

UP TO £2,000 BUSINESS BOOSTER GRANT

Bromsgrove District, Redditch Borough, Wyre Forest District and Worcestershire County Councils jointly fund a £2,000 Business Booster Grant which aims to help young but growing businesses, trading between 18 months and 5 years, make a step change in their development.

Only businesses which show specific promise and clearly demonstrate how the grant will make a measurable difference will be recommended for approval.

The grant may not be used to cover or repay existing loans or debts.

CRITERIA -

LOCATION OF APPLICANT BUSINESS:

The business must be located within the local authority areas of Bromsgrove District, Redditch Borough or Wyre Forest District Councils.

THE APPLICATION:

The Application must explain the business' expansion plans and explain how the grant will help to make a difference. The information should include how the grant will be used to, for example:-

- Help the business access new markets
- Create new jobs
- Bringing forward an important business plan objective
- Improve the skills of owners or employees
- Purchase essential equipment which will improve the business' viability
- Help overcome a specific problem which is obstructing progress

THE GRANT:

1. Grants will be limited to one per business, per applicant, on a first-come, first-served basis
2. Successful applicants will be offered 50% of the costs of an eligible project, up to a maximum of £2,000. At least 50% of costs must be funded from the business' own resources.
3. The grant is not retrospective and cannot be used for the reimbursement of goods and/or services already purchased before the date of the offer letter.

ASSESSING THE APPLICATION:

1. Each application will be judged on its own merits with regard to how well it meets the scheme's aims and eligibility criteria and its ability to be implemented within the set timescales. North Worcestershire – Economic Development & Regeneration will not enter into a commitment until the formal acceptance of a grant offer.
2. A check will be made to ascertain whether the applicant has any outstanding debts owed to Bromsgrove District Council, Redditch Borough Council, Wyre Forest District Council and/or Worcestershire County Council. Any outstanding debts will result in the application being refused.

THE GRANT OFFER:

1. Notification of a decision on the application will be made in writing to the applicant. A grant offer will be made by letter, which will specify:
 - i) The eligible applicant.
 - ii) The eligible goods and/or services to be accessed/purchased.
 - iii) The approved cost calculated in accordance with one of the quotations submitted with the application. Applicants who are VAT registered will have their grant assessed on the net cost of eligible projects; non-registered applicants on the gross cost.
 - iv) The maximum amount of grant awarded.
 - v) The date by which the purchase of the goods and/or services should be completed.
2. A grant offer should be accepted within 21 days of receipt of the letter by returning a copy of the letter signed by the applicant. If the offer is not accepted within 21 days the offer will be withdrawn.
3. All goods and/or services which are the subject of the grant should be purchased/completed by the date specified in the offer letter and receipted invoices received by North Worcestershire – Economic Development & Regeneration. Where the deadline cannot be met, the applicant should notify North Worcestershire – Economic Development & Regeneration as soon as possible. If appropriate, a new deadline will be agreed.
4. Any variations to the agreement must be approved in writing prior to work commencing. North Worcestershire – Economic Development & Regeneration reserves the right to withdraw the offer if it deems changes to the specification are not appropriate for the scheme.
5. Where the applicant proposes to change supplier of goods/services, North Worcestershire – Economic Development & Regeneration reserves the right to request new/revised estimates.
6. By accepting the offer the applicant agrees to take part in any monitoring after the grant is paid which will help North Worcestershire – Economic Development & Regeneration to assess the success of the overall grant scheme.
7. By accepting the offer the applicant agrees to participate in publicity, e.g. press releases and photographs, to promote the grant scheme.

PAYMENT OF GRANT:

1. Payment of the grant will be made when North Worcestershire – Economic Development & Regeneration receives copies of paid invoices for the approved grant from the applicant. Invoices dated before the date of the offer letter will not be eligible for payment.
2. If the actual costs of the purchase of the goods and /or services which are the subject of the grant are less than those outlined in the application and agreed in the offer letter, payment will be restricted to the actual amount in accordance with the receipted invoice.
3. Payment of the grant will be made directly into the business bank account through the Bank Automated Clearance System.

GENERAL:

1. North Worcestershire – Economic Development & Regeneration, its officers and agents shall not at any time be held liable to any person in relation to any loss or damage arising, either directly or indirectly, as a result of compliance by the applicant with these terms and conditions of grant.
2. Award of the grant does not imply that North Worcestershire – Economic Development & Regeneration is expressing a view regarding the business or its products, nor that they accept responsibility for any debts or liabilities incurred by the applicant, the business or the business associates.
3. North Worcestershire – Economic Development & Regeneration reserves the right to recover all or part of the grant it has provided if:
 - The business is sold or ceases to trade for whatever reason within a 78 week period from receipt of the grant
 - The business relocates outside the boundaries of Bromsgrove District, Redditch Borough and Wyre Forest District Councils within a 78 week period from receipt of the grant
4. The decision of North Worcestershire – Economic Development & Regeneration is final. It reserves the right to vary the level of grant or reject an application.

