



Small Business Grant Scheme

Application Criteria 2019-21

The Small Business Grant Scheme has been established to encourage the formation of new enterprises and stimulate the growth of established small businesses. The grants are targeted at new business start-ups and businesses less than 36 months old with no more than 5 employees. Businesses must demonstrate a need for the grant and provide a Business Plan with a financial forecast outturn.

A total of £60,000 has been allocated to the scheme. Applications are decided upon on a “first come first serve” basis and the scheme will close following the allocation of the total funding available. Decisions are reached on a bi-monthly basis; the timetable of meetings where bids will be considered is attached to the application form on Page 5.

Eligibility criteria:

1. Applications can be made for assistance towards the following costs:-
 - a. The provision of necessary machinery and equipment (excluding vehicles and consumables);
 - b. The extension, adaptation or improvement of facilities within premises (not for structural repairs or maintenance of existing buildings or installation of utilities);
 - c. Marketing where it forms part of a promotional programme, which is likely to lead to additional jobs.
2. Applications can be for no more than £1,000;
3. The maximum percentage of the total projects costs which can be applied for is 75%;
4. Applications can be made by new/start-up businesses and businesses less than 36 months old.
5. New and/or Start-up businesses must have discussed their project idea with a Business Growth Manager prior to submitting an application. To book an appointment please contact: business@richmondshire.gov.uk ;
6. Businesses that are already established aged up to 36 months must have discussed their project and had a business appraisal with a Business Growth Manager. To book an appointment please contact: business@richmondshire.gov.uk
7. A minimum of 2 quotes must be provided for each item to be purchased.
8. Eligible businesses should be solvent but have no more than £25,000 un-ringfenced business reserves at the time of making the application or at their last yearly accounts. This must be evidenced by providing two years' worth of

accounts where possible. This does not apply to new or start-up businesses who should provide a detailed breakdown of the current reserves in their business account and projected income/expenditure for a 6 or 12 month period.

Templates can be provided for this.

9. Grants are for businesses which are based within the Richmondshire District Council boundary.

Conditions of grant:

1. Applicants with outstanding liabilities to Richmondshire District Council cannot be considered for a Small Business Grant. An internal credit check will be completed as part of the process.
2. The approval or refusal of a grant and the amount awarded is at the absolute discretion of Richmondshire District Council. There is no right to appeal.
3. Grants will not be given for expenditure incurred prior to an application being made.
4. Grants are paid retrospectively i.e. after purchase of eligible items and proof submitted and must be done so within 6 months of the dated offer letter.
5. Payment of grant to successful applicants will preferably be made in one sum on the receipt by the Council of evidence that the applicant has incurred the expenditure. However, staged payments will be considered.
6. The bank account details provided must be in the business name and not personal. Where businesses do not have an account in their business name, one should be set up prior to applying to the scheme for funding support.
7. Expenditure must be incurred using a debit/credit card or cheque. Payments of grants will not be made towards expenditure incurred using the payment method of cash. Bank statements will be requested as proof.
8. Successful applicants must provide a 12-month progress update following receipt of the grant. The Council may carry out a monitoring visit.
9. The Council reserves the right to reclaim the grant in the event of the business operation ceasing to operate within the district within 12 months from the date the grant was approved.
10. The Council reserves the right to withdraw the grant where spend is not in line with the offer made and accompanying terms and conditions.
11. Failure to adhere to any of these conditions will result in non-payment of grant.

Ineligibility and exclusions

1. Community groups, not for profit organisations, charities, individuals, social enterprises and statutory bodies e.g. Parish Councils are not eligible to apply into this funding scheme
2. The scheme will not fund the 'running costs' of any business including; rent, utilities, travel costs, salaries, food and drink, legal fees or insurance
3. Businesses cannot apply for purchases, which they have made prior to being successful in receiving a grant from RDC – this will be demonstrable through the production of an invoice dated after an offer of grant support is presented.

Any claims received, which include an invoice with a date prior to the offer letter, will not be paid.

4. Applications from businesses, which have received grant funding through this scheme within the past three years, will not be accepted.
5. Incomplete applications will not be considered by the grant panel
6. If information required to complete an application is not provided within 28 days following the request for further information, the bid will be rendered null and void and businesses must then re-apply in order to be considered

Submitting an application

Businesses are encouraged to submit applications and supporting documents electronically, by email to business@richmondshire.gov.uk

Only bids received in full by 5pm on each deadline date will be taken forward for consideration. Bids received after this time will be considered at the following meeting should there be funds available to allocate.

Businesses should also be aware that all correspondence relating to successful applications will be sent electronically including the grant offer letter, terms and conditions, copy claim form and monitoring report.

Businesses are encouraged to save the above email address as a 'contact' within their email operating system, so that emails are not sent to 'junk' or 'spam' folders.

Advice and support

We provide a tailor made service for businesses expanding or relocating to Richmondshire, including:-

- Identification of suitable sites and premises;
- Advice on grants and financial incentives available within Richmondshire;
- Support in relation to skills and training
- Links to key business partners;
- Ongoing support as necessary

If you are looking to grow your business, or for confidential help and advice then please contact a member of the team business@richmondshire.gov.uk