

SEFTON MBC
PLANNING & ECONOMIC REGENERATION DEPARTMENT

FINANCIAL ASSISTANCE TO INDUSTRY

A guide to industrial/commercial grant and loan availability in Sefton

investsefton



May 2005



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**Map showing South Sefton Partnership SRB qualifying area*

FINANCIAL ASSISTANCE TO INDUSTRY

1. Business Support in Sefton

Sefton Council's Planning & Economic Regeneration Department provides a professional advisory and information service both to existing businesses and those interested in relocating or investing in the Borough.

The Department has established close links with a wide variety of grant and loan awarding bodies, such as those listed in this document, and has successfully managed or been involved in numerous projects resulting in new jobs and investment in Sefton.

The index shown on page 2 provides an at a glance guide to the types of assistance offered by the various bodies listed in the document. The Department's Business Initiatives team has shared services with Business Link for Greater Merseyside (GME) in Bootle and an access point in Southport. This helps provide a wide range of business advice and support for both new , existing and inward investing companies in Sefton. **For further details please contact:**

**Planning & Economic Regeneration Department
Business Support Team
Sefton MBC
Pinnacle House
Trinity Road
Bootle
L20 7JD**

**Tel: 0151 934 3452
Fax: 0151 934 3449**

**Email: mike.mullin@regen.sefton.gov.uk
Website: www.sefton.gov.uk**

Financial Assistance to Industry is for guidance only. Entries are carefully compiled but Sefton MBC cannot accept responsibility for omissions, errors or the continued availability of listed schemes.

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3 SOUTH SEFTON PARTNERSHIP FINANCIAL ASSISTANCE TO BUSINESS

South Sefton receives Government Single Regeneration Budget (SRB) monies to help improve life in the area.

Local business input into the Programme is co-ordinated by South Sefton Business Forum, a new organisation formed by South Sefton Partnership, South Sefton firms, Sefton Chamber of Commerce and Sefton Council's Planning & Economic Regeneration Department.

Local businesses have played a key role in helping to shape a wide range of investment incentives to help growth companies in the South Sefton Partnership SRB qualifying area. (See map at back of document).

The schemes are part funded by the European Regional Development Fund under the Merseyside Objective One programme (2001 - 2006).

The available schemes are:

SMALL FIRMS LOAN FUND

Scheme Summary

Loans are available towards the cost of both fixed asset purchases and/or working capital purposes for new and existing, job creating SME's and Inward Investors in the qualifying area.

Eligibility

Loans are discretionary and only available to job creating SME's in the qualifying area. Industries likely to be eligible are (most) manufacturing, transport, storage and distribution, research and development, Information Technology and certain business services (**excluding retail**).

Level of Investment

Loans of up to £20,000 (start ups) and up to £40,000 (expansion projects) are available for a maximum term of 5 years at fixed rates of interest for the duration of the loan. Security is not a prerequisite and is at the Fund manager's discretion.

Discretionary capital holidays are available for a maximum of 12 months and successful applicants may be entitled to a retrospective annual rebate of one-third of the interest charged subject to the conditions of the loan having been fully satisfied.

Applicants must be able to demonstrate that the project cannot be financed wholly from other sources. The fund will not normally provide more than 50% of the total funding requirement.

How to Apply

The scheme is part of the Merseyside Special Investment Fund (MSIF) which is a partnership between Merseyside and the European Regional Development Fund Objective 1 programme.

This special partners Small Firms Loan Fund is managed by MSIF on behalf of South Sefton Partnership.

For further information please contact:

**Merseyside Special Investment Fund
Cunard Building
Pier Head
Liverpool
L3 1DS
Tel: 0151 236 4040
Fax: 0151 236 3060**

GATEWAY TO GROWTH

Scheme Summary

Investment is available towards the cost of plant, machinery and equipment for job creating SME's and Inward Investors in the qualifying area:

- Business Start up Investments are aimed at individuals, both employed and unemployed, looking to start their own business and create jobs.
- Business Expansion Investments are available for existing firms and inward investors embarking upon job creating projects.

Eligibility

Investments are discretionary and only available to SME's in the qualifying area (see enclosed map). Industries likely to be eligible are (most) manufacturing, transport, storage and distribution, research and development, Information Technology and certain business services **(excluding retail)**.

Priority will be given to SMEs **(excluding start ups)** supplying both the commercial and domestic market who are able to demonstrate that the majority of business (at least 70%) is with the commercial/industrial sector.

Priority will also be given to growth companies in the qualifying area. However consideration will be given (particularly start ups) to those projects which are able to demonstrate a genuine commitment to job creation in the area.

Level of Investment

- This scheme is subject to European Union State Aid rules.
- Business Start up Investments are available for up to 35% of eligible costs. Minimum £500 Maximum £5,000
- Business Expansion Investments are available for up to 35% of eligible costs Minimum £500 Maximum £20,000

Applicants should not assume that they will receive maximum investment. If the project is to receive other public sector financial support then the total combined assistance must not exceed 35% of approved expenditure.

HOW TO APPLY

For further information please contact:

Ann Brady
Business Development Manager
Sefton MBC Planning & Economic Regeneration Department
Pinnacle House
Trinity Road
Bootle
L20 7JD
Tel: 0151 934 3484
Fax: 0151 934 3449
Email: ann.brady@regen.sefton.gov.uk

IMPROVE YOUR LOT

Scheme Summary

Investment is available for businesses looking to adapt their premises or extend them to create jobs and operate more efficiently, securely and environmentally friendly.

Eligibility

Investments are discretionary and only available to SME's in the qualifying area (see enclosed map). Industries likely to be eligible are mostly manufacturing, transport, storage and distribution, research and development, Information Technology and certain business services (**excluding retail**).

Priority will be given to SMEs supplying both the commercial and domestic market, who are able to demonstrate that the majority of business (at least 70%) is with the commercial/industrial sector.

Priority will also be given to growth companies in the qualifying area. However consideration will be given (particularly start ups) to those projects which are able to demonstrate a genuine commitment to job creation and environmental sustainability in the area.

CONSTRUCTION INVESTMENT

Types of work covered includes extensions to existing buildings, interior refurbishment, the conversion or sub division of premises and improving the external fabric of a building (**excluding routine maintenance work**). The investment does not cover the construction of new development.

Level of Investment

- This scheme is subject to European Union State aid rules.
- Construction investments are available for up to 35% of eligible cost
Minimum £500 Maximum £10,000

Environmental Investment

Type of work covered includes help towards the capital costs of businesses seeking to introduce environmentally friendly practices and waste minimisation works. Consideration will also be given to the introduction of landscaping, small land clearance and image improvements to business premises, e.g. over cladding.

