

VISION DERBYSHIRE BUSINESS START-UP GRANT SCHEME

About the grant

Vision Derbyshire is a collaboration of local authorities across Derbyshire, delivering priority projects, which have a positive impact on people's lives. A funding pot of £550,000, which has been raised through Derbyshire's involvement in the government's Retained Business Rates Pilot scheme, has been set aside to help fund new companies, with start-up grants.

Am I eligible to apply for a grant?

The Vision Derbyshire Business Start-Up Grant Scheme is available to:

- Individuals at the pre-start stage, who intend to register a new business in Derby or Derbyshire.
- Businesses already located in Derby or Derbyshire that have been registered as trading for less than 12 months.
- New Social Enterprises are also eligible to apply where sustainable future income is proven.
- All businesses must be registered with Companies House or HMRC when an application is submitted.
- All businesses must have an active bank account.
- Available to all industry sectors subject to Subsidy Control requirements

[Subsidy Control Bill 2021: bill documents - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/bills-2021/subsidy-control-bill-2021)

To check your eligibility, you should refer to the Vision Derbyshire Business Start-Up Grant Scheme Decision Tree (see below) and discuss your individual circumstances with your Business Adviser.

How much grant could I receive?

You can apply for a grant of up to 50% of the eligible costs. The maximum grant available is £10,000.

Applicants are expected to fund at least 50% of each item as part of the project costs. If your application is successful, the final percentage offered will be decided by the Approval Board. A percentage of 50% is therefore not guaranteed.

An additional grant of £5,000 may be available in exceptional circumstances eg. where a start-up can demonstrate high growth potential after a 6-month period.

Small grants of up to £500 can be applied for with no matched funding required.

You should discuss your proposed application with your Business Adviser.

What can I use the grant for?

Where a business can demonstrate that it expects to have a successful and sustainable trading future, the scheme will fund both capital and revenue expenditure (subject to UK subsidiary rules).

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Eligible items include:

- Tools/machinery/equipment
- Fixtures and Fittings
- Monitoring/measuring apparatus
- ICT infrastructure: Computer hardware/software – Any ICT purchases should form a core part of an overall investment strategy and a comprehensive rationale will need to be provided for why the investment is required.
- Websites: Where this is a critical part of the business model. For example, it should enable international sales, or incorporate additional functions that will increase sales/improve efficiency such as shopping carts, an e-tendering portal, or an extranet (can include design costs)
- Marketing materials – for example: business cards, flyers and brochures (can include design costs)
- Event stands and associated costs (excluding travel)
- Relocation/fit out costs for premises (not moving transport costs)
- Improving/extending premises (subject to planning permission)
- Specialised and accredited training that is required to further develop the business.

What the grant will NOT pay for.

Activity that does not evidence growth potential will not be eligible. This includes expenditure such as:

- Essential running costs i.e. statutory obligations, utility bills, wages/ salaries, overheads, insurance, tax, basic standard IT
- Purchase of stock and/or consumables (eg office stationery)
- Feasibility studies
- Planning applications/building regulations certificates
- Professional Fees, e.g. architect, accountant, consultant, solicitor
- Replacement items
- Training either required as a statutory requirement or funded via alternative training funders
- Radio/vehicle/newspaper/online/social media advertising
- Vehicles and other mobile infrastructures
- Equipment, machinery or tools that are leased or rented
- Residential property infrastructure/improvements

This list is not exhaustive, and any proposed application should be discussed with your assigned Business Adviser.

Important Points to Note

For all grants over £500: You will need to have access to funds to purchase the items upfront. These grants will only be issued upon receipt of evidence of paid invoices.

You must therefore have access to funds to cover these costs prior to submitting the application.

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For grants under £500: You will need to submit a short application and provide basic cash flow information to access the £500 non match funded grant.

Grants cannot be applied for retrospectively – a signed grant agreement must be in place before any items that forms part of an application are purchased.

You must allow 4-6 weeks from submitting your application to receiving a decision outcome.

There is no right of appeal against the decision.

How do I apply for a grant?

For grants over £500, applicants will need to complete an online application form and submit the following supporting documents:

- A business plan and a cash flow forecast for the next 2 years. The cash flow must demonstrate a breakeven position within the 2 year period.
- Evidence of Match Funding
- 1 quote for all items of expenditure under £1000
- 3 quotes for all items of expenditure over £1000
- Confirmation of Planning Permission (if applicable)
- Relevant Licences (if applicable), Building Regulations certs
- Evidence of relevant qualifications/training
- Lease Agreements – premises and/or equipment (if applicable)
- Insurance Policies
- Confirmation of Landlord Consent (if applicable)
- Risk Register

For grants under £500 you will need to complete an online application form, prepare a cash flow forecast and submit evidence for all items of expenditure.

All grant applications must be discussed with a Business Adviser. The Adviser will issue an application submission link and guide you through the process.

Applications are independently assessed and considered by an Approval Board before a decision is made. Additional information about your application may be requested by the external assessor.

A number of checks will be made including: Confirmation of business registration, investment within the eligible area, state aid declaration, GDPR signed, disqualified director checks undertaken, valid quotations, match funding confirmation, eligibility met, value for money, financial forecasts.

You will be advised of the decision outcome within 4 - 6 weeks from receipt of full application and relevant supporting information.

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When is the grant paid?

If the grant application is approved, applicants have up to 3 months to submit copies of relevant invoices and bank statements showing that eligible expenditure has been made. All invoices and bank statements must be dated after the grant funding agreement has been signed.

Claim payments will be made within 10 working days of receipt of fully completed and all supporting information received.

A final payment will be made when evidence of the completed project is provided.

Please note items purchased using cash will not be eligible for grant payment.

Monitoring Requirements

Monitoring reports will be required 4 months after the grant has been awarded, or the end of the project, whichever comes first.

Additional monitoring reports can be requested for specific areas of activity.

Turnover/productivity and job creation to be evidenced and monitored.

Returning for a Top-Up Grant

This may be permissible subject to funding availability and delivery against contractual obligations.

For Any Other Queries

Please speak to your Business Adviser.

VISION DERBYSHIRE BUSINESS START-UP GRANT SCHEME - ELIGIBILITY DECISION TREE

