**What can my business apply for through the small business grant scheme?**

Please see below some guidance on eligible and ineligible spend

1. **If you are applying for machinery/equipment**

**Eligible spend**

* Machinery or equipment that helps your business to increase production, produce a new product or deliver a new service
* Machinery or equipment that will help to improve efficiency within a business

**Example**

A food producer wanting to automate part of their process to increase production.

A tradesperson needing a new piece of equipment that will help them increase their range of services.

**Ineligible spend**

* Replacement of old machinery or equipment for new where there will not be any added benefits of increased production or new products/services
* The purchase or lease of any vehicles
* The lease of any equipment or machinery
* Second hand equipment or machinery

1. **If you are applying for adaptations to premises**

**Eligible spend**

* Extension, adaptations or improvement to premises which leads to increased staffing, new product or service development or increased efficiency.

**Example**

A manufacturing business creating a new product and needing a ‘clean’ operating area.

A business needing to provide an office area due to increased staffing levels

**Ineligible spend**

* Any structural repairs
* Any works relating to utilities
* Any maintenance works
* Any statutory/regulatory works
* Any works to a premises on a short term lease
* Any purchase, rent, legal or insurance costs in relation to premises

**NB** Any works may need to be authorized by a landlord, building control officer or planning authority

1. **If you are applying for marketing costs**

**Eligible spend**

* Website development including building a new website, inclusion of e commerce elements.
* A social media campaign to target specific customers
* Brand design including logos and campaign

**Example**

A retail business wanting to sell their products online

A new business wanting to create a brand for their products and services

**Ineligible spend**

* Hosting costs, search engine optimization costs
* Licensing costs for off the shelf software
* Advertising costs

**NB** The maximum amount for funding for a website will be 75% of £1,000

**FAQs**

1. **Can I apply if I received funding previously from the small business grant scheme?**

You cannot apply for more funding through this scheme if you have received funding within the last 3 years.

1. **My business is four years old can I apply?**

This scheme is for business who are 0-36 months old. If you are an older business then please contact the Business and Community Team to find out what other funding may be available to you. [Business@richmondshire.gov.uk](mailto:Business@richmondshire.gov.uk)

1. **Can stock be included as an eligible cost?**

No, the purchase of stock that can then be sold by a business is not an eligible expenditure.

1. **Do I need to have an appointment with a business growth advisor to apply for the scheme?**

Yes, you can book an appointment through the business email address [business@richmondshire.gov.uk](mailto:business@richmondshire.gov.uk) The appointments are free and take approximately one hour. The advisors can help with business plans, cash flow forecasts and talk through your business ideas.

1. **Do I need to provide two quotes?**

Yes, this helps you and us assess value for money and ensure that you are not spending more than you need to.

1. **Do I need to include a business plan?**

Yes, our business growth advisor can help with this. You can find a template here for a business plan and cash flow forecasts. <https://www.gov.uk/write-business-plan>

1. **I want to apply for a website but I am unsure what the costs might be?**

The costs of websites vary greatly, depending on the functionality you require. As an approximate guide £1,000 would cover the purchase of a quality website. The maximum grant that will be awarded via the Small Business Grant Scheme for website development will be £750.