



Broadband Support Scheme



Llywodraeth Cynulliad Cymru
Welsh Assembly Government

www.cymru.gov.uk

Broadband Support Scheme Application Form

A copy of this document is available in Welsh. If you would prefer to receive the Welsh version of this document, we would encourage you to contact us on 029 2036 8043. Alternatively it is available to download in Welsh and English at www.wales.gov.uk/broadband

Mae copi o'r ddogfen hon ar gael yn Gymraeg. Os yw'n well gennych dderbyn y fersiwn Gymraeg o'r ddogfen hon, byddwn yn ddiolchgar pe cysylltwch â ni ar 029 2036 8043. Fel arall, mae ar gael i'w lawr lwytho'n Gymraeg a Saesneg ar www.cymru.gov.uk/bandeang

THIS APPLICATION FORM SHOULD ONLY BE COMPLETED IF YOU DO NOT HAVE BROADBAND

Please write clearly and tick the boxes as appropriate. Please use black typescript or black ink.

The Broadband Support Scheme is open to Individual Households, Communities, Small and Medium sized Enterprises (SMEs) and 3rd Sector Organisations ("Applicants"). Applicants can apply for funding for the installation and associated equipment costs to set-up a broadband solution, subject to meeting the eligibility criteria. Funding is not available for any monthly service charges.

Please use the enclosed Guidance Notes for assistance in completing this form.

Please tick the box which describes the category of your application

- Individual Household – please complete section 1a
- Individual Household as part of a Community – please complete sections 1a & 1c
- SME / 3rd Sector Organisation – please complete section 1b
- SME / 3rd Sector Organisation as part of a Community – please complete sections 1b & 1c

SECTION 1 – CONTACT DETAILS

1a. Individual Applicant's Contact Details

Name:

Address (including Postcode):

Email address (if available):

Telephone Number:

Project Application Number:

For Official Use Only



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

1b. SME / 3rd Sector Organisation's Contact Details

Please tick the box which describes the category of your application

- A Business which employs less than 250 people with premises based in Wales
- A 3rd Sector Organisation / registered charity with premises based in Wales

Name of Organisation:

Contact Name:

Address (including Postcode):

Email address (if available):

Company Web Site (if available):

Email address (if available):

Telephone Number:

Fax Number:

Is your business VAT Registered? Yes No

VAT Registration Number:

Customer Reference Number (See Guidance Notes):

Are you a member of a group of companies/3rd sector organisations? Yes No

Name and address of the Parent Company/Governing organisation (or any other company owning more than 25% of the organisation)

Name:

Address (including Postcode):

Number of people currently employed. Complete (a) if you are a business applicant and (b) if you are an applicant from a 3rd sector organisation.

(a)	in the business
	in the group of companies (if applicable)
(b)	number of paid employees (full and part time) who work for the 3rd sector organisation
	number of volunteers (who do not receive a salary) who work for the 3rd sector organisation

What are your organisations main activities?

1c – Community Details

Name and Geographical Location of your Community

How many members of your community will be applying to the Broadband Support Scheme?

SECTION 2 – INSTALLATION DETAILS (To be completed by all Applicants)

Installation Details (including postcode) if different from address above

Address (including Postcode):

.....
Email address (if available):

Company Web Site (if available):

Telephone Number:

Fax Number:

Please tick the box which describes the category of your application

- Wireless Satellite Fixed Line – DSL Fixed Line – Fibre
 Other-please specify:

Project Co-ordinator Contact Details (see guidance note on classification)

Name:

Address (including Postcode):

.....
Email address (if available):

Company Web Site (if available):

Telephone Number:

Fax Number:

SECTION 3 – BENEFITS OF BROADBAND

3a – To Be Completed By All Individual Applicants

We would like you to tell us how you would benefit from being able to access a broadband supply. Please tick all the boxes that apply to you. This information will be used to enable us to measure the benefits of the Broadband Support Scheme.