Level of Investment

- This scheme is subject to European State aid rules.
- Environmental investments are available for up to 35% of eligible costs
Minimum £500 Maximum £10,000

SECURITY INVESTMENT

Types of work covered includes the purchase and installation of approved alarm systems, external security grills, lighting, shutters, security gates and doors. In certain cases the introduction of CCTV systems and installation of external fencing/walls may also be considered.

Level of Investment

- This scheme is subject to European State aid rules.
- Security Investments are available for up to 35% of eligible costs.
Minimum £500 Maximum £2,500.

HOW TO APPLY

For further information on Construction, Environmental and Security investments please contact:

Mike Wilson
Project Officer (Improve Your Lot)
Sefton MBC Planning & Economic Regeneration Department
Pinnacle House
Trinity Road
Bootle
L20 7JD

Tel: 0151 934 3440
Fax: 0151 934 3449
Email: mike.wilson@regen.sefton.gov.uk

Maximum investment assistance

Eligible businesses can apply for an investment of either Gateway to Growth or Improve Your Lot incentives. However, total maximum investment support will not exceed £10,000.

Please note that Gateway to Growth or Improve Your Lot investment is not available for projects which have commenced prior to approval.

ENVIRONMENTAL BUSINESS SUPPORT
IMPROVE YOUR LOT

The Environmental Business Support Team at Groundwork on Merseyside has established as part of the 'Improve Your Lot' scheme a Business Environment Association (BEA) for South Sefton offering a number of **FREE** services to Sefton businesses in the qualifying area.

Eligible businesses can have:

- An initial on-site Environment, Health & Safety Review covering: Environmental Legislation, Waste and Energy Reviews, and Health and Safety Reviews.
- Access to a confidential Helpline service
- Environment Business Service News Bulletin
- Admission to Seminars and Workshops at reduced rates
- ◆ Advice on Grant Assistance available for environmental improvements as mentioned in the section on Improve Your Lot.

For further information please contact:

Groundwork EBS
7 Royal Standard Way
Expressway Business Park
New Chester Road
Birkenhead
Wirral
CH 42 1NB

Tel: 0151 644 4700

Fax: 0151 644 4701

Email: www.groundwork.org.uk/wirral

4. CENTRAL GOVERNMENT GRANTS TO BUSINESS

Sefton is designated as a Tier 1 assisted area (formerly 'Development Area') by Central Government and businesses throughout the Borough may be eligible for assistance from the Department of Trade and Industry (DTI) via the North West Regional Development Agency (NWDA).

The following schemes are available:-

Selective Finance for Investment in England (SFI)

Selective Finance for Investment (SFI) is a discretionary grant to encourage viable investment projects in the assisted areas that would not otherwise take place. Applications for grants over £10,000 are invited, and requests will be judged against a number of criteria, including; Net/Gross Value Added, Job Creation/Jobs Safeguarded, and amount of Capital Expenditure. Quality projects that demonstrate conformance to these objectives will be considered for support – usually between 10% and 20% contribution (note that job creation is *not* a pre-requisite for requests under £100k). The grant is specifically designed to help towards the costs of investing in plant and machinery. Almost all manufacturing businesses may apply for a grant, as can some companies in service industries that serve a wide, rather than a local market. Most of the finance for a project should come from the applicant's own or other private sector sources, and issues such as project Additionality and Viability will be looked at alongside more general measures during the decision-making process. The focus is now on quality projects with special emphasis on R&D, Skills/Training (to at least NVQ level 2), Wage Rates and new jobs.

Applicants should not commit themselves to a project before receiving a formal offer of grant, and they will be expected to explore all 'conventional' sources of finance before applying for SFI. If the application is successful, the grant is negotiated as the minimum necessary for the project to go ahead.

Applicants can also be assessed for a job grant based on the type of new jobs and their wages over 2 years. This initiative could assist projects that have small levels of capital investment but are labour intensive.

Assistance is also available for

Micro Projects – are simple low-cost development projects lasting no longer than 12 months. The output should be a simple prototype of a novel or innovative product or process. 50% of the costs are covered, up to a maximum grant of £20,000. Grants below £2,500 are not supported

Company requirements - Less than 10 full-time employees, and either an annual turnover of less than €7 million or an annual balance sheet total of less than €5 million. Certain independence criteria (relating to shareholders and business ownership).

Research Projects – typically involves planned research or critical investigation lasting between 6 and 18 months. The result of the project could be new scientific or technical knowledge that may be useful in developing a new product or process. Normally, 60% of the costs are covered up to a maximum grant of £75,000. Grants below £20,000 are not supported.

Company requirements - less than 50 full-time employees, and either an annual turnover of less than €7 million or an annual balance sheet total of less than €5 million. Certain independence criteria (relating to shareholders and business ownership).

Development Projects – involve the shaping of industrial research into a pre-production prototype of a technologically innovative product or industrial process. Normally, 35% of the costs are covered up to a maximum grant of £200,000. Grants below £20,000 are not supported.

Company requirements - less than 250 full-time employees, and either an annual turnover of less than €40 million or an annual balance sheet total of less than €27 million. Certain independence criteria (relating to shareholders and business ownership).

Exceptional Development Projects

Exceptional Development Projects involve technology developments, which have higher costs. These projects are likely to generate much wider economic benefits and must be recognised as having 'strategic' importance for a technology or industrial sector. Up to 35% of the costs are covered with a maximum grant of £500,000.

Company requirements - less than 250 full-time employees, and either an annual turnover of less than €40 million or an annual balance sheet total of less than €27 million. Certain independence criteria (relating to shareholders and business ownership)

HOW TO APPLY

For further advice please contact:

**North West Development Agency
Renaissance House
PO Box 37
Centre Park
Warrington
WA1 1XB**

Tel: 01925 400100

5. TREND - Trust for Regeneration & Enterprise Development Ltd

Assistance Available to Start Ups, Micro, and Small Businesses

Advice and Practical Assistance

Initial assessment of idea, assistance in designing and evaluating market research, practical assistance in financial projections and Business Plan writing. Support in approaching financial institutions including Banks and Prince's Trust.

On-going mentoring service.

All assistance is free at the point of delivery and is funded by various Government and European schemes.

Grant

Available to residents within the South Sefton Partnership area only

Discretionary grant of £500 for start up, if the need is shown, provided that TREND has had a significant input into the development of the Business Plan.

HOW TO APPLY

For further advice and information please contact:

**David Ramsbottom
TREND
3 Bridle Way
Netherton
L30 4UA**

**Tel: 0151 285 6100
Fax: 0151 523 0411**

6. LIVERPOOL CHAMBER OF COMMERCE

New Entrepreneur Scholarship (NES)

NES is a part-time business development programme for people wanting to start up and manage their own business.

The programme offers free expert help, advice and successful applicants can receive up to £1,500 start up support.

