



TRADESHOW ACCESS PROGRAMME (TAP) – EXHIBITOR GRANT APPLICATION FORM 2018-19 – TAP TCP Led Group

This form must be completed in full in typeface or block capitals in black ink only and returned immediately to the organisation leading your group. **The application process will be aided if you also send an electronic version of your form to the relevant organisation leading your group.** Please read the accompanying Exhibitor Terms and Conditions that outline your obligations under the scheme before you complete this form.

Section 1 – The Event and the TAP Trade Challenge Partner (TCP) organisation:

TAP TCP name:

Exhibition Name:

Sector (Please pick the one that best fits from the list at the end of this form):

Country:

City:

Exhibition start date:

Exhibition end date:

Section 2 - Eligibility To Apply For A Grant

You are only eligible to apply if you can answer yes to Q1 or Q2 and yes to Q3.

		YES	NO
1	Does your business comply with the Department for International Trade (DIT) definition of an SME, as detailed in Section 1 of the accompanying Exhibitor Terms & Conditions?	<input type="checkbox"/>	<input type="checkbox"/>
2	Is your business a UK University or UK publicly funded centre of higher or further learning or UK publicly funded research organisation?	<input type="checkbox"/>	<input type="checkbox"/>
3	Does your business comply with the DIT definition of a new/sustaining or growing exporter as detailed in Section 1 of the accompanying Exhibitor Terms & Conditions?	<input type="checkbox"/>	<input type="checkbox"/>

For the use of TAP staff only
Reg
VAT
Eligible
Yes No
Form complete/ checked OK

Section 3 – Business Details: **YOUR FORM WILL BE REJECTED IF THESE DETAILS ARE NOT COMPLETELY LEGIBLE**

Please provide the registered UK business name and company registration number (where applicable) for the **company paying the exhibiting costs at the event. NOT any parent, associate, subsidiary business or brand name.**

Business

Name:

UK Address:

Postcode:

E-Mail:

Website:

Contact Name:

Tel no:

Company Reg No:

English Region/Devolved Administration

Not Registered: (Only tick box, if not registered at Companies House and not registered for VAT purposes)

Is this the first time the above business has applied for a TAP grant? Y N

Section 4 – Previous Business Name Or Address:

If the business name and/or address has changed since you last applied for a Department for International Trade TAP grant please give the previous details below:

Section 5 – Products, Trading And Brand Names:

Please give a brief description of the goods, services and all business names including the main brand or trade names to be displayed or promoted

What business name will you use on your stand?

Section 6 – About Your Business

Required for Statistical Purposes Only

Q1. Size of your business?

From your last formal accounts:

How many employees do you have (full time equivalents)?

What is your turnover? £. . . .

What is your business type or entity?.....	Yes	No
.....Sole Trader	<input type="checkbox"/>	<input type="checkbox"/>
.....Partnership/Limited Partnership	<input type="checkbox"/>	<input type="checkbox"/>
.....Limited Company	<input type="checkbox"/>	<input type="checkbox"/>
Other, eg Charity, University, Publicly funded	<input type="checkbox"/>	<input type="checkbox"/>

Q2. Is your business “new to market”?

Your business is defined as “new to market” if it has not exported to the country where this exhibition is taking place within the previous 12 months and normally has no established representation there.

Yes No

Q3. Is your business “new to event” (irrespective of the market)?

Your business is defined as "new to event" if it has not previously exhibited at this exhibition.

Yes No

(a) Is your business a “new/sustaining exporter”?

Your business is defined as a “new/sustaining exporter” if it is New, not exported in the last twelve months or those whose export activity is confined to reactive exports only / Exporters at risk of stopping exporting. Exporters who are present in up to six markets or businesses that have less than 30% of their turnover represented by exports.

Yes No

(b) Is your business a “growing exporter”?

Your business is defined as a “growing exporter” if it is high growth, scale up or an experienced exporter, seeking to grow your exports beyond the EU or in six markets or fewer.

