



## **Small Business Grant: Guidance Notes**

The Small Business Grant is designed to improve efficiency of your business and maximise the potential for growth.

### **Projects could include:**

- Purchase of items of equipment to improve and further develop the business
- Business related training and development
- Support the delivery of online, digital and e-commerce platforms
- Improvements to commercial premises (including signage, lighting, and all aspects of refurbishment)
- green and/or sustainable business improvements e.g. more efficient lighting, paperless working
- Support Covid-19 recovery

The grant made will be **50% of eligible costs** up to a maximum contribution of £2500. **Payment is exclusive of VAT** and will not be refunded.

Payment will be made to the organisation that has made the grant application and **no work should be undertaken** until written approval from the Grant Panel is received.

Payment will be retrospective. Applicants will need to ensure they have total funds available upfront and are in a position to commence the project straight away. Applicants will also be required to supply relevant paid invoices within 30 days once approved.

Only one application is allowed per funding round and priority will be given to businesses that have not previously accessed this funding and are working on green and/or sustainable projects.

*Please note the Small Business Grant will not cover or contribute to annual membership fees, single use disposable promotional items, lease hire arrangements, company stock, office stationery items or general company overheads.*

### **Eligibility**

1. Incomplete applications will not be considered
2. Businesses must have the core business address located and trading from Adur & Worthing.
3. A grant cannot be sought for retrospective projects. Approval must be given prior to the work commencing
4. Businesses are classified as those seeking to make a profit and performing a business function. Unfortunately Registered Charities are not eligible for this funding.
5. Applicants should be able to demonstrate that they are using the funds for commercial or employment growth.
6. Applications will be considered from individual businesses that have up to 10 paid staff (full time equivalents)
7. Minimum project cost is £250 (i.e. requiring match funding of £125)

8. An applicant/business must have 6 months prior trading and be in a position to prove trading history either through a VAT return or invoice to customers.
9. An applicant/business must have no disputes with the Council
10. Two quotes must accompany the grant application for each item requested. The supplier/provider should be based in the Adur & Worthing area to keep the supply chain local. If a quotation is from a national chain it should have a local supplier as comparison.
11. The grant made will be 50% of eligible costs up to a maximum contribution of £2500. Payment is exclusive of VAT and will not be refunded.
12. Applicants must provide feedback on the project within 6 months regarding the effectiveness of the grant as and when requested
13. Grant applications will be processed on a first come first served basis. Only one application allowed per funding round.
14. Payment will be made on completion of projects, with evidence of work carried out and the submission of relevant paid invoices
15. Members and officers of the Grant Panel may visit to verify details of the project
16. No applications will be accepted after 31<sup>st</sup> March 2023
17. The Panel reserve the right to explore any data in the public domain and request additional information from directors, suppliers and company accountants to satisfy authenticity. The Panel reserves the right to reject any application in its absolute discretion where there are inaccuracies or the panel cannot verify information.
18. THE GRANT IS MADE ON THE STRICT CONDITION THAT IN THE EVENT THE FUNDS ARE NOT DEPLOYED TO THE SPECIFIED PROJECT, USING THE APPROVED SUPPLIER(S)/PROVIDERS, THE GRANT OBTAINED MUST BE REPAYED. ANY FINANCIAL LIABILITIES TO SUPPLIERS/PROVIDERS ARISING FROM THIS ACTION WILL TRANSFER TO THE GRANT APPLICANT.

### **Grant Procedure**

1. Applicants must submit a completed application, attaching minimum of 2 quotes related to the business proposal. The supplier/provider where possible should be based in the Adur & Worthing area.
2. An incomplete application will not be formally registered in the grant process
3. Checks are carried out with other Council services to ensure that the applicant/business does not have any disputes with the Council
4. The Grant Panel may arrange a visit with the business and/or gather current evidence to check against future changes and developments of project
5. The Council will inform the applicant of Grant Panel's decision by email.
6. Applicant to confirm acceptance of grant amount by completing and returning the Grant Agreement.
7. Applicant to commence project as outlined in the application form
8. Applicant to inform the Council on completion of the project.
9. The Council will send the applicant an Evidence of Payment Form for completion.
10. Applicant to submit Evidence of Payment and attach a copy of paid invoice(s).
11. The Grant Panel may arrange a further visit with the business prior to payment of grant.
12. Payment will be sent to the applicant via BACs
13. Council may conduct evaluation through follow up contact on behalf of the Grant Panel.

Further information can be found on our website at:

<https://www.adur-worthing.gov.uk/businesses/support-and-funding/grants-and-funding/>