North Worcestershire

ECONOMIC DEVELOPMENT & REGENERATION

Wyre Forest - Redditch - Bromsgrove

**BUSINESS
BOOSTER
GRANT
FORM**

REF. No: /11-12

PRIVATE & CONFIDENTIAL

**PLEASE COMPLETE FULLY AS FAILURE TO PROVIDE THE INFORMATION REQUESTED MAY
DELAY THE PROCESSING OF THE APPLICATION.**

BUSINESS DETAILS:

Business Name:

Business Address:

Post Code:

Contact Name:

Position:

Telephone: Mobile:

Email:

Legal Status:
(e.g. sole trader, partnership, limited company)

If Limited Company or Limited Liability Partnership, please give registered office address:

Company Registration No.

Names of Proprietors / Directors:

Are you VAT Registered: YES NO

If YES – please give VAT Registration No.

Number of Employees:
(including Partners & Directors) Full Time: Part Time: Casual:

Brief History of Business:

PLEASE INCLUDE A COPY OF LAST YEAR'S ACCOUNTS

BUSINESS PLAN

Please provide either a copy of your current Business Plan with this Application OR complete questions 1- 4 below:

1. MARKET RESEARCH - WHAT LEVEL OF DEMAND IS THERE FOR YOUR GOODS / SERVICES?

2. CUSTOMERS - WHO ARE YOU CURRENT AND POTENTIAL CUSTOMERS?

3. COMPETITORS - WHO ARE YOUR COMPETITORS, HOW DO YOU DIFFERENTIATE YOUR GOODS / SERVICES?

4. BUSINESS GOALS - WHERE DO YOU SEE YOUR BUSINESS IN 3-5 YEARS?

PROPOSED INVESTMENT – Please advise

- 1. How the investment will help you to achieve your business goals and**
- 2. Advise of the proposed completion date of the project.** *(continue on a separate sheet if necessary)*

PLEASE ATTACH COPIES OF THREE QUOTATION OR ESTIMATES FOR GOODS AND/OR SERVICES TO BE PURCHASED

TOTAL COST OF PROJECT: £

GRANT FUNDING APPLIED FOR: £
(up to a maximum of £2,000)

HOW DO YOU PROPOSE TO SOURCE THE MATCH FUNDING?

PLEASE ADD ANY OTHER INFORMATION THAT YOU FEEL MAY BE RELEVANT:
(Continue on a separate sheet if necessary)

DECLARATION -

1. I confirm that my business has all the necessary permissions (including any necessary planning permission) and licences to operate.
2. I confirm that I am responsible for all goods and/or services carried out as a result of the award of this grant and will ensure that any works comply with all relevant regulations and legislation.
3. I consent to all documentation submitted being made available for North Worcestershire – Economic Development & Regeneration’s use. I understand that any personal information provided on this form will be used to process the application and may be used to monitor the support of the project. Personal data will only be held in accordance with Data Protection legislation. I also understand that the Council is bound by the requirements of the Freedom of Information Act 2000.
4. I do not object to North Worcestershire – Economic Development & Regeneration seeking information, relevant to the processing of my application, from other sections of Bromsgrove District, Redditch Borough, Wyre Forest District or Worcestershire County Councils or other public sector bodies.
5. I understand that North Worcestershire – Economic Development & Regeneration reserves the right to recover the entire grant if any information supplied is found to be inaccurate or misleading or if I am found to have improperly tried to influence the decision of any officer or Elected Member of Bromsgrove District Council, Redditch Borough Council, Wyre Forest District Council or Worcestershire County Council, in the award of a grant. In the event that I am requested to repay the funds to North Worcestershire – Economic Development & Regeneration, I will do so within a period of 30 days.
6. I have read and understand the criteria for application and the accompanying notes and agree to comply with the principles of the North Worcestershire – Economic Development & Regeneration Business Booster Scheme. I am aware that false declarations will invalidate my application.
7. I understand that North Worcestershire – Economic Development & Regeneration is under a duty to protect the public funds it administers. The Council may check information provided to it, with other bodies responsible for auditing or administering public funds and with other information it holds, in order to prevent and detect fraud.
8. I undertake not to do anything to bring the Council’s reputation and/or standing into disrepute or attract adverse publicity for the Council.
9. I confirm that the details given in this application are full and accurate.

Signed:

Name (*please print*):

Position:

Company:

Date:

PLEASE RETURN THE COMPLETED FORM

BY POST TO: Steve Singleton
Economic Development Manager – North Worcestershire
Duke House
Clensmore Street
Kidderminster
DY10 2JX

OR EMAIL: steve.singleton@wyreforestdc.gov.uk

FOR FURTHER INFORMATION OR HELP COMPLETING THIS APPLICATION FORM,
PLEASE DO NOT HESITATE TO CONTACT THE ECONOMIC DEVELOPMENT TEAM
AT NORTH WORCESTERSHIRE – ECONOMIC DEVELOPMENT & REGENERATION ON
01562 732169 or 01527 534082
FOR ASSISTANCE.

BANK DETAILS

Payment will be via BACS

Please give details of the **Business Bank Account** the grant is to be paid into if the application is successful.

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| NAME OF BANK: |
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| ADDRESS: |
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| POST CODE: |
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| ACCOUNT NAME: | |
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