

Small Business grants guidance notes

The Small Business Grant is designed to improve efficiency of your business and maximise the potential for growth.

Projects could include:

- Purchase of items of equipment
- Business related training and development
- Support the delivery of online, digital and e-commerce platforms
- Improvements to business premises (could include signage, lighting, joinery and flooring)

The grant made will be 50% of eligible costs up to a maximum contribution of £2500. **Payment will be made to the organisation that has made the grant application and no work should be undertaken until written approval from the Grant Panel is received.**

Eligibility

- Incomplete applications will not be considered
- Businesses must be based in the Adur & Worthing area
- An applicant/business must have no disputes with the Council
- At least one quote, preferably two, must accompany the grant application and where possible the supplier/provider should be based in the Adur & Worthing area
- A grant cannot be sought for retrospective projects. Approval must be given prior to the work commencing
- Applicant must provide feedback on the project within 6 months regarding the effectiveness of the grant as and when requested
- Applications will be considered from individual businesses and independent charities that have up to 10 paid staff (full time equivalents)
- Grant applications will be processed on a first come first served basis
- On completion of projects, we will require evidence of work carried out and submission of relevant invoices
- Members and officers of the Grant Panel may visit to verify details of the project
- No applications will be accepted after 30 September 2017
- The Grant Panel reserve the right to reject applications

Grant Procedure

Stages:

1. Applicants must submit a completed application with a quote for the business proposal attached. (Where possible the supplier/provider should be based in the Adur & Worthing area). An incomplete application will not be formally registered in the grant process

2. Checks are carried out with other Council services to ensure that the applicant/business does not have any disputes with the Council
3. The Grant Panel may arrange a visit with the business and/or gather current evidence to check against future changes and developments of project
4. The Council will inform applicant of Grant Panel's decision in writing
5. Applicant to commence project as outlined in the application form
6. Applicant to inform the Council of completion of the project by providing a copy of final invoice(s)
7. The Grant Panel may arrange a further visit with the business prior to payment of grant.
8. Payment will be sent to the applicant ideally via BACs
9. Council may conduct evaluation through follow up contact on behalf of the Grant Panel.

THE GRANT IS MADE ON THE STRICT CONDITION THAT IN THE EVENT THE FUNDS ARE NOT DEPLOYED TO THE SPECIFIED PROJECT THE GRANT OBTAINED MUST BE REPAYED.