

ANNEX A: Enterprise Data Requirements

Grouping	Category	Criteria	Guidance
Identifier			
	Record identifier	Free	This is a unique identifier which as an Operation you use to identify an Enterprise. It must be unique for all Enterprises in your Operation.
	VAT number	Number / N/A	N/A if the enterprise is not VAT registered
	Company number	Number / N/A	N/A if the enterprise does not have a Company number
	PAYE reference	Number / N/A	N/A if the enterprise does not have a PAYE reference
Contact details			
	Contact Title	Free	This should be the person who understands the support given to the Enterprise by the Operation.
	Contact first name(s)	Free	
	Contact surname	Free	
	Contact job title	Free	

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	Enterprise Name	Free	In order to assess the lasting effects of Structural Funds WEFO will need to carry out research. For the purpose of this research WEFO may need to contact enterprises.
	Enterprise Address 1	Free	This should be the address of the Enterprise supported.
	Enterprise Address 2	Free	
	Town/City	Free	
	Unitary Authority of Enterprise	Blaenau Gwent; Bridgend; Caerphilly; Cardiff; Carmarthenshire; Ceredigion; Conwy; Denbighshire; Flintshire; Gwynedd; Isle of Anglesey; Merthyr Tydfil;	This is the Unitary Authority of the Enterprise supported.

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		Monmouthshire; Neath Port Talbot; Newport; Pembrokeshire; Powys; Rhondda Cynon Taf; Swansea; Torfaen; Vale of Glamorgan; Wrexham; Outside of Wales	
	Postcode of the enterprise	XX###XX	Contact purposes and to confirm location
	Preferred language for communication	Welsh; English	In order to assess the lasting effects of Structural Funds WEFO will need to carry out research. For the purpose of this research WEFO may need to contact the Enterprise supported.
	Telephone number	Number	Number including area code
	Alternative Telephone	Number	Alternative number

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	Number		
	Email address	Free	
	Is this a home address?	Yes; No	This data field is for Data Protection purposes.
Company type / scale			
	Date of first commercial sale	dd/MM/yyyy; N/A	Enter the date. If no commercial sales as yet, enter N/A. This field is applicable to created enterprises.
	Social enterprise	Yes; No	A social enterprise is an enterprise with primarily social objectives whose surpluses are principally reinvested for that purpose in the enterprise or in the community, rather than being driven by the need to maximise profit for shareholders and owners.
	SME	Yes; No	Is the enterprise classified as a Small and Medium-sized Enterprise? See http://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition/index_en.htm for a definition of an SME.

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	Sector	Number (four digit SIC code)	UK Standard Industrial Classification of Economic Activities 2007 (SIC 2007) should be used to provide class level information on the enterprise to four digits. Further details can be found at http://www.ons.gov.uk/
	Number of employees	0-1; 2-9; 10-49; 50-249; or 250+	Use bands as shown in the criteria column.
	Turnover	< £10,000; £10,000 to £49,999; £50,000 to £99,999; £100,000 to £199,999; £200,000 to £499,999; £500,000 to £999,999; £1,000,000 to	Use bands as shown in the criteria column.

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		£1,999,999; £2,000,000 to £4,999,999; £5,000,000 to £9,999,999; £10,000,000 to £19,999,999; £20,000,000 to £49,999,999; or £50,000,000 or more	
Demographics			
	Number of owners	Number	This equal opportunities information should be provided for the owners of the enterprise supported. If information is not available for owners, information should be provided for directors or senior managers.
	Number of male owners	Number	
	Number of female owners	Number	
	Number of BME owners	Number	This equal opportunities information should be provided for the owners of the enterprise supported. If information

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	Number of non BME owners	Number	<p>is not available for owners, information should be provided for directors or senior managers.</p> <p>Ethnic origin questions are not about nationality, place of birth or citizenship. They are about broad ethnic groups.</p> <p>Black and Minority Ethnic groups include people who may face barriers because of their ethnic origin, in accessing opportunities in Wales.</p>
	Number of owners who consider themselves disabled	Number	<p>This equal opportunities information should be provided for the owners of the enterprise supported. If information is not available for owners, information should be provided for directors or senior managers.</p> <p>The Social Model of Disability recognises that disabled people are people with impairments who are disabled by their environment. This Model is recognised by disabled people and was formally adopted by the Welsh Government in 2002.</p> <p>The Social Model of Disability makes the important difference between 'impairment' and 'disability'. It recognises that people with impairments are disabled by the barriers that commonly exist in a society. In simple terms, it is not the inability to walk that prevents a person entering a building unaided but the existence of stairs that are inaccessible to a wheelchair-user. In other words,</p>

