

Learning and Skills Council Sussex ESF Co-Financing State Aid Letter

8 March 2007

Address

Dear Name

ESF Co-Finance Objective 3 State Aid Declaration – Insert Project Reference

You are being offered assistance under the European Commission's De Minimis regulation (Regulation 69/2001). This allows a company to receive up to €200,000.00 euros (approximately £120,000.00) of De Minimis aid over a three-year rolling period.

To confirm that you are able to receive this assistance you must therefore declare the full amount of De Minimis aid you have already received over the last 36 months.

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:

- 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



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- 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 Minimus aid unless its value exceeded approx £120,000.00 in which case it cannot have been.

Any De Minimis aid awarded to you under this project will have to be declared if you apply, or have applied, for any other De Minimis aid.

Please complete the attached declaration and return an original signed copy to me by Insert Date

Yours sincerely

Sender

Learning and Skills Council Sussex

ESF Co-Finance Objective 3 State Aid Declaration Insert Project Reference

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

2003	2004	2005	2006	TOTAL

How many people does the company employ (Please tick as appropriate)?

10 or less 11 to 49 50 to 249 250 or more

ESF support is primarily for Small Medium Enterprises (SME's). The questions above identify whether or not a company is an SME. Where respondents are unsure, clarification and evidence should be sought and submitted with this form e.g. if the number of employees might be 250 or 300, consult payroll and send a letter from the enterprise confirming the actual number of employees.

The number of employees corresponds to the number of annual working units (AWU) i.e. FTE during one year with part-time and seasonal workers being fractions of AWU. The reference year is to be the last approved accounting period.

The turnover and balance sheet total thresholds are those of the last approved 12-month accounting period. In the case of newly established enterprises whose accounts have not been approved, the thresholds shall be derived from a reliable estimate made in the course of the financial year.

Do you have either a balance sheet of no more than Euro 43 Million (£29.24M approx), or an annual turnover of less than Euro 50 Million (£34M approx)? **(tick)** Yes No

What is the legal status of your organisation? (If necessary, tick more than one box)

Independent enterprises are those not owned as to 25% or more of the capital or the voting rights by one enterprise, or owned jointly by several enterprises, falling outside of the definition of SME whichever may apply

Sole Trader	<input type="checkbox"/>	Public Limited Company	<input type="checkbox"/>
Partnership	<input type="checkbox"/>	Public Sector Organisation/Local Government	<input type="checkbox"/>
Private Limited Company	<input type="checkbox"/>	Voluntary/Community Sector/ Not for Profit Organisation	<input type="checkbox"/>
Non-Independent Company	<input type="checkbox"/>	Receive 50% or more of your funds from a public sector source	<input type="checkbox"/>

What is the main function of your business?

Agriculture	<input type="checkbox"/>	Mining and extraction	<input type="checkbox"/>	Utilities (gas, electricity, water)	<input type="checkbox"/>
Food, drink and tobacco	<input type="checkbox"/>	Textiles and clothing	<input type="checkbox"/>	Metals and mineral products	<input type="checkbox"/>
Engineering	<input type="checkbox"/>	Other manufacturing	<input type="checkbox"/>	Construction	<input type="checkbox"/>
Chemicals	<input type="checkbox"/>	Health and education services	<input type="checkbox"/>	Banking and business services	<input type="checkbox"/>
Distribution, hotels and so on	<input type="checkbox"/>	Transport and communications	<input type="checkbox"/>	Public administration and defence	<input type="checkbox"/>
Professional services	<input type="checkbox"/>	Other services	<input type="checkbox"/>		<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>				<input type="checkbox"/>

Signed..... Date.....

Position

Company/Organisation (full legal name).....

Company Address.....

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