

Tamworth Start Up Business Grant

Guidance notes for applicants

1. Purpose

The Tamworth Start Up Business Grant is designed to offer grants of between £500 and £1,000 to individuals wanting to set up a new business, become self-employed or for existing small business, up to three years old, to grow.

In conjunction with 12 free hours of business support (pre-start) and 6-12 free hours of business support (post-start) provided by Blue Orchid through the Enterprise for Success Programme, individuals or small businesses will ultimately benefit from a business plan, start up advice and if successful a grant to help them establish and grow.

2. Grant detail

- Minimum **£500** up to a maximum of **£1,000**.
- The grant is designed to assist businesses in getting over barriers preventing them from trading, starting up, reaching new customers or dealing with unexpected costs.
- Grants **can be** used towards items such as the following examples:
 - Insurances – public liability, professional indemnity
 - Professional qualifications – e.g. Gas Safe, ISO quality standards, membership of a professional body.
 - Equipment – to support product or process development and business growth (laptops/computers are excluded).
 - Set up fees – registration/incorporation.
 - Marketing.
- Grants **cannot** be used for:
 - Refundable rental deposits
 - Income tax or national insurance payments
 - VAT (unless the business is not VAT registered)
 - Working Capital – for cash/debtor/creditor management.
 - Lease/Hire Purchase
 - Personal vehicles
 - Purchase of an existing business
 - Salaries or owner drawings
 - On-going premises/rental costs
 - Recurring business running expenses, such as business rates, mobile phones, broadband etc.
 - Any other cost the Council may from time to time deem to be ineligible.

3. Who can apply?

Eligible:

- Individuals who have a permanent residence within the boundary of Tamworth Borough Council.
- A small business that has been trading for no more than three years, with no more than five employees, registered in and actively trading from within the boundary of Tamworth Borough Council.

Ineligible:

- Applicants that wish to open a premises outside of the Borough.
- Applicants who have not been given the correct and relevant permission (Mortgage holder/landlord/planning permission etc) to run a business from their premises or home address.
- Businesses that have been **registered / trading for more than 36 months** (three years)
- Business activities deemed as counter-productive to any of Tamworth Borough Council's policies and strategies. These include but are not exclusive to: Betting Shops; ticket agents; landlords; money lending; debt factoring; hire purchase financing; projects which have as their object the promotion of political or religious views; social clubs; night clubs; nudity; illegal or immoral activities.
- Any other business that the Council may from time to time deem to be ineligible.
- Projects, activities or events which promote or condone extremist ideology, activities or terrorism.

4. When can I apply for a grant?

Grant applications can only be submitted quarterly in rounds and must be submitted by the **last** Friday of the following months:

- Round 1 – May
- Round 2 – August
- Round 3 – November
- Round 4 – February

A maximum of **£5000** will be awarded in grants per quarterly round. If grants awarded do not meet the quarterly round total of £5000, any amount unspent will be rolled over to the next round.

Grant applications will then be taken to the Council's Cabinet Committee for approval.

5. How do I apply for funding?

To register interest and check if you are eligible for a grant please contact:

Lorraine Farley
Economic Development and Regeneration Officer
Tel: 01827 709525
Email: lorraine-farley@tamworth.gov.uk

Before a grant can be applied for applicants **must** attend a 12 hour/two day workshop (pre-start) or receive 6-12 hours of business support (post-start) delivered by Blue Orchid as part of the Council supported Enterprise for Success Programme. More information can be found here:
www.enterpriseforsuccess.co.uk

Once interest in the grant is registered with Tamworth Borough Council, details will be passed to Blue Orchid to arrange attendance at a relevant workshop. Application forms will be handed out at the workshops **only**. These workshops will be held at the Tamworth Enterprise Centre, Corporation Street, Tamworth, B79 7DN (www.tamworthenterprisecentre.co.uk) as well as other locations in Lichfield, Cannock, East Staffs and Solihull.

Advisors from Blue Orchid will support applicants in completing the application form and completing a basic business plan which must also be submitted with every application. Final applications **must be** signed by a Blue Orchid Business Advisor.

6. Considerations

The Tamworth Start Up Business Grant is a highly competitive process and although applicants may apply for grants from between £500 and £1,000, unfortunately the Council cannot guarantee the maximum grant award per application, or that all applications will be successful. All applications are evaluated and scored based on; the aim of the project; the applicant fitting the requirements set out in the guidance notes; the likely outcome of a successful award meeting the aims and objectives outlined within the business plan and how the application meets the purpose of the grant programme.

7. Payment of grant funding

- Once the application is approved by the Council's Cabinet Committee, a formal award letter will be sent to the applicant, for signing. Once a signed letter has been received by the Council, payments can then start to be released.
- For payment to be released, applicants must provide relevant proof of expenditure to cover the cost of goods and services to be reimbursed from the grant awarded.
- Applicants will **not** use the grant to pay for goods or services that have been brought or ordered prior to the grant approval date. Tamworth Borough Council will only reimburse against invoices for eligible expenditure dated after the date when the terms and conditions are accepted.
- Businesses must purchase or order eligible services and goods, submitting proof of expenditure (i.e. invoices and/or receipts) within three (three) months of the date of the grant approval letter.
- All grant funding will be paid by BACS directly into the applicant's bank account.

8. Terms and conditions:

Tamworth Borough Council may share information submitted by the applicant among partners of the GBSLEP Growth Hub for the purpose of business support activities.

Businesses working with children and/or adults with care and support needs must have appropriate safeguarding measures in place, and provide evidence of this.

Any grant awarded will be conditional upon the applicant agreeing to the Council's Terms and Conditions. These terms and conditions form the basis of the agreement between the applicant and the Council. If the applicant accepts the offer, he/she is agreeing to all the Council's Terms and Conditions.

Failure to adhere to the terms and conditions may result in recovery of the grant wholly or in part.