The programme consists of:

- ◆ Evening courses
- ◆ Use of office IT facilities plus information services based at the Chamber
- ◆ Full tuition guidance and support through Liverpool John Moores University staff.
- ◆ Group learning with others on the Scheme.
- ◆ Networking with successful new start companies in Liverpool.
- ◆ Mentor support programme
- ◆ Support in arranging professional and Financial advice.
- ◆ One to one support from an experienced business adviser

Eligibility

The NES programme is open to any employed or unemployed person in designated areas across the North West, (This includes residents of Sefton Pathways areas), over the of 18 who is not in full-time education.

HOW TO APPLY

For further advice and information please contact

Billy Hui
Liverpool Chamber of Commerce and Industry
No. 1 Old Hall Street
Liver[pool
L3 9HG

Tel: 0151 227 1234

email: nes@liverpoolchamber.org.uk

7. MERSEYSIDE SPECIAL INVESTMENT FUND (MSIF)

Merseyside Special Investment Fund provides loans and equity packages from £3000 to £2million. MSIF can support businesses in a variety of sectors and offers flexible packages tailored to meet the specific needs of the business.

Start up, early stage and, in some cases, rescue packages can be provided to businesses which can demonstrate in their business plan that they are commercially viable with good growth potential and the capacity to be saving or creating jobs.

All investments come with a range of additional support services designed to add value to the business.

There are three main funds:

Small Firms Fund (£20m)

Funding: Loans from £3000- £100,000

Who can apply?

Sole Traders, Limited Companies, Partnerships

What can the money be used for?

To buy equipment or other assets for the business or working capital.

Contacts

Investment Managers: Alan Birkett, Marian Byrne

Note: A Special Small Firms Loan Fund has been set up for businesses in the South Sefton Partnership SRB area. For further details please refer to pages 3-4

Mezzanine Fund (£20m)

Type of Funding: Loans from £100,000- £1million

Mezzanine investments involve a premium or an equity option and are more appropriate for established businesses rather than start up.

Who can apply?

Limited companies only, no sole traders

Contacts

Investment Director: Malcolm Jones

Venture Fund (40m)**Type of Funding:**

Equity packages of up to £2 million. (Smaller investments would usually be made for early stage and start-up companies)

Who can apply?

Limited companies only

Contacts

Investment Directors: Dan Jackson, Simon Thelwall-Jones

What MSIF looks for

MSIF needs to see that the business is commercially viable - in other words- the business must show in its business plan that it will be successful in terms of making profits and growing. There are a small number of excluded sectors such as retail so you are advised to seek advice before applying. The business must be based in, or relocating to, the Objective One area of Merseyside. A map detailing the boundaries can be viewed on the MSIF website (www.misf.co.uk)

Community Loan Fund (2m)

MSIFs Community loan fund provides loans from £3,000 - £100,000 to community based organisations who can show in their business plan that they are viable i.e. that they will be able to repay their loans and make a positive long term impact on the economic and social regeneration of Merseyside.

Who can benefit

Registered Charities, company limited by guarantee, not for profit organisations (i.e. profit or surpluses are re-invested back into the project) social businesses, voluntary organisations. (Retail is excluded).

The quality projects must be based in the Objective One area of Merseyside, show that the loan can be repaid and create or preserve jobs. The maximum term of loan is five years.

How to Apply

All applicants need a comprehensive business plan. Guidance notes and application forms are available to download on the MSIF website.

Contact Details

**Merseyside Special Investment Fund
5th Floor, Cunard Building
Pier Head, L3 1DS**

Tel: 0151 236 4040

Fax: 0151 236 3060

Email: info@msif.co.uk

Website: www.msif.co.uk

The MSIF Group of funds is managed by Alliance Fund Managers Limited which is regulated by the Financial Services Authority in the course of investment business.

8. SEFTON BEST PRACTICE GRANT SCHEME

The Best Practice Grant scheme is run jointly by Sefton Health Authority, Sefton MBC, Sefton Chamber of Commerce and Industry and Sefton CVS.

Grant is available to help businesses:

- increase quality and efficiency
- improve the working environment and skills of the workforce
- reduce absenteeism and accidents

Grants can be used to purchase equipment, goods or services which contribute to the health and safety of staff within the workplace. These include:

- upgrading or replacement of obsolete equipment
- health and safety information points, i.e. notice boards and leaflet racks
- providing advice on health and safety
- training packs, courses and workshops on health and safety at work

Grant is only available to businesses situated in Sefton.

Grants of up to 50% of eligible cost up to a maximum of £500 are available.

HOW TO APPLY

For further advice and information please contact:

**Terry Wood
Sefton MBC
Environment and Consumer Protection
Balliol House
Balliol Road
Bootle
L20 3AH**

**Tel: 0151 934 4301
Fax: 0151 934 4276**

9. THE PRINCE'S TRUST

Sefton is a qualifying area for The Prince's Trust. The Trust is a charity, which helps young people, over the age of 18 and under 31, to set up their own business by offering them advice and financial assistance.

Applicants with a viable business idea must have tried and failed to raise some or all the necessary finance elsewhere - the Trust is a source of 'last resort' funding. In addition to free business and marketing advice, the following financial assistance schemes are available:-

- A low interest loan of up to £4,000 for a sole trader, or up to £5,000 for a partnership (the average loan is between £2,000 and £3,000 but varies regionally).
- A grant of up to £1,500 in special circumstances
- A test marketing grant of up to £250
- Ongoing business support and specialist advice such as our free Legal Helpline. Ongoing advice from a volunteer business mentor.

There is also ongoing assistance in the form of post business support via mentors and area office staff

HOW TO APPLY

For further advice and information, please contact:

**The Prince's Trust
Bedford House
Oxford Street
Liverpool University
L69 3BX**

Tel: 0151 794 3197

Fax: 0151 794 3318

Email: business@princes-trust.org.uk

10. ROYAL BRITISH LEGION LOAN SCHEME

Business Start Up

Interest-free loans of up to £5,000 are available to enable Service leavers and ex-Service people, who are unemployed, under notice of redundancy or at the end of a short term contract, to set up in their own business.

Available in England, Wales and Northern Ireland, eligibility of the type of business will be decided on receipt of application. Eligible expenditure relates to the costs associated with setting up a new business. Loans are not available to expand existing businesses.

The maximum amount of the loan is £5,000. At the discretion of the Legion, repayments are monthly by Direct Debit. The loan term is up to three years. Loans are interest free. An administration charge of 10% of the value of the loan (up to a maximum of £250) is added onto the loan and repaid over the period of the loan. A security fee of 5% of the value of the loan is held for the duration of the loan and repaid at the end of the loan period.