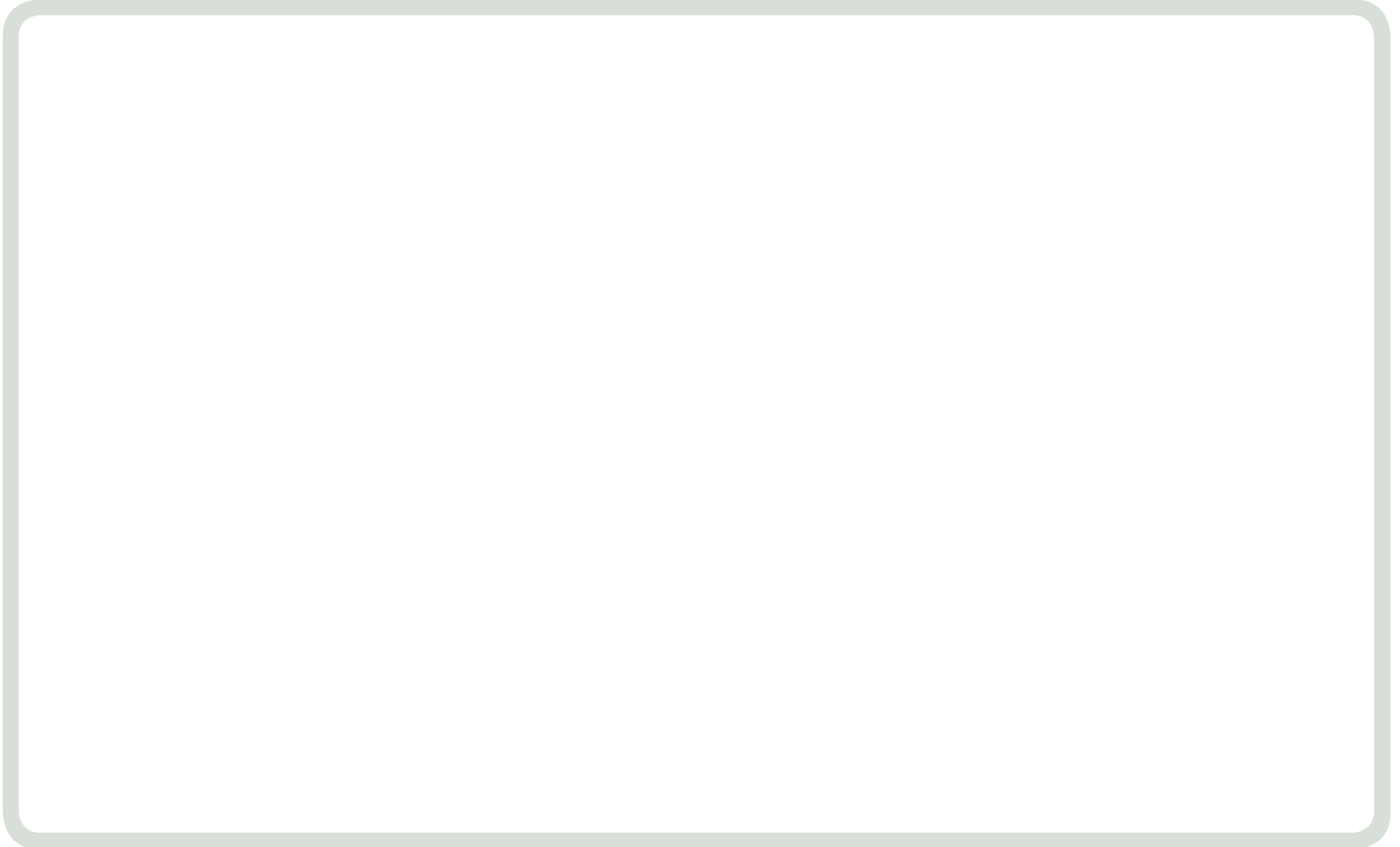
- | | | |
|---|---|--|
| <input type="checkbox"/> Communication (email / skype) | <input type="checkbox"/> On Line Shopping | <input type="checkbox"/> Access to Public Services |
| <input type="checkbox"/> Social Networking | <input type="checkbox"/> Research | <input type="checkbox"/> Education purposes |
| <input type="checkbox"/> Music/Film downloading | <input type="checkbox"/> Live Streaming | <input type="checkbox"/> On Line Gaming |
| <input type="checkbox"/> Other (please tell us any other benefits): | | |

3b – To Be Completed By All SMEs / 3rd Sector Organisations

We would like you to tell us how your business would benefit from being able to access a broadband supply. Please tick all the boxes that apply to you. This information will be used to enable us to measure the benefits of the Broadband Support Scheme.

