

SCARBOROUGH BOROUGH COUNCIL

BUSINESS DEVELOPMENT GRANT SCHEMES

INTRODUCTION

Two grant schemes have been established to encourage the formation of new enterprises and stimulate the growth of established small and medium sized businesses and companies moving into the area. In both cases, the main objective for awarding the grant will be that the project will result in new jobs being created. The main criteria for support are that:

- (i) the business is based in, and the investment would benefit, Scarborough Borough,
- (ii) the project and the business are commercially viable and,
- (iii) the project needs financial support

It should be noted that the grants are entirely discretionary, the emphasis being placed upon the business to illustrate that the grant is needed.

Please note, you may only apply for grant aid under either the Business Start-Up Grant or the Business Expansion Grant.

BUSINESS START-UP GRANT

BUSINESS EXPANSION GRANT

ELIGIBILITY

This scheme is targeted at new start-ups and companies less than 18 months old. The grant is available to the manufacturing sector and most service sector businesses. The following businesses are ineligible; retail, personal services (i.e. hairdressers, gardener's, handymen etc), hotels, B & B's, restaurants/cafes and estate agents.

ELIGIBILITY

This scheme is aimed at assisting both existing businesses in the Borough who may be looking to strengthen their market position or expand into new markets, and new businesses attracted into the area. The grant is available to the manufacturing sector and most service sector businesses. The following are ineligible: retail, personal services (i.e. hairdressers, gardener's, handymen etc), hotels, B & B's, restaurants/cafes and estate agents.

SCOPE OF ASSISTANCE

Applications can be made for assistance towards the following costs:

- a) the provision of necessary machinery and equipment;
- b) the extension, adaptation or improvement of facilities within premises;
- c) marketing, where it forms part of a promotional programme, which is likely to lead to additional jobs.

Where any of the above result in job creation, a grant of up to 50% of the eligible costs may be paid.

- d) a business rate relief grant for newly established business taking premises in the Borough for the first time, being equivalent to 50% of that years local authority business rate up to maximum of £250 per year in the first two years.

The maximum amount of grant assistance is £1,000 to any one concern in any one year. Grants are dependent on business mentoring taking place 6 months after the allocation of the grant.

SCOPE OF ASSISTANCE

This grant is targeted primarily at revenue schemes rather than capital projects, and will be based on a specific need having been identified through the development of a Business Plan. Examples of areas of eligible expenditure could be: funding an export mission; researching new markets; product development; or skills training.

The maximum amount of grant assistance is £5,000 to any one concern in any one year. Grants are dependent on business mentoring taking place 6 months after the allocation of the grant.

Please return completed application forms to:

Economic Development Unit
Regeneration & Planning Services
Scarborough Borough Council
Town Hall, St Nicholas Street
Scarborough
YO11 2HG
Tel: 01723 232323
Email: regeneration@scarborough.gov.uk

Please read the following before completing this application form

DATA PROTECTION ACT 1998

Scarborough Borough Council is the data controller for the purposes of the Data Protection Act.

We will use the information you give in this form, and in any supporting evidence you send, to process your application for grant assistance and, if your application is successful, to process your claim for grant payment.

We will not give information about you to anyone else, or use information about you for other purposes without your permission, unless required by law to do so.

If you have any queries about or want access to personal information that we may hold, please write to The Data Protection Officer at Scarborough Borough Council, Town Hall, Scarborough, North Yorkshire, YO11 2HG.

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

Further information is available on the website at www.scarborough.gov.uk/nfi

CONDITIONS

1. The approval or refusal of a grant is at the absolute discretion of Scarborough Borough Council.
2. You are not eligible to apply if you are in anyway related to any Member of Scarborough Borough Council.
3. **Grants will not be given for expenditure incurred prior to an application being made.**
4. Payments of grants to successful applicants will normally be in one sum on the receipt by the Council of evidence that the applicant has incurred the expenditure.
5. Expenditure must be incurred using a debit/credit card or cheque. Payments of grants will not be made towards expenditure incurred using the payment method of cash.
6. Grants are dependent on business mentoring taking place 6 months after the allocation of grant and applicants will also be required to complete a short questionnaire 12 months after receipt of the grant.
7. The Council reserves the right to reclaim the grant in the event of the business operation ceasing to operate within the Borough Council area within 12 months from the date the grant was approved.
8. The offer of grant assistance will be for a period of 6 months with effect from the date offered.

APPLICATION FORM

Applicants are requested to fill in the form below in Black Ink as fully and clearly as possible. Every effort will be made to deal with applications speedily. It should be appreciated that if the form is not completed in the manner stated it will cause delay in the consideration of your application.

A DETAILS OF APPLICANT

Name of Applicant

Name of Business

Address

Telephone number Fax number E.mail:

Legal Status of Company (Partnership/Sole Trader/Limited Company/Other*)
*Please specify

Name of Contact

Nature of Business

If this is an existing business, when did the business start.....19/20*.....and how many people are employed at present: (*please delete as appropriate)

Directors/Principals: Full-Time..... Part-Time.....

Employees: Full-Time..... Part-Time.....

If this is a new venture, when is it intended to start operations?.....

B Do you wish to apply for: Business Start Up Grant Business Expansion Grant

C NEW JOBS CREATED BY THE PROPOSAL WITH EXPECTED DATE OF EMPLOYMENT

Full-Time No Date(s) Part-Time No..... Date(s)

(Please indicate whether any of the jobs are through NVQ Options)

D PURPOSE

Details of the project for which Assistance is requested: (In addition to completing this form, it may be advisable to submit an accompanying detailed synopsis of the proposal including details of the project and its cost).

Location of the Project:

Estimate of the total costs of the Project: (Detail individual items):

Have you applied for grant aid from any other source? YES NO

If yes please give further details on whom to, how much and what items.

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How do you intend to finance the balance of the project expenditure?

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E BUSINESS BACKGROUND INFORMATION

Inclusion of the Company's Business Plan is essential. Please also include any further information on the past, present and future of the business; market potential/share; competitors; pricing; costs/overhead structure and any other information that you consider may be of assistance.

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F FINANCIAL

- For a **NEW BUSINESS** venture it is essential to provide the following:- Forecasted Cash Flow Statement for the next 24 months, itemising all elements of income and expenditure and incorporating the effect of the new project.
- For an **EXISTING BUSINESS**: Accounts (Balance Sheet and Trading Accounts) for your last trading period.

*I/we declare that the information given on this sheet is, to the best of *my/our knowledge, true and accurate and *I/we agree that in the event of a grant being made:

- a) the assets acquired as a result will be employed within Scarborough Borough for the purposes of the business mentioned above and that the grant will be repayable at the discretion of the Borough Council if the applicant ceases within 12 months of the making of the grant to use, within Scarborough Borough, the property or equipment in respect of which the grant was made for the purposes of the business referred to in the application; and
- b) to supply such progress reports as may be reasonably required by the Borough Council.

Signed: Signed:

Designation: Designation:

Date: Date:

**Please delete as necessary*

Please return the completed form to: Regeneration & Planning Services
Town Hall, St Nicholas Street
Scarborough
YO11 2HG