HOW TO APPLY

For further advice and information please contact:

**Royal British Legion Loan Scheme
The Cottage
Ordnance Road
Tidworth
Hants
SP9 7QD**

Tel: 01980 847753

Fax: 01980 847734

Email: business@britishlegion.org.uk

11. TRAIN 2000

POWER BUSINESS LOAN FUND

Train 2000, with the support of the Small Business Service's Phoenix Community Development Initiative Fund, have developed a special loans fund directly targeting women setting up or developing a business who have traditionally been excluded from other sources of loan finance, due to a variety of factors. It will contribute to the creation of new women-owned businesses and create jobs across the Merseyside region.

The Fund is administered in partnership with the Merseyside Special Investment (Small Firms) Fund who are providers of GAP (additional) funding to small and medium sized businesses. Alliance Fund Managers Limited (AFM) have been appointed as Fund Managers for the purposes of investment as defined by the Financial Services Act 1986.

Lending Criteria

All investments will be made by loan

Loans will be:

- A minimum of £3,000 and a maximum of £5,000
- Unsecured (but AFM reserves the right to take personal guarantees if the applicant is an incorporated body.
- For a period up to a maximum of 3 years (incorporating a maximum of allowable capital holiday period of 6 months); and
- At a fixed rate of interest set by the MSI(SF)F with a rebate of one third of interest paid, subject to repayment performance.
- An arrangement fee of one half percent of the loan will be charged at the outset on all loans.

Loan applicants have to satisfy Train 2000 and AFM that:

- Their application meets rules of additionality
- They have a well-managed and viable business
- Their business is located or to be located within Merseyside; and
- They can achieve and deliver any agreed outputs (jobs created or preserved) being their shares of the Fund's target outputs.
- The applicants are women setting up or developing their own businesses.

HOW AND WHEN

Loans can be made available to both start up and existing businesses whether incorporated or unincorporated for both working capital and fixed capital purposes or a combination of both subject to a maximum of 50% of total project requirements.

Pre and Post Investment Business Advice Support

This will be provided by Train 2000 Ltd's POWER Programme to all operational clients of the Fund. This will constitute a condition of all investments.

HOW TO APPLY

Train 2000 5th Floor, Wellington Building The Strand, Pier Head, Liverpool L2 0PP	Tel: 0151 236 6601 Fax: 0151 236 2090 Email: info@train2000.org.uk
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12 Green Businesses

11 Green Businesses

◆ Guidelines for applicants

Scheme Summary

Grants are available to eligible businesses (see below) to improve their working capital and/or premises where it can be shown that this will benefit the environment/image of the surrounding area. In order to identify potential improvements Groundwork Trust will provide free confidential environmental advice to eligible businesses. The scheme is funded jointly via Sefton Council (£108,000) and the European Regional Development Fund (£75,000).

Eligibility

Grants are discretionary and only available to Small or Medium Sized Enterprises (businesses with less than 250 employees) in the qualifying area (see enclosed map). Industries likely to be eligible are mostly manufacturing, transport, storage and distribution, research and development, Information Technology and certain business services (**excluding retail – this is due to the eligibility criteria attached to European funding**).

Businesses that supply both the commercial and domestic market should be able to demonstrate that at least 70% of business is with the commercial/industrial sector.

Construction

Types of work covered includes extensions to existing buildings, the conversion or sub division of premises and improving the external fabric of a building (**excluding routine maintenance work**). The grant does not cover the construction of new developments.

Environmental Improvements

Types of work covered includes help towards the capital costs of businesses seeking to introduce environmentally friendly practices and waste minimisation works. Consideration will also be given to the introduction of landscaping, access improvements, small land clearance and image improvements to business premises, e.g. over cladding. Improvements for security purposes such as lighting will be considered as long as they can be shown to be of benefit to the overall image of the area.

Level of Grant

- This scheme is subject to European Union State aid rules.
- Environmental grants are available for up to 30% of eligible costs.
- Minimum grant £250 Maximum grant £10,000

Information required by Sefton Council Planning Department

1. Completed Application Form.
2. Where the grant applied for is greater than £5,000, a copy of the last trading years business accounts (audited if applicable) including profit/loss account and Balance sheet. If accounts are more than 6 months old, up to date management accounts must be provided.
3. Evidence of other project funding in place, e.g. letters of confirmation from bank, building society or grant body.
4. Three comparable quotes for all works to be undertaken. If application is successful receipted invoices will be required prior to any payment, for all works completed. (Invoices will also be checked with Supplier to ensure payment has been made).
5. If applicable, relevant drawings/specification for building works together with confirmation of any necessary planning permission. For projects involving building extensions valuation certificates will be required.
6. In the case of security improvements, written endorsement for works to be undertaken from Merseyside Police.

IMPORTANT

Please note that grant is not available for projects which have commenced prior to approval.

Qualifying Criteria

Applications for grants are assessed against the following criteria which are essential:

Essential Criteria:

◆ Demonstrating the need

The proposal can only be considered for assistance if the business can demonstrate the need. Prior commitment to any project, demonstrates that the business has already gone ahead with the proposal which will mean the business will find great difficulty establishing the need for assistance.

◆ Project Viability

The applicant must demonstrate that the overall project is viable. This means that match funding must be in place and there is an acceptable level of financial risk.

◆ Environmental Improvements

All projects must contribute positively to at least one of the following

- Environmental sustainability

- pollution,
 - use of resources
 - energy
- Improvement of Environment of Boundary Renewal Area
 - impact on immediate neighbours in boundary renewal area
 - impact on overall image of Boundary Renewal Area

◆ **Job Creation/safeguarding**

- All new grant projects must lead to new job creation or the safeguarding of existing jobs. Priority will be given to those projects where it can be shown that new jobs are being created.

Desirable Criteria

The following criteria are not essential but are desirable.

- Job Creation. Successful applicants may be required to provide evidence of new job creation and may be monitored for this purpose.
- Quality initiatives (Acorn, ISO 9002, ISO 14002, IIP, etc)
- High Proportion of Private Sector funding
- Positive impact on security
- Disabled access improvements
- Innovation
- Technology transfer
- Information Communication Technology (ICT)
- Research and development
- Export potential

How do I apply?

If you have a viable project which you think may meet the criteria for the scheme, then simply contact the Business Environment Association Project Officer for further information and an application pack.

**Kathy Burkhill
Groundwork EBS
St Helens, Knowsley and Sefton
127 Shaw Street
St Helens
WA10 1DF**

**Tel: 01744 739396
Fax:01744 24081**

Other Information

Applicants are advised to consider the cost of preparing the application (e.g. cash flow forecasts, accounts and business plan) in relation to the potential amount of grant that you are seeking.

The Business Environment Association may want to publicise completed projects by means of a local press release and in certain business journals.

Payment is subject to certain terms and conditions, which will be outlined in detail within the Grant Offer Letter.

Payment is made after completion of approved purchases or works. This involves a site inspection and submission of paid invoices for the purchases/works concerned.