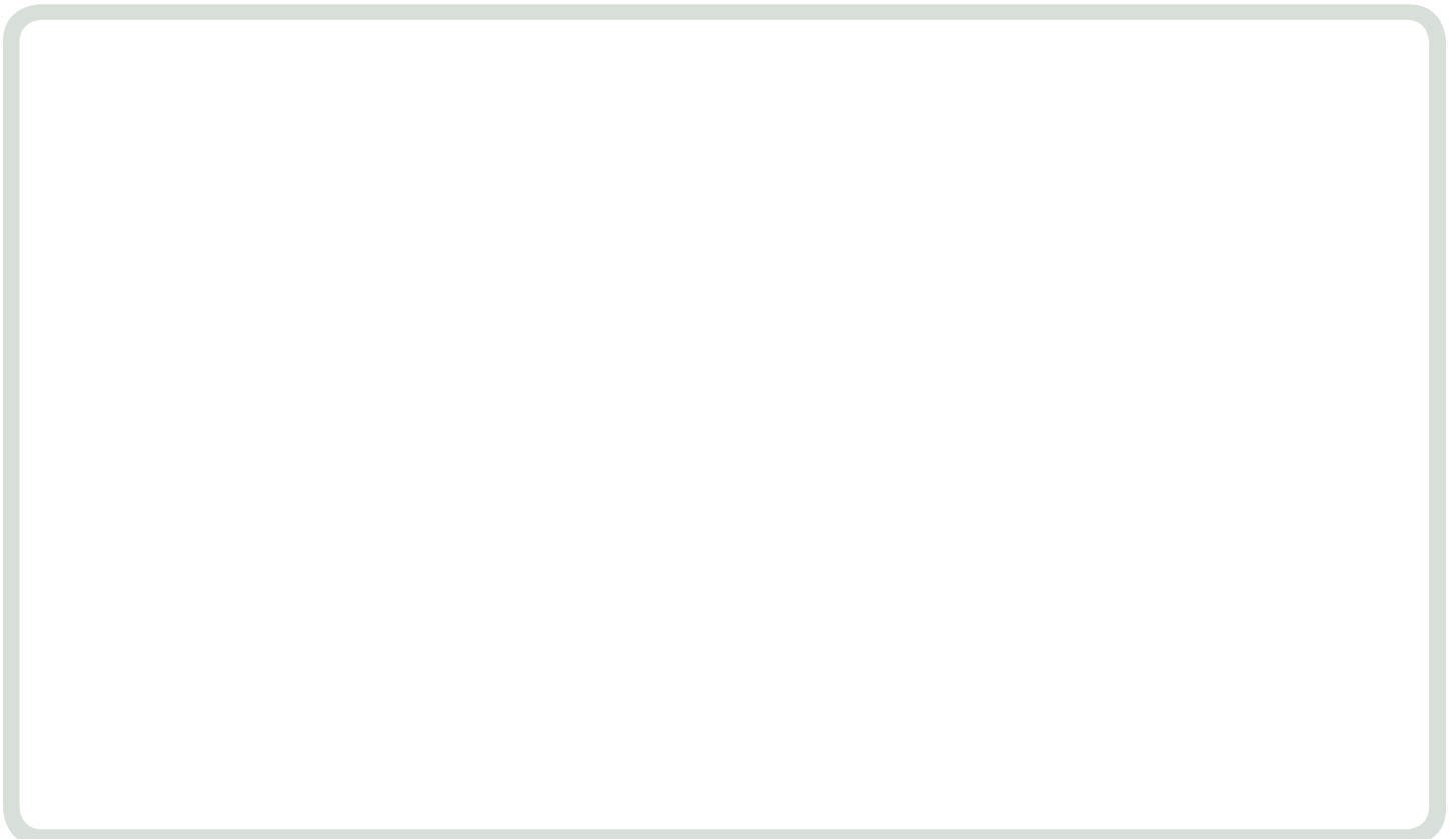
- | | |
|---|---|
| <input type="checkbox"/> Business Expansion | |
| <input type="checkbox"/> Job Creation. Please tell us how many jobs you expect to create: | |
| <input type="checkbox"/> Increase in Sales. Please tell us the % increase you expect: | |
| <input type="checkbox"/> Productivity Growth. Please tell us the % increase you expect: | |
| <input type="checkbox"/> More Efficient Administration | <input type="checkbox"/> Increased Response Speed |
| <input type="checkbox"/> Improved Customer Service | <input type="checkbox"/> Home Business |
| <input type="checkbox"/> Improved Competition and Marketing Presence | |
| <input type="checkbox"/> Other (please tell us any other benefits): | |

