



**European Union**  
European  
Social Fund

**STRATEGIC EMPLOYER ENGAGEMENT  
IN DEVON**

**SME Data Collection Form (Start)**



Organisation name:			
Contact name:		Role:	
Address			
Postcode			
Tel:			
Email:			
Website:			
Brief description of enterprises' main business activities			
Legal Status	<input type="checkbox"/> Sole Trader	<input type="checkbox"/> Partnership	
	<input type="checkbox"/> Private Limited Company (LTD)	<input type="checkbox"/> Public Limited Company (PLC)	
	<input type="checkbox"/> Not for profit organisation (NPO)	<input type="checkbox"/> Charity	
	<input type="checkbox"/> Community Interest Group (CIG)	<input type="checkbox"/> Limited by Guarantee Company (LBG)	
	<input type="checkbox"/> Limited Liability Partnership (LLP)	<input type="checkbox"/> Non-Governmental Company (NGO)	
	<input type="checkbox"/> Royal Charter (RC)		
Average Employee No.	FT=	PT=	Total=
<b>Business Support / Skills / Training Need</b>			
Please Describe:			

## Agreed Collaboration / Actions

This section should specify the nature of the employer engagement and identify the increase in the number of people going into or progressing in training as a result of the intervention. It should describe actions to involve the SMEs in design of training interventions to meet their needs, e.g. via participation in workshops / one to one consultations.

It should set out the Providers response, e.g. willingness to design module to including xyz topics of interest to SME or that the SME will be offered a complementary or reduced price place on one or more modules.

## De Minimis Aid Self Declaration

You are being offered assistance under the European Commission's State Aid Regulations. This allows a company to receive up to €200,000 (at applicable exchange rate) of De Minimis state aid over a rolling three-year period (based on fiscal years). The following requested information is a mandatory requirement to enable you to receive the support offered.

To confirm that you are able to receive this assistance you must declare the full amount of De Minimis aid you have already received over the last 3 fiscal years.

The following is not a comprehensive list of the possible forms of aid. However it should give an indication of the most common forms of aid, which you may have been given over the past three years. Potentially any assistance from a public body might be an aid. Should you have any doubts on this matter, please contact the body from which the assistance was received and/or your accountant.

- Grants from public bodies
- Loans from public bodies at favourable rates
- Loan guarantees from public bodies
- Differential tax benefits
- Grants from an investment trust (including charities) which may themselves have received the funds from a public body
- Grants from a part publicly funded venture capital fund
- Publicly administered funds, even if the funds were originally not public such as the national lottery
- Waiving or deferral of fees or interest normally due to a public body such as the waiving or deferral of rent or waiver of interest normally due on late payment of taxation or other costs to a public body
- Monopoly licences or guarantees of market share
- Advertising via a public channel such as a tourist board or state owned television
- Consultancy advice provided either free or at a reduced rate
- Training provided either free or at a reduced rate
- Aid for investment in environmental projects
- Provision of a free or reduced rate feasibility study for research and development or other assistance with research and development
- Purchase of public land or property at a less than market rate
- Benefiting from the provision of infrastructure where your organisation was pre-identified as a beneficiary

These types of aid may have been provided under De Minimis (as De Minimis aid) or under another State Aid regulation. If you are in any doubt whether aid received was De Minimis aid or about its value, check with the organisation, which provided it. If they are unable to say or there is any uncertainty, assume that it was De Minimis aid unless its value exceeded **€200,000** in which case it cannot have been De Minimis. Any De Minimis state aid awarded to you under this project will have to be declared if you apply, or have applied, for any other De Minimis aid

Organisation Who Provided The Aid*	Date Aid Approved <sup>†</sup>	Estimated Value (£)	Estimated Value (€) <sup>#</sup>

I declare that the amount of De Minimis aid received by the company / organisation over the last three years is:

\* Add or delete rows as necessary

<sup>†</sup> This should be the date the aid was approved, not the date the aid was received

<sup>#</sup> This should be the Official EU Accounting Exchange Rate from the date that the aid was approved not received:

[http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/infoeuro/infoeuro\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/infoeuro/infoeuro_en.cfm)

**Data Protection**

The data contained in this De Minimis Record is a mandatory requirement to enable support to be provided by this funded project. As well as being a record of the support provided, the data may be used to for reporting purposes (e.g. to the European Commission) and also for subsequent evaluation of the project (e.g. to contact beneficiaries to understand their views on how they have benefited from the project). The data may be used by the project deliverer, the DWP, or ESFD's appointed agent (e.g. an external consultant appointed to evaluate the project), for the purposes outlined above.