Environmental Business Services Green Businesses

The Environmental Business Services Team **at Groundwork St Helens, Knowsley, Sefton and Liverpool** has established as part of the 'Green Business' scheme a Business Environment Association (BEA) for Boundary Renewal Area offering a number of services to Sefton businesses.

Your company can have:

- An initial on-site Environment, Health & Safety **Gap Analysis**
- Access to a confidential **Helpline** service
- Environmental Business Services **News Bulletin**
- Admission to **Seminars and Workshops** at reduced rates
- Advice on **Grant Assistance** available for environmental improvements

As part of the scheme, and to be able to access some of the grant funding, we are also undertaking more specialist services such as:

Environmental Reviews and Audits

Waste Minimisation Programmes

Energy and Waste Audits

Waste Exchange Scheme

Environmental Monitoring

Implementation of Environmental Management Systems

For further information please contact:

Kathy Burkhill
Groundwork EBS
Environmental Business Services
19-27 Shaw Street
St Helens
WA10 1DF

Tel: 01744 739396
Fax:01744 24081

13. Derby Park Heritage Economic Regeneration Scheme

Scheme Summary

The aim of the Heritage Economic Regeneration Scheme (HERS) is to assist in the preservation and enhancement of the Derby Park Conservation Area. The HERS is aimed at neighbourhood businesses and community facilities by assisting employment-generating activities and those that are the focus for community life. Grants are available for properties identified by the Council with funding available towards the repair and refurbishment of the structure and external fabric of buildings, the reinstatement of lost architectural features and environmental improvements.

All work has to be carried out using the appropriate techniques or methods of construction and high quality traditional materials suitable for the conservation of the historic environment. Work would normally have to be on a like-for-like basis and the use of substitute or artificial materials is ineligible for funding.

Grants cannot be offered towards the cost of conversions, alterations or adaptations, modernisation, routine maintenance, the provision or renewal of services, or for redecoration. Work has to be well considered, fully detailed and as comprehensive in scope as necessary, whilst retaining as much historic fabric as possible. Further guidance, produced by English Heritage, on eligible work and the required specifications are available from the Conservation Team in the Planning Department.

Level of Investment

The Scheme is jointly funded by English Heritage, Sefton Metropolitan Borough Council and The European Union. Grants can be made towards a maximum of 80% of the total eligible project costs.

This scheme is subject to European State aid rules.

How to Apply for a Grant

Before applying for a grant you should contact the Conservation Team in the Planning Department to establish that your property or site has been identified as a priority for HERS assistance. If your property or site is eligible to apply for assistance you will then have to submit a completed application form and provide the supporting information.

We strongly recommended that you discuss your proposal with the Conservation Team before formally submitting an application. The Conservation Team will be happy to provide advice and guidance on your application. This will help to ensure that your project is eligible for funding and that the supporting information you supply is in the correct format and of sufficient detail to allow your application to be fully assessed.

For further information please contact **Daniel Byron** the Conservation Officer at:

**Sefton Council
Planning & Economic Regeneration Department
Vermont House
375 Stanley Road
Bootle
L20 3RY**

Tel: 0151 934 3574

14. ACTION ENERGY LOANS

Action Energy offers **interest free loans** to help small businesses invest in new equipment to reduce their energy consumption and subsequent financial savings on bills.

Interest free loans of between £5,000 and £50,000 are available with a repayment period of up to four years.

Eligibility

Loans are available to SMEs based in England, Wales and Northern Ireland, that have been trading for at least 12 months. Companies in certain agriculture, food and drink and transport - related sectors are not currently eligible.

Loans are available to help qualifying companies by energy saving equipment to upgrade or replace existing facilities. Loans will only be given to companies who can demonstrate that the investments they are planning will result in significant energy savings.

Examples of the types of equipment eligible include; energy saving lighting, high efficiency electric motors, compressed air fitting, boiler/heater controls, lighting, building insulation, heat recovery systems and boiler/hot water tank/pipework insulation.

HOW TO APPLY

For further details please call the Action Energy hotline on **0800 58 5794**.

15 GROUNDWORK

ENWORKS Capital Grant Scheme

The Capital Grants Scheme provides small to medium sized businesses in Merseyside with a programme of grant support for environmental and business improvements.

The Project is funded by the North West Business Environmental Partnership's SRB6 Programme: Investing in a Sustainable Competitive Future for the North West.

Eligible Projects

Assistance is available for projects to assist businesses reduce their environmental impacts or develop their sites and premises. Projects will be expected to demonstrate quantitatively, one or more of the following objectives:

- expand business premises and floor space
- bring buildings back into use
- improve buildings
- safeguard and create jobs
- reclaim or service land for development
- minimise waste generated and improve the management of waste
- reduce emissions to air
- reduce discharge to watercourses
- reduce energy or water consumption
- reduce risk of pollution
- improve security

Eligible Businesses

The assistance is available to small to medium sized businesses located within the industrial estate area.

A small to medium sized business is defined as having:

- fewer than 250 employees
- an annual turnover of no more than £26 million, or a balance sheet total no more than £17.5 million: and
- no more than 25% owned by one or more companies not falling within this definition, except public investment corporations, venture capital companies or, provided no control is exercised, Institutional Investors.

Assistance Available

The programme will provide grant support covering between 5% to 40% of capital expenditure to a maximum of £5,000. Where improvements are to comply with existing or new compulsory European Environmental Directives or Regulations, a maximum grant rate of 15% will apply.

How to apply

For further details and an application for please contact:

Martyn Harby at Groundwork EBS on **0151 644 4720**

16. OPPORTUNITIES SHOP LTD - FINANCIAL INCENTIVES FOR SEFTON EMPLOYERS

OPPORTUNITIES LINK

This is available to SMEs who are prepared to create employment, with training, for residents of SI Bootle and S2 Netherton Pathways areas . The employer can be located anywhere in Sefton, the employed trainee must be aged 16 years or over, the job must pay in line with the minimum wage requirements. The grants are paid in three staged payments covering a period of twenty six weeks.

Employers can also advertise vacancies which will be displayed in the Opportunities Shop premises in Bootle and Netherton and matched to suitable clients who register at these locations. Employers can have access to a room to conduct interviews at the Bootle office if required.

For individual rates please contact the appropriate Shop

Opportunities Shop Ltd 270 Marsh Lane Bootle Merseyside Tel: 0151 944 2184 Contact: Joy Simms	Opportunities Shop 32 Marion Square Netherton L30 5QA Tel: 0151 330 5809/10 Contact: Client Adviser
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17. – SEFTON@WORK – FINANCIAL INCENTIVES FOR EMPLOYERS

EMPLOYABILITY FUND

This is available to residents of Pathways and SRB areas, **only** when funding is unavailable from Partner organisations (Jobcentre Plus, Reed in Partnership, Connexions and the Opportunity Shop). Employers should make enquiries prior to starting the employee to ensure that the employee is eligible. Support can include specific training courses, safety equipment, fares to work until first wage etc.

