

## VISION DERBYSHIRE BUSINESS START-UP GRANT SCHEME

### About the grant

The Vision Derbyshire Business Start-Up Support Scheme is operating across 8 local authorities across Derbyshire. Grant funding is through Derbyshire's involvement in the government's Retained Business Rates Pilot scheme to support new businesses in **Amber Valley, Bolsover, Chesterfield, Derbyshire Dales, Derby City, Erewash High Peak, North East Derbyshire, South Derbyshire Local Authority Areas.**

All start-up projects awarded a grant must have been completed, and start-up businesses be open and trading by 31<sup>st</sup> March 2026.

### 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 with a trading base in the local authority areas above
- Businesses already located in one of the above local authority areas referenced above, 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 excluding accommodation providers, those with religious links or any industry which could bring the authority into disrepute
- The grant funding is 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.

For grant applications of over £500, 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. Grant amounts will be calculated based on the provision of accurate quotes and prices at the time of appraisal.

Small grants of up to £500 can be applied for with no matched funding required. Small grants cannot be used for test-trading.

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). The business must be within the first 12 months of trading when an application is submitted. Requests for each item must be accompanied by a rationale as to how the item will benefit the business.

Eligible items include:

- Tools/machinery/equipment – must be purchased outright, not leased
- Fixtures and Fittings for non-domestic premises
- Office furniture – where the furniture is for a home office, the furniture must be solely for business use
- Monitoring/measuring apparatus/equipment
- ICT infrastructure: Computer hardware/software – Hardware should be suitably spec'd for its intended purpose. Software purchases must be for either an outright purchase or the first year's license upfront. Monthly subscriptions are deemed ineligible
- Website/App design & implementation: One-off costs for the design and implementation of a new website for marketing and/or e-commerce purposes. One-off costs for re-designs of existing websites are also permitted. Monthly subscriptions will not be permitted
- Marketing materials – for example: business cards, flyers, brochures, pull up banners, and branded giveaways (can include design costs). Any request should be part of an overall marketing strategy
- Event stands and associated costs - excluding travel and subsistence costs
- Relocation/fit out costs for non-domestic premises - excluding moving and transport costs
- Improving/extending non-domestic premises (subject to planning permission).
- Accredited training that is required to further develop the business and builds on existing qualifications and expertise - Accredited training is training that has been officially recognised and approved by a recognised professional accrediting body and leads to a certificate or qualification that is recognised by employers and professional bodies

**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 and general overheads eg statutory obligations, rent, utility bills, wages/salaries, insurance, tax, bank charges
- Website domain names and website/app platform costs eg monthly/annual hosting
- IT support costs – eg software/hardware maintenance contracts
- Software design/development costs that do not result in a finished product - eg wireframing, building to a test environment only
- Mobile phones

- Purchase of stock for re-sale
- Consumable items eg general office stationery, printer/copier paper
- Feasibility studies and prototyping
- Planning applications/building regulations certificates
- Professional Fees, e.g. architect, accountant, consultant, solicitor
- Replacement items
- Non-accredited training
- Radio/vehicle/newspaper/online/social media advertising
- Purchase of vehicles
- 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 you will need to have access to funds to purchase the items upfront. Grant payments will only be issued upon receipt of evidence of paid invoices and bank statements demonstrating payment.

Evidence of funds must be provided when submitting an application for all grants.

- For grants of £500 and below: Non match funded
- For grants over £500: Match funded

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 a pre-application declaration to determine person/business eligibility. If the pre-application is successful, the applicant can then proceed with an application which consists of an online application form and submission of supporting documentation comprising some or all of the following, depending on the business type and how it operates:

- A business plan - mandatory
- Financial projections for the next 2 years, including sales & cash flow forecasts, overheads & other expenditure. The cash flow / profit & loss must demonstrate at least a breakeven position by the end of the 2 year period - mandatory
- Evidence of Match Funding - mandatory
- 1 quote for each item of expenditure with a value of under £1000 - mandatory

- 3 quotes for each item of expenditure with a value of £1000 and above - mandatory
- Rationale as to how each item will benefit the business - mandatory
- Confirmation of Planning Permission - if applicable
- Relevant Operating Licences - if applicable
- Evidence of relevant qualifications/training – if applicable
- Lease Agreements for premises - if applicable
- Insurance Policies – if applicable
- Confirmation of Landlord Consent - if applicable
- A Risk Register if the value of the requested grant is £5000 or more - mandatory

For grants under £500 you will need to submit a business plan and financial plan 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 for applications over £500.

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, planning permission & lease agreements, 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. If key information is not provided the application will be delayed.

#### **When is the grant paid?**

If the grant application is approved, applicants' payment terms will be detailed in the grant funding agreement. Claims should be made in the first 3 months after the contract date.

