

Tamworth Start Up Business Grant

Guidance Notes for Applicants

1. Purpose:

The Tamworth Start-Up Business Grant is designed to offer grants of between **£500** and **£1500** to individuals wanting to set up a new business, become self-employed or for existing small business, up to 3 years old, to grow.

In conjunction with 12 free hours of business support provided by Blue Orchid through the Enterprise for Success Programme, individuals or small businesses will ultimately benefit from a business plan, start up advice and if successful a grant to help them establish and grow.

2. Grant detail:

- Minimum **£500** up to a maximum of **£1500**.
- The grant is designed to assist businesses in getting over barriers preventing them from trading, starting up, reaching new customers or dealing with unexpected costs.
- Grants **can be** used towards items such as the following examples:
 - Insurances – public liability, professional indemnity
 - Professional qualifications – e.g. Gas Safe, ISO quality standards, membership of a professional body.
 - Equipment.
 - Set up fees – registration / incorporation.
 - Marketing
 - Inventory / stock.
- Grants **cannot** be used for:
 - Refundable rental deposits
 - Income tax or national insurance payments
 - VAT (unless the business is not VAT registered)
 - Working Capital – for cash / debtor / creditor management excluding stock.
 - Lease / Hire Purchase
 - Personal Vehicles
 - Purchase of an existing business
 - Salaries or owner drawings
 - On-going premises/rental costs
 - Recurring business running expenses, such as business rates, mobile phones, broadband etc.
 - Any other cost the Council may from time to time deem to be ineligible.

3. Who can apply?

Eligible:

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Either:

- Individuals who have a permanent residence with the boundary of Tamworth Borough Council.

Or

- A small business that has been trading for **no more than 3 years**, with **no more than 5 employees**, registered in and actively trading from within the boundary of Tamworth Borough Council.

Ineligible:

- Applicants that do not live in Tamworth or wish to open a premises outside of the Borough.
- Applicants who have not been given the correct and relevant permission (Mortgage holder / landlord / planning permission etc) to run a business from their premises or home address.
- Businesses that have been **registered / trading for more than 36 months** (3 years)
- Business activities deemed as counter-productive to any of Tamworth Borough Council's policies and strategies. These include but are not exclusive to: Betting Shops; ticket agents; landlords; money lending; debt factoring; hire purchase financing; projects which have as their object the promotion of political or religious views; social clubs; night clubs; nudity; illegal or immoral activities.
- Any other business that the Council may from time to time deem to be ineligible.
- Projects, activities or events which promote or condone extremist ideology, activities or terrorism.

4. When can I apply for a grant?

Grant applications can only be submitted quarterly in rounds and must be submitted by the **last** Friday of the following months:

- Round 1 - June
- Round 2 – September
- Round 3 - December
- Round 4 – March

A maximum of **£5000** will be awarded in grants per quarterly round. If grants awarded do not meet the quarterly round total of £5000, any amount unspent will be rolled over to the next round.

Grant applications will then be taken to the Council's Cabinet Grants (Sub-Committee) for approval within a month of the round deadline.

5. How do I apply for funding?

To register interest and check if you are eligible for a grant please contact:

Lorraine Farley (Business Liaison Officer)

01827 709 525 or lorraine-farley@tamworth.gov.uk

Before a grant can be applied for applicants **must** attend a 12 hour / 2 day workshop ran by Blue Orchid as part of the Council supported Enterprise for Success Programme. More information can be found here:
<http://www.enterpriseforsuccess.co.uk/>

Once interest in the grant is registered with Tamworth Borough Council, details will be passed to Blue Orchid to arrange attendance at a relevant workshop. Application forms will be handed out at the workshops **only**. These workshops will be held at least **monthly** at the Tamworth Enterprise Centre – Corporation Street, Tamworth, B79 7DN. <http://www.tamworthenterprisecentre.co.uk/>

Advisors from Blue Orchid will support applicants in completing the application form and completing a basic business plan. Final applications **must be** signed by a Blue Orchid Business Advisor.

6. Payment of grant funding:

- As part of the application process, applicants must provide relevant evidence of the cost of goods and services proposed for purchase.
- Goods / services purchased no more than one month prior to the date of application will be eligible for the grant if proof of purchase can be provided.
- Businesses must purchase or order eligible services and goods, submitting proof of expenditure (i.e. invoices and / or receipts) within 3 (three) months of the date of the grant approval letter.
- All grant funding will be paid by BACS directly into the applicant's bank account.
- Once the application is approved by the Cabinet Grants (Sub-committee) a formal award letter will be sent to the Applicant, for signing. Once a signed letter has been received by the Council, payment will be released.

7. Terms and Conditions:

Tamworth Borough Council reserves the right to change any of the eligibility criteria and details of the grant with no advanced notice.

Any grant awarded will be conditional upon the applicant agreeing to the Council's Terms and Conditions. These terms and conditions form the basis of the agreement between the applicant and the Council. If the applicant accepts the offer, he / she is agreeing to all the Council's Terms and Conditions. **Failure to adhere to the terms and conditions may result in recovery of the grant wholly or in part.**

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