Funding for pre-employment training is possible for employers notifying 8 or more vacancies, the Partners would work together to ensure that all residents could access the provision regardless of how long they have been unemployed. The Employer Liaison Team is happy to discuss individual recruitment needs with employers.

HOW TO APPLY

Please contact:

[Sefton@Work](#)
286-288 Stanley Road
Bootle
L20 3ER

Tel: 0151 933 6089
Fax: 0151 922 9062

Linda Paterson: 07800 841 574
Helen Marsh: 07800 841 618

18. - JOBCENTREPLUS INITIATIVES

New Deal for 18-24

Aimed at clients in the age group who are unemployed over 6 months.

Features include:

- Clients have a dedicated Personal Adviser and have weekly advice and guidance interviews in their local Jobcentre.
- Initially they enter a “Gateway” period of up to four months.
- Provision available during the Gateway period includes jobsearch support and work preparation, key skills and basic skills assessments, IT skills, specialist provision around disability, health, debt, substance abuse and criminality.
- Access to an Adviser Discretion Fund - to be used for essentials needed *before* starting work.

Following on from the Gateway are four options.

- Voluntary Sector – a 6month placement with a voluntary organisation.
- Environmental Task Force – a 6month placement on a local environmental project.
- Full Time Education and Training - for up to 52 weeks at a college or training provider.
- Subsidised **Employment** with training, either an employers “in house” training or a nationally recognised qualification up to NVQ2. For a nationally recognised qualification there is a training grant of £750. The employer will also receive a subsidy of up to £60 per week for the first 26 weeks of employment. This is paid direct to the employer to be used towards the wage, which must be at least the national minimum rate.

A period of “Follow Through” assistance for up to 16 weeks can help clients capitalise on the training they have received and increase employability. During Follow-Through the Subsidised Employment is available. Under these options our clients will receive training, work experience and qualifications up to NVQ level 2, increasing their long-term employability.

New Deal 25+

Aimed at jobseekers aged 25 and over who have been unemployed for at least 18months.

Features include:

- Dedicated Personal Adviser based in their local jobcentre and regular advice and guidance interviews.
- Clients initially enter a Gateway period of up to 4 months.
- Provision available during the Gateway period includes jobsearch support and work preparation, key skills and basic skills assessments, IT skills, specialist provision around disability, health, debt, substance abuse and criminality.

Gateway is followed by a period of intensive help, generally up to 3 months but this can be extended to 6 months to meet individuals’ needs. This may include a tailored package of training, work experience and/or jobsearch support.

A period of Follow-Through assistance from 6 to 12 weeks will help clients capitalise on the training they have received and increase employability.

- Subsidised **Employment** is available to employers of up to £75 per week for the first 26weeks of employment. This is paid direct to the employer to be used towards the wage, which must be at least the national minimum rate.
- Access to an Adviser Discretion Fund - to be used for essentials needed before starting work.

New Deal 50+

Aimed at clients aged 50+ on a voluntary basis.

Features include:

- Clients will receive additional help and support to find and apply for suitable jobs.
- Advice and guidance to determine action needed to find work.
- Help improving Jobsearch skills and employability.
- Information about accessing relevant training to improve employment prospects.
- Access to 50+ Tax Credit.
- A training grant may be available to fund additional training relevant to the job.
- Access to an Adviser Discretion Fund - to be used for essentials needed before starting work.

New Deal for Lone Parents

Aimed at lone parents who are unemployed and whose youngest child is under 16yrs.

Features include:

- Dedicated Personal Adviser
- Non Mandatory
- Unlimited client focused support to help Lone Parents access employment opportunities and advice on training or updating skills. For eligible training courses, costs can be considered to cover fees, equipment, travel and childcare.
- Advice on "in work" financial support including Jobgrant and Tax Credits.
- Personalised "Better Off in Work" calculation.
- Access to an Adviser Discretion Fund to be used for essentials needed before starting work.

New Deal for Partners of Unemployed People

Aimed at partners of clients claiming a working age Jobcentre Plus benefit for 6 months or more.

Features include:

- Dedicated Personal Adviser
- Voluntary Programme
- Help with jobsearch, training and employability issues
- Information about 'in work' financial support including Tax Credits and Jobgrants
- Personalised 'Better Off in Work' Calculation

Work Trials

A Work Trial offers all employers the opportunity to assess the suitability of a potential employee in their workplace from one to 15 days. Work Trials are a free service to employers and can save firms considerable time (i.e. Benefits Agency and Inland Revenue paperwork do not have to be completed until the worktrial ends and employment commences). The Worktrial **must** be arranged beforehand with the Jobcentre.

Worktrials are for 18-24 yr olds on the New Deal Initiative or people over 25 who have been out of work for longer than 6 months.

HOW TO APPLY

For further details regarding the scheme, please contact your local Jobcentre.

Bootle
Park House
218 Stanley Road
Bootle
L20 3PN

Tel: 0151 801 6000

Crosby
27-37 South Road
Waterloo
L22 0PN

Tel: 0151 802 8300

Southport
Eastbank House
68B Eastbank Street
PR8 1HF

Tel: 01704 306000

Or you can contact:

Betty Carey
Marketing Manager
Jobcentre Plus
Park House
218 Stanley Road
Bootle
L20 3PN

Tel: 0151 801 6082
Fax: 0151 801 6135
Email: betty.carey@jobcentreplus.gsi.gov.uk

19. Knowledge Transfer Partnership (KTP)

KTP is a UK Government scheme that enables firms of all types to take advantage of the wide range of expertise available in the knowledge base (higher education institutions and public and private sector research institutes and organisations). Through KTP, partnerships are formed between UK companies and groups of staff from the UK's knowledge base organisations, often from different disciplines. The partnerships are called KTP Programmes.

The mission of KTP is to strengthen the competitiveness of the UK by the stimulation of innovation in industry through collaborative partnerships between the science, engineering and technology base and industry.

Each KTP Programme is part funded by a Government grant made to the knowledge base partner organisation. This grant contributes to the costs incurred in participating in that particular KTP Programme, whilst the balance of its costs is borne by the company partner.

What do KTP grants pay for?

The largest part of the grant contributes to the employment costs of one or more KTP Associates and the release of the staff from the knowledge base partner from some of their normal duties so they can help manage and support the KTP Programme.

The remainder of the grant provides a contribution to equipment and travel costs, the knowledge base partner's indirect and administrative costs of KTP Associate training and development.

How is the amount of a KTP grant calculated?

The amount of a KTP grant and, therefore, the amount the company has to pay, is determined almost entirely by the number of KTP Associates to be employed, the size of the partner company and, in some cases, its location, and whether the company has previously collaborated on a KTP Programme.