Yes No

Section 7: List All “De Minimis” State Aid Received Over Last 3 Years:

The European Commission recognises any type of support given from any public funds to a possible exporter as a State Aid and therefore subject to State Aid restrictions. However, we are allowed to exempt this exhibitor grant under the De Minimis exemption regulation, which allows a business to receive up to a cumulative €200,000 over any rolling three year period.

This section of the form is necessary because any grant giver (in this case DIT), which employs the De Minimis exemption regulation, is required to ensure that the €200,000 limit will not be breached when they agree an application for grant.

Therefore you will need to record here any public aid you have received over the past three years that may need to be included in your De Minimis threshold. You need not list any aid that has already been specifically exempted in any way other than by the De Minimis regulation or any aid that has been previously “notified” to the Commission.

PLEASE WRITE N/A IF NECESSARY

<u>Funding Body</u>	<u>Purpose</u>	<u>Amount £</u>
Total		

Section 8 – Data Protection Act 2018 – Information regarding DIT’s use and processing of personal data is to be found at www.gov.uk use the link [handling personal data](#).

Having seen this link, please tick the following boxes if the person named as contact in section 3 would like their details to be used for: marketing purposes by internal providers , passing to external providers for non DIT purposes , transferring to overseas service providers or for DIT’s E mail marketing purposes .

Section 9 – Declaration by Business Applying for Support:

On behalf of the business named at Section 3 I confirm that the information given on this application form is true and accurate. I have also read and will comply with the **TERMS & CONDITIONS FOR EXHIBITORS**. I recognise that any grant the business named at Section 3 receives in support of its participation at the event named at section 1 is classed as De Minimis State Aid by the Commission of the European Communities. I confirm that this business has not received De Minimis State Aid in total greater than €200,000 over the 3 year period leading up to today’s date and including the TAP grant now being applied for. Furthermore, the business will not receive any other contributions from public funds towards any costs which are grant eligible in the context of this application.

Name: _____

Position: _____

Signature: _____ Date: _____

This form must be signed by a Director, Company Secretary or Owner of the Business (or equivalent).

The completed form should be returned to the TAP TCP leading the UK Group.

DIT’s full range of information, advice and support, including events and DIT’s Overseas Market Introduction Service (OMIS), can be found on www.gov.uk use these links [DIT Services](#) and [GREAT website](#).

Further help and advice through [Scottish Enterprise](#), [Business Wales](#) or [Invest Northern Ireland](#). Details of your local DIT contacts can be found on the [DIT office finder](#).

Section 10 – To be completed by the TAP Trade Challenge Partner (TCP) leading the group of UK participants:

I confirm that; I have highlighted to the applicant business their obligation in relation to the TAP terms & conditions (t&cs); they are suitable for grant support; are eligible under the t&cs and they have not exceeded their grant allocation limits.

Name: _____ Position in TAP TCP organisation: _____

Signature: _____ Date: _____

Telephone No: _____ e-mail: _____

Completed forms must be retained BY the TAP TCP as a record of the individual grant application.

Industry Sectors

Aerospace (Civil)

Agriculture, Horticulture & Fisheries

Airports

Automotive

Biotechnology & Pharmaceuticals

Business & Consumer Services

Chemicals

Clothing, Footwear & Fashion

Communications

Construction

Creative & Media

Education & Training

Electronics & IT Hardware

Environment

Financial Services

Food & Drink

Giftware, Jewellery & Tableware

Healthcare & Medical

Household Goods, Furniture & Furnishing

Leisure & Tourism

Marine

Mechanical, Electrical & Process Engineering

Metallurgical Process Plant

Metals & Minerals

Mining

Oil & Gas

Ports & Logistics

Power

Railways

Security

Software & Computer Services

Sport & Leisure Infrastructure

Textiles, Interior Textiles & Carpets

Water