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			<p>'disability' is socially constructed.</p> <p>The Social Model of Disability requires society to remove the barriers in order that all people have equality.</p> <p>Further information can be found at http://www.disabilitywales.org/</p> <p>Owners should be asked whether they consider themselves to be a disabled person because of the barriers (attitudinal, environmental and organisational) which prevent them from participating fully in all areas of life.</p>
	Number of owners who understand Welsh	Number	<p>This equal opportunities information should be provided for the owners of the enterprise supported. If information is not available for owners, information should be provided for directors or senior managers.</p>
	Number of owners who speak Welsh	Number	
	Number of owners who read Welsh	Number	
	Number of owners who write Welsh	Number	

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	Number of owners who are aged 0-24	Number	This equal opportunities information should be provided for the owners of the enterprise supported. If information is not available for owners, information should be provided for directors or senior managers.
	Number of owners who are aged 25-44	Number	
	Number of owners who are aged 45-64	Number	
	Number of owners who are aged 65-74	Number	
	Number of owners who are aged 75+	Number	
Administration / activity indicators			
	Date received support	dd/MM/yyyy	This should be the date that support was first received by the enterprise.
	Type of support received	Non-financial support; Financial support - grant; Financial support - other than grant	See definitions

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	Amount of financial support – grant	£	The amount should be presented in GBP.
	Amount of financial support – other than grant	£	The amount should be presented in GBP.
	Specific Objective	SO#.#	This is the Specific Objective of the Structural Funds Operation/project.
	Beneficiary	Free cell	Business Party Name of the organization responsible for managing/providing the intervention.
Outputs / Outcomes			
	Number of collaborative R&D projects participated in	Number	See definitions – for evaluation purposes data on the actual R&D projects and collaborators should be kept.
	Introduced new to the firm products?	Yes; No	See definitions.
	Introduced new to the market products?	Yes; No	See definitions.

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	Amount of Private investment matching public – Grants	£	Total value, in GBP, of private contribution to supported SMEs. The enterprise supported was reported under enterprises receiving grants.
	Amount of Private investment matching public support - Non-grants	£	Total value, in GBP, of private contribution to supported SMEs. The enterprise supported was reported under enterprises receiving financial support other than grants.
	Is the amount of private investment matching public support match funding?	Yes; No	
	Number of Patents registered	Number	
	Adopting or improving equality and diversity strategies and monitoring systems?	Yes; No	

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	Adopting or improving sustainable development strategies and monitoring systems	Yes; No	
	Increase in level of export	£	The gross value, in GBP, of new export business (goods and services) secured by enterprises due to Structural Fund intervention.
	Investment in enterprise	£	The amount of financial support given to enterprises receiving grants, or financial support other than grants. The amount of support is the total amount provided to an enterprise i.e. ERDF plus Match.
	Enterprise created	Yes; No	Was the enterprise created after receiving financial aid, advice or support from ERDF or ERDF financed facility?
	Date enterprise created	dd/MM/yyyy	For new enterprises only.

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	Increase in employment in supported enterprises	Number	Gross new working positions in supported enterprises in full time equivalents (FTE).
	Increase in employment in supported enterprise - Number where first post holder is Male	Number	Refer to the definition of “Increase in employment in supported enterprises above. This is the gender breakdown of the above.
	Increase in employment in supported enterprise - Number where first post holder is Female	Number	Refer to the definition of “Increase in employment in supported enterprises above. This is the gender breakdown of the above.

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	Increase in employment in supported enterprise - Number in salary band - £14,999 and below	Number	
	Increase in employment in supported enterprise - Number in salary band - £15,000-£19,999	Number	
	Increase in employment in supported enterprise - Number in salary band - £20,000-£24,999	Number	

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	Increase in employment in supported enterprise - Number in salary band - £25,000-£34,999	Number	
	Increase in employment in supported enterprise - Number in salary band - £35,000 and above	Number	