Interested parties should discuss the financial arrangements appropriate to any KTP Programme they have in mind with a KTP Consultant.

How much should companies expect to contribute?

The budget for a KTP Programme and a company's contribution to it depend on the details of the specific KTP Programme. However, annual company contributions per KTP Associate employed could be around the following levels for a first partnership:

- Contribution of a company partner with fewer than 250 employees*
£16,000 per KTP Associate per year (Dependent on the location of the company and of the knowledge base partner).
- Contribution of a company partner with more than 250 employees*

£22,500 - £25,500 per KTP Associate per year (Dependent on the location of the company and of the knowledge base partner).

- * Where companies are part of a group, the company size is determined by the number of employees in the group as a whole. There are also balance sheet and turnover criteria.

What other costs are involved for companies?

Companies will need to cover the full costs of their own participation in a KTP Programme. These include management and supervisory effort, material, plant and accommodation.

Companies participating in KTP should be prepared to enhance the salaries of KTP Associates to reflect pay levels of similar staff in their organisation, business sector and location. They are also expected to contribute to the cost of equipment purchased specifically for the use of a KTP Associate during their project work above a standard contribution provided for in the grant.

How do Companies pay their share of the direct cost?

Companies are invoiced by their knowledge base partners, normally quarterly.

HOW TO APPLY

For initial advice and guidance please contact:

Ann Brady

Tel: 0151 934 3484

Email: ann.brady@regen.sefton.gov.uk

20. Greater Merseyside Learning & Skills Council

THE SKILLWORKS

The Skillworks programme will fund 60% of the cost of training and skills development for SMEs in Greater Merseyside. SMEs are required to fund the remaining 40%.

Skillworks will help SMEs analyse their requirements to find the most appropriate training solution, with very few restrictions. Eligible projects could receive up to £50,000 from the programme.

Who provides the training?

That depends on what training your business needs. The SkillWorks has appointed a number of organisations which are responsible for meeting your requirements. They can either provide the training themselves or they will sub-contract specialist trainers.

Is all our training covered?

Put simply, 'YES'! The only part of the training we cannot fund are examinations which are statutory requirements – for example, The SkillWorks will contribute to HGV driving lessons but not the test.

Is delivery flexible?

The SkillWorks is not about “courses” that are run at pre-determined locations and times. SkillWorks training partners will work with you to come up with a training programme that reasonably fits in with the realities of business life but can be achieved within a sensible budget.

What if I need several different people trained?

It makes no difference if you need one employee or your entire workforce trained. And a single training partner will be responsible for meeting all your needs.

Are qualifications involved?

While training doesn't necessarily lead to a qualification, we do believe that working towards achieving national or industry standards established in informal qualifications can often play a useful part in improving workforce skills. Our specialist advisors and your training partner will be able to advise you on a range of options and additional support available from the Learning and Skills Council.

What do I have to pay?

Just 20% of the cost of the programme you decide with your training partner. You have to pay your share as a cash contribution and not through, for example, making facilities available or paying salaries.

Are there limits to the amount?

Yes, any individual firm cannot receive more than £50,000 from the SkillWorks programme. We do reserve the right to review any proposed training programme for “value for money” to ensure that other businesses are not deprived.

How much is available?

£10 million from ESF with an additional 20% from Greater Merseyside SMEs.

Timescales?

The SkillWorks funding is available now. Training must be completed by March 2005.

Who to contact

Tel: Freephone 0808 178 1782

Fax: 0845 330 0150

www.theskillworks.co.uk

21. Business Link For Greater Merseyside

Business Link for Greater Merseyside is an organisation changing the face of business support for small and medium sized enterprises (SME) in the region.

We work hard to deliver a high impact, rapid response **Business Link** service to businesses in Greater Merseyside. Continuously looking to improve the effectiveness of help and resource available to SME's across the region, we want to be the first place you call when you need fast track, accessible business advice.

We will offer you a service that allows you to develop dependable, long term relationships, helping you implement appropriate actions using the right people, within a timed growth plan, and benefiting from objective "hands- on" analysis.

We have a broad range of services available to you, tailored to meet your specific needs:

Starting your own Business

We offer a comprehensive range of support services designed to help those with a burning ambition to be their own boss, start and run their own business.

By providing services to stimulate ideas and enhance skills, Business Link for Greater Merseyside aims to inspire the development of an entrepreneurial culture in our area, encouraging more people to take their first steps towards running their own business.

Business Link for Greater Merseyside is able to offer its business start customers a free, pre-start service, (including 18 months after care) and a financial contribution towards start-up costs.

Every business is different and Business Link's diverse range of start-up services reflects this. The support is tailored to meet individual needs, offering people access to a package of business solutions that give them the best chance of getting their venture off to a successful start.

Find out if you've got what it takes to start your own business with our new online self assessment questionnaire.

Growing your Business

You've got a successful business, the products are in demand, your employees are happy, profits are on the increase. Now is the time to sit back and relax. *If only...*

The ever-competitive business world won't allow you to sit still for too long. These days if you're not looking at your performance or planning for growth, you could get left behind. We can help you shape and control your business growth through setting and reaching targets for performance.

The ways in which we can help are as follows:-

Benchmark Index

Trained advisers will show you how your business compares against your competitors. The Benchmark Index is a powerful insight into the comparative strengths and weaknesses of a business and will enable us to develop an action plan that will assist with a programme of continuous development and achievement of short and long term objectives. *

Business Review

A complete review of your business. The review will highlight and prioritise areas of action you need to take in order to accelerate growth.

Design

Our in house design specialist can assist with product design and improvement, linking in with several locally available initiatives to provide expertise and funding support. Assistance can also be provided with corporate imaging and literature designs.

Environmental

Keeping up to date with changes and developments in environmental legislation is an onerous task for any business, but it can offer distinct competitive advantage. We can provide a wide range of advice and information to assist you in the preparation of procedures necessary for the attainment of the various environmental standards.

Purchase & Supply Service

Efficient purchasing and effective supply chain management are key elements affecting the profitability and competitiveness of a business. We offer a complete review of major sources of supply, examining and sourcing alternatives, with the potential for e-trading examined. This unique service can open up new markets, business opportunities and help you save money.

Finance for your Business

Getting the right sort of finance for your business can make the difference between profit and loss, and even survival or failure. For some businesses, it may be better to seek equity funding rather than bank loans. Depending on your circumstances and geographic area, there may be special initiatives or grants that are available and suitable for your business needs.

We are able to offer guidance regarding the Governments main grant schemes; Regional Selective Assistance (RSA), Enterprise Grant Scheme (EGS) and SMART, aiding companies to gain access to available and appropriate grants.

