

Checklist for Applicants (EOI)



Innovation and Resilience Fund Round 4 (IRF4)

We recommend you collect all of the details below before starting your IRF4 Expression of Interest.

Permissions

All applicants will need to demonstrate that they have the necessary permissions to carry out their project.

- For leased buildings, applicants need to provide a copy of their lease proving they have either 2 or 5 years remaining (depending on the type of project)
- For projects involving physical alteration to a leased building, applicants need to provide evidence that their landlord has consented to the works
- For projects requiring planning permission applicants need to provide their Planning Reference 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
- Operating and registered addresses

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



29th May 2025

Version 2

Payment Details

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

- Name on the account
- 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 as the application form will time out after two hours.

- Please briefly explain your proposed project in 100-250 words. In your response please make it clear how it will benefit your business and why it cannot be fully delivered without IRF funding.
- 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)
- Please outline the steps in delivering your project, including how long it will take to complete the project should you be awarded funding. Your project end date must be on or before the 28th of February 2026. (up to 50 words)

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