Innovation and Resilience Fund Round 3 (IRF3)

Checklist for Applicants

**East Devon District Council**

We recommend you collect all of the details below before starting your IRF3 application.

# Reference Numbers

All applicants will need to input **one** reference number. Some of these will only be applicable for certain types of applicant.

* Unique Tax Reference Number (you will need to supply a copy of your latest Tax Return if this number is imputed)
* Company Registration Number
* VAT Number
* Charity Number

# Business Details

* All applicants will need to enter the date their business was established. Clicking the month and year at the top of the calendar will allow applicants to navigate more easily to previous years.
* Date business was established
* Number of employees (on PAYE not contractors)
* Summary of business activity

# Payment Details

All applicants will need to input their bank details – these must match with the bank details on your bank statement.

* Bank name
* Bank sort code
* Bank account number

# Bank Statement

All applicants will need to supply a copy of their most recent bank statement. The bank statement must clearly show the name on the account, your sort code, the account number you have entered above and all business transactions in that month.

* Bank Statement

# Project

All applicants will be asked the following questions. We recommend that applicants type out responses to these questions first and then copy and paste them into the application form when ready.

* Please briefly explain your proposed project in 100-250 words. In your response, please mention how it will benefit your business, how you will ensure delivery of the project and make clear why you can’t fully deliver the project without IRF funding. (between 100-250 words)
* Please outline the items you would purchase using any IRF project funding awarded to you through this scheme, to deliver your project (only capital costs are eligible for IRF funding, no revenue costs are permitted). (up to 100 words)
* How long will it take to complete the delivery of your project should you be awarded project funding through this IRF scheme? This should factor in any existing supply chain difficulties. (up to 50 words)

If you have already completed a comprehensive business plan or detailed feasibility study for this innovation or resilience project, you will be able to upload it to your application.





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