



Pre-assessment — business property grant application

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Eligibility, documents, cumulative aid, points to reconcile · fictional document

Fictional document — demonstration example

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Fictional document, produced for the demonstration. *Pre-assessing means gathering and checking everything the authority needs in order to decide — without deciding.* **Awarding is a decision of the community council, taken by resolution.**

What is checked, in the order of the grant rules

Check	Reference applied	Result on this application
Eligibility of the activity	Grant rules voted by the council, article by article, with the date of the applicable resolution	Eligible
Minimum investment	Grant rules	Met

Check	Reference applied	Result on this application
Documents	Registration extract, last two sets of accounts, tax and social security certificates, quotation or agreement	Complete
Cumulative public aid over three financial years	Rebuilt from the authority's resolutions and the aid declared by the applicant	Below the cap set by European rules — to be confirmed by the department

The cumulative total is the point that gets an application thrown out in **committee**, and it is checked before the sitting, not during it. The agent rebuilds the calculation and presents it; **checking the cap belongs to the assessing department.**

The points to reconcile with the business

Point	What is observed	What is requested
Quotation	Dated fourteen months ago	An updated quotation — a fourteen-month-old price no longer supports the eligible cost
Establishment address	Differs between the registration extract and the form	Confirmation of the project's address

The only three questions that still call for an economic development officer

Question	Whose it is
The economic merit of the project	The business development officer
Fit with the area's strategy	The vice-president and the council
The financial health of the business	The officer and the banking partner

Those are the only questions that call for a business development officer — and they are exactly the ones the returned time is for.

The time this shifts

Task	Today	With the agent	In hours
Pre-assessing a grant application	100% of the processing time — 4 hours	20% — 48 minutes of checking	576 h a year across 180 applications

For the authority to settle

Assessing officer assigned to the application: _____

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