What Applications (e.g. Software, Video Conferencing) will you use and for what purpose?



3c – Additional Benefits For Community Applications

We would like you to tell us how your community would benefit from being able to access a broadband supply. Please use the space below to explain these benefits. Continue on a separate sheet if necessary.



SECTION 4 – PROJECT DETAILS AND COSTS

This section to be completed by all applicants.

All quotes / proposals submitted should be original documents and on company headed notepaper. It is important that you include written quotations with your application. Failure to provide this information will result in your application being unsuccessful.

Individuals, SMEs and 3rd Sector Organisations are required to submit quotes from 2 Internet Service Providers (see guidance for details)

Community Applications are required to submit proposals from 2 Internet Service Providers detailing the solution and cost breakdown (see Information To Be Submitted With Your Application for a full list of requirements)

Please confirm that you are in a broadband notspot
(please refer to the definition of a broadband notspot as set out in the eligibility criteria) Yes

Name of Internet Service Provider (ISP) 1:

Name of Contact:

Address:

Postcode:

ISPs Telephone Number:

Product Name / Description:

Name of Internet Service Provider (ISP) 2:

Name of Contact:

Address:

Postcode:

ISPs Telephone Number:

Product Name / Description:

Community Applicants ONLY – Fill in this Section

If this application forms part of a community application, please breakdown the total number of Individuals & Businesses included in this application	No. of Individuals	No. of Businesses
Financial Details of Project	Net Amount (£)	VAT Amount (£)
Total scheme cost for community		

All Applicants – Fill in this Section	Net Amount (£)	VAT Amount (£)
(a) Applicant Installation Costs		
(b) Applicant Equipment Costs		
(c) Applicant Other Costs		
Total Costs (a+b+c)		

Let us know which is your preferred provider and solution and why. This information will be taken into account as part of the evaluation of your application.

If you are unable to provide 2 quotes from ISPs, please tell us why here. You will need to provide evidence that ISP's have been unable to provide alternative quotes and submit hard copies of the evidence with your application.

Do you confirm that your broadband connection will have minimum service provision contract duration of no less than 12 months?

Yes

SECTION 5 - EUROPEAN COMMUNITY AID

To Be Completed by SMEs / 3rd Sector Organisations ONLY

The total de minimis aid given to any one enterprise in the sector that you operate must not exceed the ceilings in the table below:

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

For each new instance of de minimis aid, the total amount of de minimis aid received by the beneficiary during the current and previous two fiscal years needs to be determined.

Has your business/3rd sector organisation received any aid in the past 3 years from any public source, (e.g. Government Departments, their agencies or local authorities) including financing from the European Community?

Yes

No

If you answered 'yes' please list the aid received below

I confirm that I have received the following aid during the previous 3 fiscal years (ie the current fiscal year and the previous 2 fiscal years)

Date	Name of Scheme	Awarded By	Amount

Please continue on a separate sheet if necessary.

