

ENTERPRISE GRANT SCHEME

A single grant payment for people who wish to set-up a commercially viable small business within the Bassetlaw District area, and small businesses within the area in the first eighteen months of trading.



BASSETLAW
DISTRICT COUNCIL
NORTH NOTTINGHAMSHIRE

**Bassetlaw Enterprise Board
Economic Development & Tourism Service
Bassetlaw District Council
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Potter Street
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S80 2AH
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PLEASE READ THE GUIDANCE NOTES FOR APPLICANTS BEFORE FILLING IN THIS APPLICATION FORM

BASSETLAW ENTERPRISE BOARD

Application No:

1. Contact Name: _____
Home Address: _____
Post Code: _____
Telephone: _____

2. Business Details: Sole Trader/Partnership/Limited Company/Other
Trading Name: _____
Business Description: _____
Business Address: _____
Post Code: _____
Telephone: _____
E-mail address: _____
Date Trading Commenced/Will Commence: _____ Registration Number: _____

3. Proprietors Please provide all names and home addresses in full.
i) Name & Home Address: _____
Current Occupation: _____
Date of Birth: _____
ii) Name & Home Address: _____
Current Occupation: _____
Date of Birth: _____

4. Premises Evidence should be submitted
Type: _____
Size: _____
Terms: _____

5. Approval Required Evidence should be submitted

Landlord: _____

Planning Permission: _____

Building Regulations: _____

Licences: _____

Other: _____

6. Employees Include Proprietors

Existing F/T P/T

Additional F/T P/T

7. Business Funding Please specify amounts to be used to finance your proposal

a) Own Funds: _____

b) Shareholders: _____

c) Commercial Loans: _____

d) Others: _____

8. Have you received any business advice? Yes/No

If yes please state who has given the advice: _____

9. Assistance Requested:

Please state what item(s) the assistance is required for, what amount is requested and the total cost of your proposal.

10. Declaration:

I/we hereby declare that the foregoing statements are correct to the best of my/our knowledge and belief, that I/we have not been adjudicated bankrupt, nor made any composition with my/our creditors or no judgement exists against me/us, and that I/we will accept the conditions upon which the Council are prepared to give any assistance and understand that any false information given could result in repayment of the monies paid to me/us or prosecution.

The Council will make a search with a credit reference agency, will keep a record of that search and will share that information with other parties if necessary. The Council may also make enquiries about the other interested parties in a business with a credit reference agency.

I/We confirm that I/we are not involved or in any way connected with any activity that the Board has advised is not suitable to be supported from public funds.

I/we further declare that the assistance which is the subject of this application will be used solely for the purpose stated above.

Dated this _____ day of _____ 20

Signature of applicant(s)

i) _____

ii) _____

The personal information you have supplied on this form will be used for supporting your application for financial assistance from the Bassetlaw Enterprise Board and may be shared with other areas of the Council, the Police and other public bodies for the recovery of debt, prevention or detection of fraud or the detection or prevention of crime as permitted under the Data Protection Act 1998.

GUIDANCE NOTES: Enterprise Grant Scheme

PLEASE READ THESE GUIDANCE NOTES CAREFULLY BEFORE SUBMITTING AN APPLICATION TO THE BASSETLAW ENTERPRISE BOARD

WHAT IS THE ENTERPRISE GRANT SCHEME?

The Enterprise Grant Scheme is a fund operated by Bassetlaw District Council through the Bassetlaw Enterprise Board to help promote the creation of jobs within the District.

The Enterprise Grant Scheme can offer a single grant payment to people who wish to set-up a commercially viable small business within the Bassetlaw District area, and small businesses within the area in the first eighteen months of trading.

Enterprise Grant Scheme awards are determined by the Bassetlaw Enterprise Board. This Board consists of representatives from Bassetlaw District Council and the local business community. The Board meets approximately once every month.

WHO CAN APPLY FOR THE GRANT?

This grant is available to all forms of new businesses (sole trader, partnership or limited company), intending to locate within the Bassetlaw District area or existing businesses within the area in the first eighteen months of trading.

WHAT CRITERIA ARE USED TO ASSESS APPLICATIONS?

The primary objective of the Enterprise Grant Scheme is *to help diversify the economy of Bassetlaw and create jobs in the District*. Applicants must meet the following criteria in order to be eligible for the Scheme:

- **JOB CREATION:**
 - Applicants for the grant must be either unemployed, employed (working 16 hours or less) or employing other people. Grants will not be awarded to applicants who have simply changed from full-time employment to self-employment within the same trade, without necessarily employing others.
 - The business should also demonstrate sufficient potential to employ people other than the owner.