Whatever funding requirements you may have, be it financial planning, grant advice, equity funding or loan finance, the specialist team can provide assistance, advice and potentially subsidise the consultancy fees of quality assured financial experts.

People for your Business

It is vital for businesses to have that competitive edge. Whatever size of organisation, your people are at the heart of what you do and for most small businesses are their most important asset. The success of your business is dependant on you having the right people, the right culture and getting the best out of everyone. As your people provide the interface between your business and customers, it is essential that they know what is expected of them and that they have the right knowledge, skills and attitude to perform well in order for your business to achieve its goals and be successful.

Whether you are a new or established business, we will work with you in helping build your business, by identifying what really matters to improve business performance, productivity, or efficiency.

Linking training requirements to your business objectives, our advisers will help diagnose your specific needs and will identify the most appropriate and cost effective solutions to meeting these needs. By giving you access to specialist human resource support we will get you on the route to continuous improvement.

If you are looking to improve your service delivery, maximise the potential of your people, develop your management team, reduce costs, improve staff retention and turnover, improve staff moral or customer service, then we can help work with you in developing effective working practices that will bring bottom line improvements.

New Markets for your Business

Business is booming and you'd like to take the next step and start trading overseas. But although your sales have taken off in Britain, there are numerous obstacles to developing a clientele overseas – market research, language, employment laws ... the problems seem endless.

Opening up foreign markets seems too daunting a prospect for many successful small businesses, however getting help to develop your organisation's overseas business has never been simpler.

Business Link is responsible for delivering a wide variety of trade development programmes. Acting as the local delivery point for UK Trade and Invest (UKTI), giving you access to the comprehensive range of government support in both Britain and worldwide. We will work with you every step of the way from your first questions about international trade development, through drawing up an action plan, to finding the right markets and contacts overseas.

Whatever your needs we will offer our best objective, unbiased advice, tailored to your company's needs. With special schemes for new exporters at remarkable low cost and an unrivalled network of commercial and political contacts to help you develop your business overseas or set up in foreign markets – you can rely on us to help.

Premises for your Business

If your looking for new premises it can appear to be a minefield – confronted with the choices such as whether to buy or lease, juggling costs such as rates & rents and proximity to suppliers and customers can all prove to be overwhelming. And then finally there are the solicitor's bills...

All these decisions will require some form of compromise between cost and suitability. Business Link will help you balance your priorities and make the most appropriate decisions, whilst linking you to specialist who can help you find the premises you are looking for.

Customers for your Business

The creation of a successful business is dependant on extensive planning, hard-work and the occasional bit of good luck. Reasons for business failure are numerous. But nothing could be more galling than producing new products or services destined to set the world on fire that fail because of inadequacies in sales and marketing.

We will help you decide if your new idea is a viable option, it could be said that only 1% of ideas are new, the other 99% being either better or cheaper. Think about it, when you last purchased something why did you buy it? Was it really a completely original product or service?

Then once you are sure there is a market for your product or services Business Link can help you find the best way to get to that market successfully. Just as importantly, we will show you how to maximise your opportunities to generate profitable revenue from your customers.

ICT for your Business

We have a team of advisers who can provide direct advice, project manage and subsidise third party consultancy projects carried out by ICT specialist companies.

A full range of assistance is available, covering issues relating to hardware, software applications, internet, website and e-commerce.

If you are interested in the services of Business Link, please call in confidence on **0845 330 0151** or visit our web site at www.gme.org.uk

22 Merseyside Business Environment Network - MERBEN

Managing Risk, Creating Opportunity – Health & Safety, Environment and Quality Support for your Business.

MERBEN – the Merseyside Business Environment Network (a European Union ERDF Objective 1 and North West Development Agency supported programme managed by Groundwork EBS), is able to offer to small to medium sized companies on Merseyside a number of subsidised support packages including: health, safety and environmental audits, risk assessments, information services, accredited and non accredited training, resource efficiency reviews and advice, implementation of certified management systems (ISO 14001, ISO 9000:2000, OHSAS 18001 and BS 8555) and capital grants for environmental improvements.

For further details contact Groundwork EBS on:

Tel: 0151 644 4720
Fax: 0151 644 4721
Email: martyn.harby@groundwork.org.uk
Website: www.merben.org.uk

23 Resource Efficiency Programme

Groundwork is delivering **Subsidised and Free** assistance on Waste Minimisation and Energy Efficiency issues. This Programme is delivered to all companies throughout Merseyside.

The average company can save four per cent of its turnover each year by addressing production waste and the use of energy, water and raw materials.

This Programme of assistance comprises the following 3 Stages to achieve cost savings:

Stage 1 – Scoping Review

Includes a FREE Envirowise Fast Track Visit by an Independent consultant, the resulting report will identify scope to save.

Stage 2 – Project Implementation

This involves assigning a Business Advisor and implementing a Programme of resource efficiency improvements such as undertaking a waste mapping exercise, energy survey, developing an Action Plan monitoring savings through the use of a FREE Online Resource Efficiency Tool Kit.

Subsidised training is also available on Energy Efficiency and Waste Minimisation issues according to your needs.

Stage 3 – Project Review

This involves reviewing cost savings achieved, an Action Plan to sustain the savings and an option for businesses to invest savings in community projects.

To take advantage of this assistance please contact:

**Groundwork EBS
7 Royal Standard Way
Expressway Business Park
New Chester Road
Birkenhead
Wirral
CH42 1NB**

Tel: 0151 644 4700
Fax: 0151 644 4701
Email: www.groundwork.org.uk/wirral

EQUAL OPPORTUNITIES MONITORING FORM

Sefton Council is aiming to achieve equality of opportunity in all aspects. The purpose of this form is to provide essential information to enable the Council to see the make-up of the general public we deal with. We are required by Government legislation to ask all members of the public to answer the questions on this form.

The information on the form is used only in the compilation of statistics and will be treated as strictly confidential.

Your help in providing this information is very much appreciated.

PLEASE TICK ALL OF THE APPROPRIATE BOXES

GENDER

Male

Female

RACIAL ORIGIN

What best describes your ethnic origin?

White		<i>Mixed</i>	
British (WHI)		White and Black Caribbean (MWB)	
Irish (IRS)		White and Black African (MWA)	
Other White* (WHO)		White and Asian (MWC)	
		Other Mixed* (MOM)	
Asian or Asian British		Chinese or Other Ethnic Group	
Indian (IND)		Chinese (CHI)	
Pakistani (PAK)		Other Ethnic Group* (AOG)	
Bangladeshi (BAN)		*Please describe	
Other Asian* (CHO)			
Black or Black British			
Black Caribbean (BLC)			
Black African (BLA)			
Other Black* (BLO)			
<i>These categories are based on the 2001 census</i>			

AGE

16 – 24 25 - 34 35 - 49 50 & above

DISABILITY

Do you consider yourself to have a disability YES NO

March 2003