

Enterprise & Innovation Fund Start Up Grant Terms and Conditions



Description of Assistance

The Business Start Up Grant is being administered through the Council's Enterprise and Innovation fund to enable individuals to overcome financial barriers to the acquisition of assets essential to business start up.

Grants will be awarded at the discretion of the Council and will be up to 50% of eligible start up costs up to a maximum of £3,000. The minimum grant award will be £500.

The Enterprise and Innovation Start up Grant is an Intensive Start up support product. The Intensive Start up support product is part of Solutions for Business, the Government's package of publicly funded business support designed to help companies start, grow and succeed.

Eligibility

Applications will be assessed by the Council against the following criteria:

- Grants are only available to business start-ups based in Gateshead, that have not yet begun trading (including Community Interest Companies and other types of not for profit businesses).
- Applications must be submitted prior to the start date of trading.
- A business will not become eligible for support by means of a change of status, for example from a sole trader or partnership to a limited company.
- The project must result in new job creation which can include the proprietor(s)' own job(s).
- Applicants will need to provide a business plan demonstrating viability and including details of project expenditure.
- Applicants will need to demonstrate that they have sought and received advice and support from an appropriate business support agency, Local Authority or own professional advisor.
- Applicants should supply two competitive estimates for all expenditure which is to be claimed under the grant.
- Eligible Costs include:
 - Productive Equipment
 - ICT Equipment, including specialist software
 - Office equipment
 - Improvements / alterations to business premises
- Ineligible Costs include:
 - VAT
 - Vehicles, except fork-lift trucks
 - Stock/Raw materials
 - Overheads
 - Working Capital
 - The Purchase of an Existing Business
- ***Applicants MUST NOT make any commitment to expenditure subject to the application or make any assumption on the availability of a grant until a formal decision is given by the Council; otherwise there will be difficulty in establishing a need for support.***

- Only outright purchases will be supported. Lease, lease purchase and hire purchase costs will not be supported. Goods must be purchased from a business.
- Second hand goods are eligible but it is the responsibility of the applicant to provide written confirmation from the vendor that goods have not been previously subject to grant aid.
- Retail businesses and local services will be subject to special restrictions. Small independent retailers will be considered for support so long as they can demonstrate that they will not be in direct competition in the local area, resulting in a displacement of trade or jobs.
- Costs included in the application should not be the subject of support from other publicly funded schemes (e.g. Grant for Business Investment) without prior agreement.
- Ineligible business activities: Betting shops, amusements arcades, banks, casinos, insurance, money lending, debt factoring, hire purchase financing or other financing vehicles, off-licenses, pubs, landlords, taxis, social clubs, night clubs, projects that have as their object the promotion of religious/ political views, pornography, nudity, illegal or immoral acts.

Payment of Grant

- Financial assistance will be provided under EC Regulation 69/2001 (*de minimis* aid regulation). There is a ceiling of €500,000 for all *de minimis* aid provided to any one undertaking over the current and previous two financial years. Any *de minimis* aid paid to you through the scheme will be relevant to you if you wish to apply or have applied, for any other *de minimis* aid. By accepting the offer of support you will be required to confirm that you have not received *de minimis* aid exceeding this threshold within the current and previous two financial years.
- Potentially, any assistance for a public body might be an aid. If you are in any doubt whether aid received was *de minimis* aid or about its value, check with the organisation that provided it. If they are unable to say, or if there is any uncertainty, please assume that it was *de minimus* aid.
- An offer of assistance will be sent to successful applicants in duplicate with a request that one copy be returned with the applicant's signature to acknowledge acceptance of the terms and conditions of the grant.
- In those cases where applications are rejected, the applicant will be informed accordingly. Where appropriate, applicants will be permitted to submit a revised application.
- Grants will be paid in arrears. A request for payment and further supporting documentation as detailed in the offer letter (e.g. a receipted invoice, evidence of any agreed outputs) will be required before approval for payment is made. Grants will usually be paid in one instalment.
- Grants will normally be made payable to the applicant except in exceptional circumstances where they may be paid to the supplier.

- Grants must be claimed within eight weeks of the date of the offer letter, otherwise the offer will lapse.
- Grants are awarded at the discretion of the Council and are conditional on the availability of funding.
- The Council reserves the right to add to and/or delete, and/or amend any conditions at its absolute discretion and any such addition and/or deletion and/or amendment shall be totally binding upon the business.

Repayment of Grant

- The grant will be repayable at the discretion of the Council if an applicant is found to have made a fraudulent application, or if, within a period of three years from the date of payment of the grant, the business:
 - Ceases to trade for a period of three months or more;
 - Moves out of Gateshead;
 - Disposes of any asset which was grant assisted or fails to allow inspection of that asset;
 - Fails to achieve the outputs (eg Jobs created) specified in the application;
 - Fails to provide monitoring information required by the Council.

Enterprise & Innovation Fund Start Up Grant Application Form



Name of Business		
Address		
Postcode		
E-mail Address		
Contact Telephone No.		

Position in Business	Proprietor	<input type="checkbox"/>	Partner	<input type="checkbox"/>	Director	<input type="checkbox"/>
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Business Activity		
Start Date (forecast start date of new business)		

Name of Business		
Business Address		
Postcode		
E-mail Address		
Contact Telephone No.		

Should your grant application be successful, the money you are awarded will be paid direct into your bank account. Please provide bank account details below.

Account Names		
Business/Personal (Delete as appropriate)		
Bank Name		
Bank Address		
Sort Code		
Account No.		

Declaration

I hereby declare that the information contained on this form and any other documents provided in relation to the application is, to the best of my knowledge, accurate and complete at the time of submission. I understand that any grant paid will become immediately repayable in the event of any inaccuracies or incorrect information supplied.

I have read and accept the Terms and Conditions of the Business Start Up Grant and agree that failure to abide by these conditions will result in the grant offer being withdrawn. In cases where the grant has been paid, funds will be immediately repayable to Gateshead Council. I accept there is no right of appeal.

Signed	
Company	
Date	

Print Name	
Position	

Checklist for Applicants

Completed application form, signed and dated including advisor's comments

Business Plan

Quotes for each item

Management accounts if possible

Advisor Comments

Advisor's opinion on strengths and weaknesses of business, viability of project, whether or not Grant amount is appropriate etc.

I recommend / do not recommend this application to be approved
(Delete as applicable)

Advisor Name	
Organisation	
Signed	
Date	