**University of Exeter**

**CALMARE, Harrison Building**

**North Park Road**

**Exeter**

**Devon**

**EX4 4QF**

Date:

Dear Sir / Madam,

**Re: Eligibility to receive aid under the de minimis exemption**

In order to avoid public funding distorting competition within the European common market the European Commission sets limits on the levels of assistance which the public sector can provide to businesses (“the State Aid rules”). You should note carefully the requirements needed to comply with the European State Aid rules and if need be, refer to the relevant legislation.

It is proposed that the assistance provided will comply with the State Aid rules by applying the De Minimis exemption under EC Regulation 1998/2006 as published in the Official Journal of the European Union on 28 December 2006. Under the De Minimis exemption undertaking can receive up to €200,000 of De Minimis aid in the current financial year and the two previous financial years, subject to how much assistance it has received during that period under (1) the De Minimis exemption and (2) the Small Amounts of Compatible Aid Scheme.

Please complete the Statement of Previous Aid received under the De Minimis exemption and Small Amounts of Compatible Aid Scheme, and arrange for a director of your business to sign the declaration. Using this information we will assess your eligibility to receive assistance.

The value of the aid under the service provided by the Centre for Alternative Materials and Remanufacturing Technologies (CALMARE) is for a minimum of 12 hour’s work or £1000 (approx. €1200 at a conversion rate of 1.2). The final value of assistance will be declared to you at the end of the project in a letter (Confirmation of De Minimis Aid) with the date of award as per the date of the letter of engagement signed between you and CALMARE. You will need to declare this final amount to any body who requests information from you on how much De Minimis aid or Small Amounts of Compatible Aid Scheme assistance your business has received. Therefore we strongly recommend that you maintain a record of all documentation. For the purposes of the relevant State Aid legislation, you must retain this information for 3 years from the date on this letter and be able to produce it on request by the UK public authorities or the European Commission. You may need to keep this documentation for longer than the 3 years for other purposes.

If you are in any doubt as to whether previous assistance received would constitute De Minimis assistance please raise your concerns as soon as possible. Having read the above we would be grateful if you could arrange for attached statement confirming your business’s eligibility for support to be signed and returned as soon as possible.

Yours Sincerely



Paul McCutchion   
Commercial Manager