SECTION 6 – DECLARATION

All Applicants are required to read, sign and date the remainder of the form

I the undersigned, apply for funding for the cost of the above project and also consent to allowing the Welsh Assembly Government:

- To undertake any credit checks considered necessary to assess the application.
- The opportunity to use the project as a case study for publicity purposes.
- I declare that the information on this form, and any other information given in support of the application, is correct to the best of my knowledge.
- I have not received any public funding for broadband previously and I have not applied, nor shall I apply, nor have I been offered financial support from any other public body in respect of this project.
- I understand providing wrong or deliberately misleading information is an offence and that such information may be used against me in any subsequent criminal investigation.
- I understand that if I have provided incorrect or misleading information as part of this Application or in support of this Application including where applicable, but not limited to, any information relating to the amount of 'de minimis aid' I have received then I will be required to repay all of the Funding to the Welsh Assembly Government immediately.
- I understand that the information provided on this form may be made available to other Departments/Agencies for the purpose of preventing or detecting crime.
- I understand that the Welsh Assembly Government withhold the right to audit any of the works carried out as a direct result of this support scheme.
- I understand that I must inform the Welsh Assembly Government immediately of any change in circumstances which may affect this application in relation to this scheme.
- I understand that the contract I enter into with the Internet Service Provider is binding and that I will be responsible for payment of the monthly service charge agreed within that contract.
- Does the Applicant intend to claim capital allowances on the equipment costs?

Yes No

Note: The Welsh Assembly Government cannot provide support on capital equipment if you claim capital allowance against it.

- I have read and understood the Guidance notes, in relation to public funding, freedom of information, SME status and Data protection.

SMEs should be aware that the European Court of Auditors may audit any body or person managing or receiving Community funds. In particular, it audits the Community institutions and bodies, the national, regional and local authorities and the final recipients of Community aid.

For SMEs/3rd Sector Organisations: I acknowledge that if I fail to meet the De Minimis Eligibility Criteria, I/we shall become liable to pay the full price that would otherwise be payable in respect of the services received.

- I declare that we have not already received aid exceeding the de minimis ceilings over the last 3 financial years as set out under Section 5.0 of this Application Form.
- I declare that we are not engaged in the coal sector as defined by Regulation 1407/2002
- I declare that we are not in difficulty as defined by Council Regulation 2004/C 244/02

Data Protection

The information which you provide on this form will be used by the Welsh Assembly Government to assess your application for the Broadband Support Scheme. If your application is successful, we will use the information provided in this form for administration and management purposes, including carrying out appropriate checks, auditing and marketing. In addition we may need to share this information with associated organisations. The Welsh Assembly Government would also like to use your information to help identify services which we or associated companies may offer and which may be of interest to you.

Neither the Welsh Assembly Government nor its staff can be liable for loss resulting from action taken on the basis of general information given. This application form does not constitute any form of contract.

Please tick this box if you would like to be contacted either by mail, telephone or e-mail with details of future services which are relevant to you.

You have the right to ask for a copy of the information which we hold on you and which is subject to the Data Protection Act 1998, (for which we may make a small charge), and to correct any inaccuracies in your information.

Applications must be signed by the applicant in the case of an individual; in the case of a Company by a director or the company secretary; and in the case of a Firm by a proprietor or partner; and in the case of a 3rd sector organisation by a trustee. The Welsh Assembly Government reserves the right to recover an appropriate share of the proceeds of asset sales whose initial purchase was funded by the Broadband Support Scheme. If you do not meet the terms of the twelve month contract then the Welsh Assembly Government reserves the right to recover the funds.

The completion and submission of this form by Applicants does not guarantee an offer of funding from the Welsh Assembly Government. The Welsh Assembly Government retains discretion in relation to the assessment of all applications. The Welsh Assembly Government reserves the right to alter any element of the scheme, including the eligibility criteria, at any time without further notice. The Welsh Assembly Government reserves the right to discontinue the scheme at any time without further notice.

- Please provide one signature in the case of individual application – the Applicant
- Please provide one signature in the case of a SME – director
- Please provide one signature in the case of a Sole Trader – proprietor
- Please provide one signature in the case of a 3rd sector organisation – trustee

Signed:

Full Name (in capitals):

Date:

Title:

All sections of this application form must be completed as indicated.

Before you send in your application please tick the boxes below to ensure you have included all required documentation for your application

- 2 supplier quotes from service providers on their company headed paper
- Evidence that you are in a broadband notspot (either a print out from www.samknows.com, proof of a failed broadband order from a service provider or copies of your 3 broadband speed tests)

Broadband Support Scheme

Welsh Assembly Government
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CF10 3AH

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Web: www.wales.gov.uk/broadband

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