In signing this document I confirm that information can be retained in compliance with document retention requirements under any applicable State Aid rules. The project is operating in accordance with the De Minimis Regulation (Commission Regulation (EU) No 1407/2013), the project will maintain detailed records with the information and supporting documentation necessary to establish that all the conditions laid down in the Regulation are fulfilled. Such records will be kept for 10 years after the last aid is granted under the scheme.

**Signatory of beneficiary, confirming the details contained in this SME Data Collection Form and De Minimis declaration are true and accurate, that they are authorised to sign on behalf of the enterprise, and agreement that the data can be used as per the Data Protection statement.**

<b>Name:</b>		<b>Signature:</b>	
<b>Position:</b>		<b>Date:</b>	

**Eligibility Checks (For Office use Only)**

<b>Location</b>	<input type="checkbox"/> HotSW - Transition <input type="checkbox"/> HotSW – More Developed <input type="checkbox"/> <b>Other – Non beneficiary organisation supporting local outcome delivery</b> <input type="checkbox"/> <b>Other – Ineligible for participation</b>
<b>Size</b>	<input type="checkbox"/> SME (employing < 250 persons with an annual turnover < EUR 50 million. <input type="checkbox"/> <b>Large enterprise – supporting delivery of outcomes by SMEs</b> <input type="checkbox"/> <b>Large enterprise – Ineligible for participation</b>
<b>State Aid</b>	<input type="checkbox"/> SME informed of its obligation to assess its State Aid compliance <input type="checkbox"/> SME considered to be eligible for participation <input type="checkbox"/> <b>SME in excess of State Aid Limit and ineligible for participation</b>

**Partner Sign Off**

<b>Partner: PETROC</b>	<b>Name:</b>		<b>Date:</b>
	<b>Signature:</b>		



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(Completion)**



Organisation name:			
Contact name:		Role:	
Address			
Postcode			
Tel:			
Email:			
Website:			

**Actions undertaken**

Description of the actions undertaken, when they were undertaken, the date and any other pertinent information, e.g. how many of the SME's employees were trained. The fact that they took up places on other provision, e.g. the MSci or sent Degree Apprentices through should be recorded.

**Acknowledgement**

- I acknowledge that this document accurately summarises the support provided to my organisation by the **Strategic Employer Engagement in Devon project**.
- I confirm that the support was provided as described and that my organisation's engagement in the **Strategic Employer Engagement in Devon project** had the effect of increasing the labour market relevance of the education offer and / or increased the number of people from my organisation progressing into or within skills provision.
- I have been made aware of the estimated value of the support provided and my obligations for complying with EU State Aid regulations and have completed the State Aid Self Declaration section of this form (below).
- In signing this document I confirm that information can be retained in compliance with document retention requirements under any applicable State Aid rules. The project is operating in accordance with the De Minimis Regulation (Commission Regulation (EU) No 1407/2013), the project will maintain detailed records with the information and supporting documentation necessary to establish that all the conditions laid down in the Regulation are fulfilled. Such records will be kept for 10 years after the last aid is granted under the scheme.

**Signature**..... **Date**.....

**Name**..... **Date**.....

**Eligibility Checks (For Office use Only)**

**State Aid**

**SME informed of Sum of Aid (Cash equivalent) provided for this intervention**

**Sum of Aid provided**

**£**

**Partner Sign Off**

**Partner: PETROC**

**Name**

**Date**

**Signature**