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# Elmbridge Digital High Street Fund

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## Application form

The information provided in this form will be used for the purpose of processing an application for the EDHSF and assessing the suitability of the proposed project. For more information about the scheme and how to complete this application, please read the [guidance notes](#).

### 1. Business/organisation name

### 2. Applicant's name

### 3. Telephone/email

### 4. Where did you find out about the Elmbridge Digital High Street Fund?

### 5. Address of business

6. What is the nature of your business?

7. Outline your current online presence, for example current website functionality and amount of online visitors/sales. If you have a wider online presence, such as social media, then please include details such as the platforms and leads generated

8. If approved, what would you put funding towards? Please be specific and give costs. **Remember for each element three detailed, comparable quotes (including VAT amount) are required.** At least, one quote from an Elmbridge-based supplier if possible.

9. Outline clearly how this would enhance the e-commerce capabilities of your business and make the business more competitive, for example revenue growth or cost savings. What targets have you set and how will you monitor outcomes?

10. The council has declared a climate emergency, pledging to become carbon neutral by 2030. Tackling this climate emergency requires action from across the Elmbridge community. Please detail how you minimise your business' environmental impact and how you will ensure the environmental impact from this project is mitigated

11. How much is being sought from the Elmbridge Digital High Street Fund? (Please note funding is up to £1,500)

12. Does any person connected with this application have any relationship with any councillor or officer of Elmbridge Borough Council? If yes, provide details below

13. Do you pay business rates on your business property? If yes, provide your business rates account number

If there are any outstanding monies this could prejudice your application being accepted – as part of the application process, we will check your business rates account.

14. Is your business VAT registered? If yes, provide VAT registration number

### 15. Declaration

When you have completed the application, please sign this declaration and return the completed form.

**Name**

**Position**



**Elmbridge**  
Borough Council  
*... bridging the communities ...*

To the best of my knowledge the information I have provided on this application form is correct. If Elmbridge Digital High Street Fund agrees to make a grant, this will be used exclusively for the purposes described and we agree to acknowledge Elmbridge Borough Council's support in all initiatives/literature and permanent fixtures.

I agree to inform the Elmbridge Digital High Street Fund co-ordinator if I receive funding towards this project from other organisations and failure to do so may affect my application.

**Privacy Notice:** By signing this form the applicant agrees to Elmbridge checking business rate accounts, licensing and planning history; the information on the form being stored in the Elmbridge Digital High Street Fund manual filing system and summarised in the council's Information, Communication and Technology (ICT) system for the sole purpose of grant processing, analysis and accounting. Information about the project may be publicised on the council website and in public material for publicity purposes and to increase awareness about the Elmbridge Digital High Street Fund. Personal information will not be disclosed without the prior agreement of those concerned, unless required by law. For further information on the council's privacy policy, please see [elmbridge.gov.uk/privacy-notices/](http://elmbridge.gov.uk/privacy-notices/)

**Signed**

**Date**

**Once completed, please send your application form via post or email to Organisational Development.**

**Post:** Elmbridge Digital High Street Fund, Organisational Development, Elmbridge Borough Council, Civic Centre, High Street, Esher, KT10 9SD

**Email:** [business@elmbridge.gov.uk](mailto:business@elmbridge.gov.uk)