

High Street Business Grants

Guidance Notes and Frequently Asked Questions

Broxtowe Borough Council is pleased to announce a grant funding round to help small businesses on our local high streets.

The High Street Business Grant is available to businesses located and operating in Broxtowe Borough.

Local businesses can apply for grants of up to £5,000 towards the cost of shop and business frontage improvements including signage; street scene or conservation area related initiatives; environmental energy saving measures; disability access improvements and; digital, productivity and ecommerce investments that improve productivity or create jobs.

These grants are funded through the UK Shared Prosperity Fund allocated to Broxtowe Borough Council.

The Grant Offer

This small grant is for companies whose business premises are located and operate within the Broxtowe Borough Council.

How much is available?

Businesses can apply for a small grant of up to £5,000. The Business must provide a minimum 10% of match funding to support the project.

For example, to receive a grant of £5,000, a business will need to evidence match-funding of at least £500 within their proposals, making the total project spend £5,500. If the business requires a grant of £2,000 you will need to evidence match funding of £200 making the total project spend £2,200.

Large Grants of up to £10,000. The business must provide a minimum of 20% match funding.

If the business requires a grant of £10,000 you will need to evidence match funding of £2,000 making the total project spend £12,000.

Who can apply?

A business must be registered and have a business bank account. Registration can take the legal form of sole trader, partnership, limited company, or social enterprise / Community Interest Company (CIC). Charities that are registered with the charity commission as a Charitable Incorporated Organisation (CIO) or in addition to their

charity status are also registered as one of the above legal entities can also apply to this fund.

Businesses must be registered and based within the Broxtowe Borough Council boundary and pay business rates to Broxtowe or be exempt from paying business rates.

Your business needs to have been trading for a minimum of 6 months.

The business must be registered with Companies House or the Charity Commission OR is a sole trader or partnership with a Unique Tax Reference Number from HMRC.

The business must be able to fund and evidence 100% of the project cost upfront from their own resources.

The business must hold a business bank account (a 'trading as' account is acceptable). A business bank account is a trading commercial account in the name of the applying business. All purchases must be made via the business account and all claim payments will be made to the same business account. Personal or current accounts are NOT eligible

All appropriate licences and permissions are in place for the business.

Eligibility maps can be found on the UKSPF Grants webpage.

Criteria for applications

The focus of these grants is on local businesses whose principal business location lies within the town centres illustrated on the Broxtowe Borough Council boundary maps.

Applications must present a case for the items requested within the grant application and provide 2 quotations for work or items (or 3 quotations for grants over £5,000). This funding cannot be used to fund staff costs, but the match funding element could be staff costs to implement new systems to help the business grow.

The grant must be spent on new investment and cannot cover any costs already incurred.

If funding is approved, all receipts and invoices must be submitted to the council in order to claim the funding.

How to apply for a grant

Applications need to be submitted on the business grants portal via the Broxtowe Borough Council website. This can be saved to your computer before submitting your application.

A closing date has been set for 5.00pm on Monday 9 September 2024. Please note that there is only a small amount of grant funding available, and that the submission of an application form does not guarantee a grant award. **All projects must be completed by 31 March 2025.**

What a grant might cover

This grant is flexible and could be used to support:

- Shop and business frontage improvements including signage
- Street scene or conservation area related initiatives
- Environmental energy saving measures
- Disability access improvements
- Digital, productivity and ecommerce investments that improve productivity or create jobs

What a grant cannot be spent on

- General Office equipment unless this is identified as essential for your business growth
- Furniture and the purchase/installation of computer systems
- Security equipment and installation
- Direct employment costs and running costs for the business
- Vehicles, stock and consumables
- Rental costs of units and associated bills
- Business rates for premises or planning permission fees
- Retrospective costs

Permissions

Some alterations may require the permission of a landlord or planning permission. It is important to check any proposal with our planning department **before you submit an application.** We will need to ensure that the owner of the building consents to works that may require structural changes. You can find out more about planning requirements on our Website [Planning : Broxtowe Borough Council](#)

Outputs and Outcomes

Funding awarded to Broxtowe Borough Council was based on our local investment priorities against a set of output and outcomes which government aim to achieve as part of the wider Levelling Up agenda. All grants funded must contribute towards this delivery.

We have asked you to indicate how your project will meet the outputs and outcomes in your application. You **do not** need to meet all of these.

For high street grants we are measuring against the following outputs and outcomes.

Outcome	Definition / recording	Recorded by
Premises with improved digital connectivity as a result of support [digital investments]	The number of supported premises where the broadband speed accessible is increased.	Grant recipient
Number of enterprises with improved productivity [digital investments]	Productivity refers to the gross value added per hour worked or gross value added per worker.	Grant recipient
Increased business sustainability [energy saving measures]	Business sustainability refers to doing business without negatively impacting the environment, community, or society as a whole.	Grant recipient
Improved perceived/experienced accessibility [accessibility improvements]	Number of people, who had experienced the premises previously, reporting 'good or very good'	Grant recipient
Improved perception of facility / amenity [shop fronts & street scene]	Amenity/facility means any service contained within a physical structure. Number of people, who had experienced the premises previously, reporting 'good or very good'	Grant recipient

Due Diligence

Applications are being submitted electronically via a Business Grants Portal on the Council's website. This portal requires businesses to submit the following information, which will be used as part of the due diligence process.

