

Small Business Grant Scheme

Guidance notes

Purpose

The scheme is designed to award up to 50% grant funding ranging from £500 to £1,500 to an existing small business (up to 10 employees) which has been trading for no more than 3 years or alternatively to an individual looking to start up a business in Lichfield District, to support job creation and business growth.

To be eligible, applicants must receive support from the Enterprise for Success programme, whether pre- start (12 hours of free business support) or post start (3-12 hours of free business support), **before** their grant application is processed.

Grant information

- The Council will pay a minimum of £500, up to a maximum of £1,500.
- A maximum percentage of 50% can be applied for towards the total project eligible costs.
- The overall project cost is capped at £3,000 to get the maximum grant.
- The grant is designed to assist businesses to overcome financial barriers to growth, with applications needing to outline the businesses expansion plan and how the grant will achieve this. This should include how the grant will be used to support business growth and create jobs.
- All grants must be claimed within 3 months of a confirmation letter being received.
- Successful applicants must complete a 6 month progress report and submit this to the Council.
- Grants awarded will be only paid following the submission of an invoice/receipt of items detailed in the application form.

How do I apply for the scheme?

To register interest for the scheme or to check if you are eligible.

Please contact:

Jonathan Percival, Economic Development Officer

Email: jonathan.percival@lichfielddc.gov.uk

Phone: 01543 308149

Once interest is registered with Lichfield District Council, applicant's details shall be shared with Blue Orchid, who shall arrange attendance at the programmes workshops.

Applicants must first receive support from the Enterprise for Success programme, which is delivered by Blue Orchid, **before** a grant is applied for. Application forms for submission to economicdevelopment@lichfield.gov.uk before the quarterly round closes must be signed by a Blue Orchid Business Advisor.

Further information: www.enterpriseforsuccess.co.uk

Applicants must submit the following supporting documents with the application form:

- A business plan
- 2 years of financial projections

When can I apply for a grant?

Grant applications must be submitted quarterly with the closing date of each quarterly round being the last Friday of the following months:

- December 2018
- February 2019
- May 2019
- August 2019
- November 2019

An overall grant total of £5,000 shall be awarded per quarterly round. If the overall awarded grant amount in a round is under £5,000, the unspent amount shall be allocated on top of the next round. For the rounds of December 2018 and February 2019, £10,000 shall be available.

Who can apply?

Eligible (One of the following):

- An individual who is a permanent resident and looking to start up a business **within Lichfield District**.
- An existing small business (up to 10 employees) located in Lichfield District that has been **trading for no more than three years**.

Ineligible (Anyone of the following):

- An individual who is **not** a permanent resident **of Lichfield District**.
- A small business (up to 10 employees) located in Lichfield District that has been **trading for more than three years**.
- Business activities that are deemed as counterproductive to the Council's ambitions, strategies and policies. This includes but not exclusive to money lending; projects which feed into the promotion of political or religious views; betting shops; night clubs; illegal or immoral activities.
- Any other business that the Council may deem to be ineligible, such as projects which promote or condone extremist activities or terrorism.

What can the grant be used for?

The scheme is focused on the following eligible capital costs:

Eligible costs the grant can go towards:

- Marketing purposes
- ICT software and hardware
- Office equipment e.g. laptop, desks, chairs
- Professional qualifications or training e.g. ISO, professional body membership
- Equipment to support product or process development and business growth.

Ineligible costs the grant cannot be used for:

- Ongoing premises or business costs e.g. rents, business rates, insurance, utility bills
- Reoccurring running costs
- Salaries
- Towards rent, lease or mortgages
- Any other activities or costs that the council deem to be ineligible.
- Any activities or costs that are seen to be counterproductive to the Council's ambitions, strategies and policies.

Consideration

The Lichfield District Council Small Business Grant Scheme is a competitive scheme and although applicants may apply to receive a grant, unfortunately we cannot guarantee all applications will be successful. A limited amount of allocated funding is available per annum with applications being evaluated and scored based on meeting the aim of the scheme, to support business and employment growth and helping to deliver the Council's priority of a Vibrant and Prosperous Economy. Applicants must detail within their completed application form and supportive documents how the application meets the purpose of the scheme to enhance the likelihood of being successfully awarded a grant.

The success of an application shall be based on the following criteria:

Employment:

- Is there job creation?

Growth:

- How does the equipment applying for support your outcomes?
- Have you demonstrated a barrier to growth?
- How do you plan to increase turnover?
- What is your expected increase in turnover?

Business plan:

- How do your financial projections (sales and profit forecasts) relate to your planned growth?

Grant funding payment

- Any goods or services bought before or ordered prior to the grant approval date set out on the confirmation letter shall not be reimbursed by Lichfield District Council. Reimbursement shall only take place on items outlined in the successful application and bought or ordered after the grant approval date.
- If the grant is spent on any ineligible project costs or costs not stated within the successful application form then the Council will require repayment of all or part of the grant.
- Applicants must provide invoices or receipts showing evidence for proof of expenditure and submitted on one claim form to the Council within 3 months of the date on the confirmation letter.
- The confirmation letter shall be sent electronically to the email address set out on the application when businesses have been successful.
- All grant funding shall be paid by BACS directly into the applicant's bank account.

Terms and conditions

Lichfield District Council may share information submitted by the applicant among partners for monitoring purposes.

Any grant awarded will be under the condition of the applicant agreeing to the Council's Terms and Conditions forming the agreement between the applicant and the Council. Failure to abide by these terms and conditions may result in recovery of the whole or part of the grant.