All invoices and bank statements must be dated after the grant funding agreement has been signed.

Claim payments will be made within 20 working days of receipt of fully completed grant claim form and all supporting information.

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

Grant payments are made in arrears.

#### **Monitoring Requirements**

Monitoring reports will be required 4 months after the grant has been awarded and at the end of the project.

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

Turnover/productivity and job creation will be evidenced in the monitoring report.

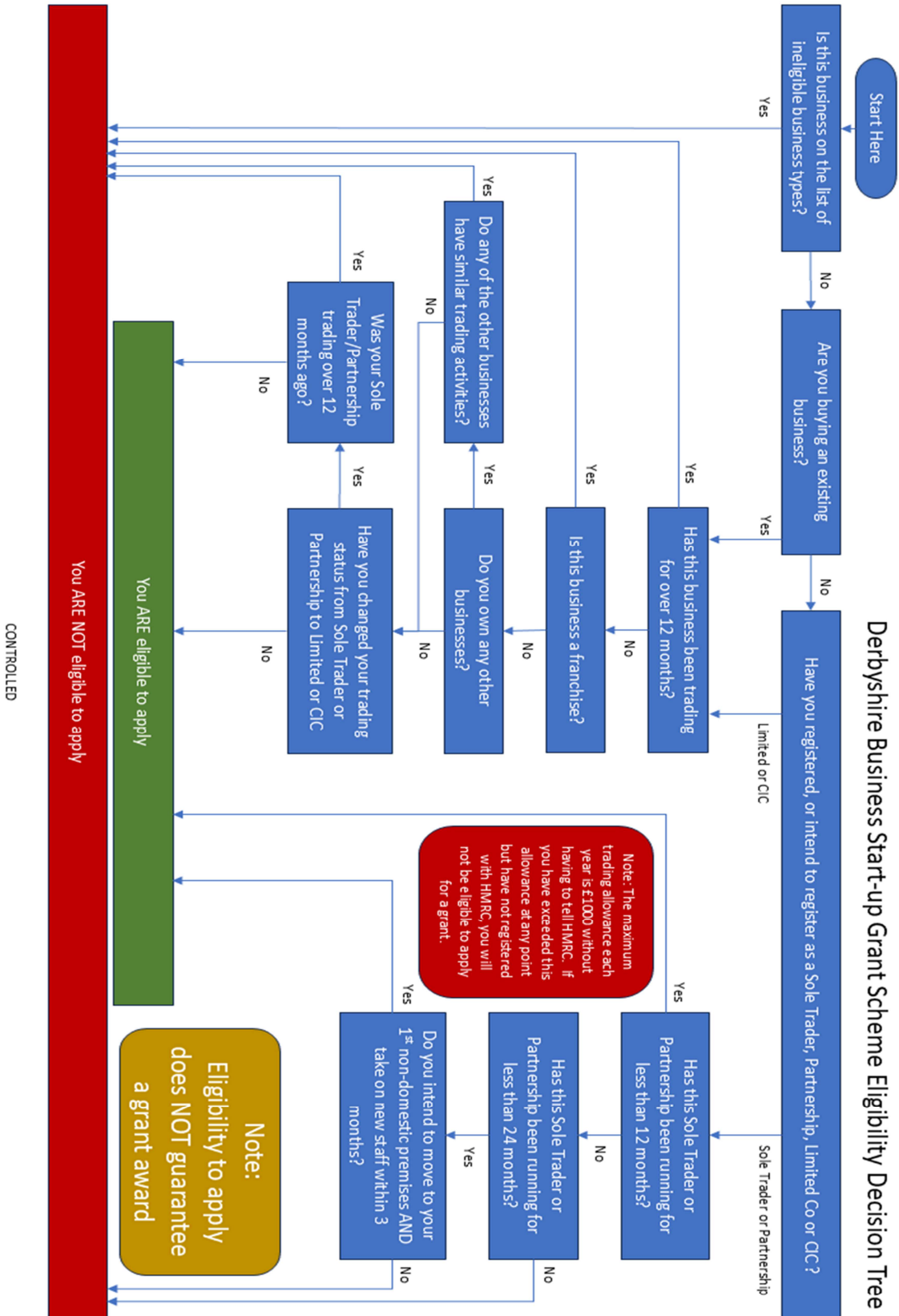
**Returning for a Top-Up Grant**

One application per business may be made for grants over £1000.

**For Any Other Queries**

Please speak to your Business Adviser.

## Derbyshire Business Start-up Grant Scheme Eligibility Decision Tree



## Ineligible Business Types

- Provisioning of personal finance
- Accommodation providers (Eg hotels, B&B's etc)
- Businesses with religious links
- Legal/litigation services
- Claims management companies
- Any industry which could bring the authority into disrepute

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