- **NEED:**
 - Applicants must demonstrate that an award is needed. It is important that the Scheme gives added value for money and that it does not displace finance available from other sources or simply support projects which would have gone ahead anyway. Therefore, all other means of financial support must have been explored by applicants before applying to the Board for assistance. Applicants should provide evidence that these other means of financial support have been explored.

- **VIABILITY:**
 - Businesses must have undergone appropriate business advice and preparation courses to the satisfaction of the Bassetlaw Enterprise Board prior to applying for assistance.
 - Any grant awarded by the Board will be conditional upon the applicant providing a progress update on the business to Business Link six months, twelve months and eighteen months following the payment of the grant.

- **LOCATION:**

- The business must be located in the Bassetlaw District area.
- The business must stay in the area for at least 12 months after the grant is awarded. If the business re-locates out of the District or ceases trading within these 12 months following the payment of the grant, the Board may require payment of the whole or part of the grant. In the eventuality of the business ceasing to trade within these 12 months the Board will have first claim on assets bought using the grant so that they can be used for the benefit of other applicants.

OTHER TERMS AND CONDITIONS

- Applicants must not have been adjudged bankrupt or have any court judgements against them. No grant will be given to any applicant should there be any outstanding debts due to the Council from the applicant for any service whatsoever. As part of the consideration of an application, the Board will make the necessary enquires and searches. Any grant awarded by the Board will be conditional upon the applicant(s) paying the fee payable for these enquiries and searches.
- Applicants must be operating from suitable premises or moving into suitable premises at the time of application. Applicants should provide evidence of ownership, tenancy or lease agreements, planning permission and any necessary licences, qualifications or certificates of competence.
- Only one grant will be offered to each business. For example, if the business is a partnership or limited company, a grant will not be given to each member of the business.
- Any grant awarded will not be offered retrospectively, that is to say that **any expenditure made before the grant is awarded will not be eligible for financial assistance**. Grants can only be released to the applicant upon receipt of evidence of actual expenditure on the items for which the grant has been awarded. In most cases the amount of grant awarded must be matched by an equal contribution from the applicant.
- Applicants must not be involved or in any way be connected with any activity which the Board advises them is not suitable to be supported from public funds.
- The business must not have a detrimental impact on the environment. Further, the Board encourages businesses to highlight environmental good practices and, where appropriate, implement an environmental policy.
- At all times the business should be a responsible employer. For example, observe workers rights under employment legislation and take appropriate steps to meet health and safety requirements.
- Existing businesses in the first eighteen months of trading may also be eligible for the preferential rate loan under the Enterprise Loan Fund.
- Any grant must be taken up within six months of an offer being made.
- Applicants should note that any grant awarded will be at the discretion of the Board and that meeting the criteria above does not confer automatic eligibility. The decision of the Board is final.

WHAT LEVEL OF GRANT CAN BE APPLIED FOR?

Grants of up to £1,500 will be awarded to new businesses.

In addition, grants of up to £2,500 will be awarded to high quality, independent retailers seeking to locate, re-locate or expand within Worksop Town Centre.

WHAT CAN THE GRANT BE USED FOR?

The Enterprise Grant Scheme is geared towards expenditure on capital assets such as plant, equipment or machinery. However, the grant can also be used for the following:

- Office equipment and furniture, including the purchase and installation of computers, faxes, telephones and answer phones.
- Shop fittings, including shelves, general refurbishments and counters.
- Security equipment and installation, including alarms, shutters & CCTV equipment.
- Environmental audits and reviews.
- ICT audits and reviews.
- Costs of introducing systems identified in environmental and/or ICT audits and reviews.
- Business stationery (up to £150).
- Advertising and other marketing costs including web design (up to £500).

The grant cannot be used for the following:

- Vehicles
- Purchase of premises or modification to premises
- Rent or deposits for premises
- Working capital
- Stock appropriation
- Wages or other revenue items
- Debts or loan repayments
- Insurance costs
- Legal and Professional Services costs
- Planning fees

HOW TO APPLY

- An application form should be completed and signed.
- A copy of the applicant's business plan, incorporating a Cashflow Forecast, should be attached to the application form showing that the business venture or project is commercially viable.
- Existing businesses will be required to provide their accounts for the first year of trading if appropriate.
- Further evidence should be included, where required, in support of the application.

Applicants will be invited to attend the Board meeting at which their application is being considered. The Board meets approximately once every month.