be offered for the installation of broadband does not cover any part of these monthly payments; you are solely responsible for the whole monthly charge. We expect most suppliers to offer contracts of at least 12 months.

## SECTION 5 – European Community Aid:

**THIS SECTION IS ONLY TO BE COMPLETED BY SMES / 3RD SECTOR ORGANISATIONS.**

**If you have received public sector funding in the last 3 fiscal years i.e. this fiscal year and the previous 2 fiscal years.**

Please detail the name of the scheme that awarded you funding, when it was awarded, who awarded it to you and how much the award was for.

The Broadband Support Scheme will operate under De Minimis rules which mean that the amount of aid you receive must not be more than is set out in the table below for your sector in the last 3 fiscal years.

Sector	De minimis limit
Road Transport	€100,000
Agriculture	€7,500
Fisheries	€30,000
All other sectors with the exception of coal	€200,000

We need to know how much aid you have previously received in order to establish your eligibility for funding. Should the amount of funding from this application mean you would have received more than the de minimis limit then you will be deemed ineligible for support at this time. We cannot award part funding under this scheme.

It is your responsibility to ensure you tell us factually correct information. Should any support be awarded that you are not eligible for, you will be required to re-pay the full amount of the support received.

## SECTION 6 – Declaration

Please make sure you read and understand the statements in the Declaration, then sign and date your application before posting. Your form will be returned to you if it is not completed correctly.

Please also use the checklist to confirm that you have included all of the information required with your application.

**Thank you for your interest in the Broadband Support Scheme.**