Broxtowe Borough Council will undertake due diligence checks and will hold the following information on all applicants:

- Name of business, Business Trading Address including postcode.
- Unique identifier (preferably Company Reference Number (CRN)) if applicable. If not applicable, VAT Registration Number, Self-Assessment Partnership Number, National Insurance Number, Unique Taxpayer Reference (UTR), Registered Charity Number are acceptable)
- Nature of Business
- Date business established.
- Number of employees
- Business rate account number (if applicable) or specify exempt
- Cumulative total of previous funding received under all grants schemes.
- Any outstanding debt to the Council

Broxtowe Borough Council will use the data submitted in grant applications in order to perform due diligence checks, which may involve sharing data with external fraud prevention agencies (including, but not limited to the National Anti-Fraud Initiative, the National Anti-Fraud Network, credit-referencing companies and other Local Authorities).

Please also refer to our Third Party Privacy Statement via the link below.

<https://sums.org/privacy.php>

How will we decide who is awarded funding?

Each application will be judged on its own merits with regards to best value for money and how well it meets the scheme's aims and eligibility criteria and its ability to be implemented and completed by 31 March 2025.

An Award Panel will oversee the decision making. The decision made will be final.

Broxtowe Borough Council reserves the right to vary the level of grant or reject an application. Notification of decision on the application will be made in writing to the applicant. An offer of grant will be made by an offer of grant letter which you will need to sign and return to Broxtowe Borough Council as instructed.

How will successful applicants be paid?

- Grants are discretionary and Broxtowe Borough Council reserves the right to withhold payment of the grant in whole or part if any condition of the offer letter has been breached.

- No retrospective costs can be paid – do not place an order, pay for or commission any goods and services prior to receiving an offer letter.
- The applicant must submit the claim (including invoices and evidence of payment) for grant assistance within one month of the completion date as stated in the offer letter.
- Payment will be subject to the applicant having satisfactorily completed the project and complied with all terms and conditions of the scheme.
- Payment of the grant will only be made when Broxtowe Borough Council receives copies of invoices and evidence of payment for the approved grant from the applicant. Invoices dated before the date of the offer letter will not be eligible for payment and any changes to supplier must be agreed with Broxtowe Borough Council.
- Payment of the grant will be made into the applicant's business bank account (or 'trading as' account) via BACS.
- Grants will be paid against the agreed suppliers and works quoted, as stated in your application form.
- You must pay 100% of the costs to the supplier – the grant is a reimbursement, for the value stated in the offer letter.
- Only costs paid to legitimate businesses will be reimbursed – we cannot reimburse costs paid directly to individuals or via third parties.

IMPORTANT No claims will be paid where payments to a supplier were made by cash, by a third party or by cheque. All payments to suppliers must be made from a business bank account. Payments made to suppliers by credit card will only be eligible for grant if the card is registered to the business and not a private individual.

Other requirements

Successful applicants must:

- Sign a contract with the Council for the proposed work, which will include timelines for grant completion and also a schedule of monitoring and reporting, confirming how your project will contribute to the outputs and outcomes.
- Obtain, keep and submit all relevant invoices and receipts in order to release payment of the grant (in arrears).
- Allow their project to appear in Broxtowe Borough Council and relevant partners' publicity campaigns including future grant programme launches.
- Take part in periodic business surveys as well as signing up to regular council business newsletters and engaging with local business clubs.
- Abide by the guidance for publicity and grant use as defined in the application and in the grant contract.

UKSPF High Street Business Grants (Frequently Asked Questions):

Do I need to provide quotes?

Yes. A minimum of 2 quotes is required (or 3 quotes if the grant funding exceeds £5,000) for each item of expenditure.

What will be accepted as a quote?

A quote should be in written form, addressed to the business, and detail the items to be purchased and clearly show the costs excluding any VAT. The grant will not support the VAT costs and is calculated on the cost excluding VAT.

If the items are being purchased from a retailer who is unable to provide a quote, please send a screenshot of the webpage and link to the website for the item you require that clearly shows the price.

Buying goods or services from a linked company. i.e., one that has any shared directors with your company or that has directors that are close members of your family is not permitted.

Do I need to include a business plan?

No.

What is match funding?

Match funding is cash that you will be contributing to the project. For example, you might want to buy a service / item equipment that costs more than then the maximum amount of grant that can be awarded. Match will be the money you contribute to the purchase to make up the difference between the cost of the item and the maximum amount of grant that you can apply for. Match funding required for all projects.

I don't want to buy the equipment and intend to lease it, can I apply?

No. Leased equipment is not eligible. All equipment must be purchased outright by the applicant.

Can I purchase second-hand equipment?

Yes, second-hand equipment can be purchased and, as with the purchase of new items, a quote addressed to the business should be submitted.

Will I need to pay the grant back?

No, the funding provided to a successful applicant is a grant and not a loan. However, businesses will be required to pay grant funding back if conditions in the grant offer letter and contract are not adhered to.

Where can the Business Rates Account Number be found?

Your Business Rates Account Number can be found at the top of any business rates bill you have been issued. Broxtowe Borough Council are unable to provide your account number to you to avoid cases of fraud.

Where can I get more information to help?

You can contact Broxtowe Borough Council if this guidance and FAQ does not answer your query using this email address SPFgrants@broxtowe.gov.uk

Can you help with my application?

We cannot advise on individual applications or assist with the writing of your application. However, local business support is available.

How can I access local business support?

In Broxtowe we offer access to business advisors from Nottinghamshire County Council and East Midlands Chamber. They may not be able to help with your application but will give you advice and support.

Contact Nottinghamshire County Council advisor using this link:
BusinessTeam@nottscc.gov.uk

Or

East Midlands - Nottinghamshire Accelerator Programme. Request support from by visiting the website [Accelerator - D2N2 Growth Hub](#) or completing this form [EOI: Nottinghamshire Accelerator project](#)