

# Business Booster Grant

Application form



[www.wychavon.gov.uk](http://www.wychavon.gov.uk)

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# Guidance notes

## Summary of the scheme

The aim of the grant is to help young but growing Wychavon based businesses which have been established for more than one year to make a step change in their development. Successful applicants will be offered a grant of up to £2,000 which must be match-funded, pound for pound from the business's own resources. One grant per business only will be awarded on a first come first served basis. Only businesses which show specific promise and clearly demonstrate how the award will make a measurable difference will be recommended for a grant.

## Eligibility criteria

- The business must be located within Wychavon District.
- The business must have been trading for at least 1 year.
- The business must have at least 1 FTE employee and less than 250 employees.
- Payment will be made on production of relevant receipted invoices.
- The business must have the ability to make a cash match funding contribution of at least 50% towards the costs of the proposed project/investment. The match funding must be used towards the cost of the project/investment and must be from the business's own resources.
- The business will be expected to have a business plan.
- The business must have all the necessary permissions and licenses to operate.
- The business must give consent for Wychavon District Council to involve it in publicity e.g. press releases and photographs.
- The business must agree to take part in any monitoring and produce relevant information as requested at 6 and 12 months after the grant is paid.
- The business must not have any outstanding debts payable to Wychavon District Council. A check will be made and if it is found that such debts exist the Council reserves the right to withhold grant payment until such debts are cleared.

## Eligible expenditure

When completing your application form, please tell us about your project plans and how the grant will help in making a difference. Your information should include a copy of last year's accounts if possible, or other trading information if you do not have your first year's accounts, and a description of how the grant will assist you in, for example:

- Helping the business access new markets.
- Creating new jobs.
- Bringing forward an important business plan objective.
- Improving the skills of owners or employees.
- Purchasing essential or important equipment which will improve the business's viability.
- Helping to overcome a specific problem which is obstructing progress.

### The grant may not be used for:

- Recurring revenue costs (including: salaries, stock, rent utility charges, subscriptions, licenses, etc).
- Repaying existing loans or debts.
- The reimbursement of goods/services already purchased prior to the date of an offer letter.
- Items subject to hire/lease agreements.
- Activities that may bring Wychavon District Council into disrepute.

## Assessing the application

A panel will be responsible for considering each application. Wychavon will make a grant offer in accordance with the terms and conditions of the scheme. Each application will be judged on its own merits with regard to how well it meets the scheme's aims and eligibility criteria and its ability to be implemented within the set timescales. Wychavon will not enter into a commitment until formal acceptance of the grant.

## Deciding on the application

Notification of a decision on the application will be made in writing to the applicant. An offer of a grant will be made by an offer of grant letter, which will specify the:

- eligible applicant
- eligible goods/services to be purchased
- approved cost calculated in accordance with one of the quotations submitted with the application
- ability of the business to match fund the proposed project
- maximum amount of grant awarded
- date by which the project should be completed

The grant payment will only be made on production of relevant receipted invoices. The decision of Wychavon is final. It reserves the right to vary the level of grant or reject an application

## The offer of a grant

- An offer of grant must be accepted within 21 days of receipt of the offer letter by returning a copy of the grant letter signed by the applicant. After this date the offer will be automatically withdrawn. The applicant will then have to re-apply if they still wish to proceed after this date.
- All goods/services should be purchased/completed by the date specified in the offer letter and receipts/invoices received as soon as possible to facilitate payment of the grant.

### The grant aided project:

- 1 The grant is not retrospective and cannot be used for the reimbursement of goods/services already purchased before the date of the offer letter.
- 2 No grant aided work is to be carried out other than in accordance with the agreed project outlined in the application and as agreed in the offer letter.
- 3 Wychavon must be notified immediately of any variations needed to the agreed offer and before any variation to the application takes place.
- 4 Variations to the agreement must be approved in writing prior to such work commencing. Wychavon reserves the right to refuse the grant for changes to the specification which it deems not appropriate for the scheme.
- 5 Where the applicant proposes to change supplier of goods/services, Wychavon reserves the right to request fresh estimates if not already received.
- 6 Approved schemes must be completed by the date specified in the offer letter unless agreed otherwise by Wychavon. The applicant must inform Wychavon immediately if the deadline cannot be met. Wychavon will then consider the most appropriate action but is under no obligation to alter the conditions in the original offer letter and therefore, no obligation to offer assistance for works undertaken after the original deadline date.

## Payment of the grant

- 1 Grants are discretionary and Wychavon reserves the right to withhold payment of the grant in whole or part if any condition of the offer letter has been breached.
- 2 The applicant must inform Wychavon upon completion of the works.
- 3 The applicant must submit the claim for grant assistance within one month of the completion date as stated in the offer letter.
- 4 Payment will be subject to the applicant having satisfactorily completed the project and complied with all terms and conditions of the scheme.
- 5 If the actual costs are less than those outlined in the application and agreed in the offer letter payment will

be restricted to the actual amount in accordance with the receipted invoice.

- 6 If the costs of the proposed project exceed the maximum grant awarded as agreed in the offer letter, Wychavon is not obliged to increase the grant amount. Increases to the grant payment will only be made in exceptional cases.
- 7 Payment of the grant will only be made when Wychavon receives copies of paid invoices for the approved grant from the applicant and before the end of March 2013. Invoices dated before the date of the offer letter will not be eligible for payment.
- 8 Payment of the grant will be made direct into the applicant's business bank account (or trading as account) via BACS.

## VAT

Applicants who are VAT registered will have their grant assessed on the net cost of eligible projects; non-registered applicants on the gross cost. If the applicant does not know whether they are VAT registered or not they must seek advice from HM Revenue & Customs.

## Wychavon District Council liability

Wychavon District Council, its officers and agents shall not at any time be held liable to any person in relation to any loss or damage arising, either directly or indirectly, as a result of compliance by the applicant with these terms and conditions of grant. Award of the grant does not imply that the Wychavon is expressing a view regarding the business or its products, nor that they accept responsibility for any debts or liabilities incurred by the applicant, the business or the business associates

## Repayment of the grant

The Council reserves the right to recover all or part of the grant it has provided if:

- The business is sold or ceases to trade for whatever reason within a 78 week period from receipt of the grant.
- The business relocates outside the boundaries of Wychavon within a 78 week period from receipt of the grant.
- Any information provided in the application form or other correspondence is found to be substantially incorrect, misleading or incomplete.
- The applicant fails to comply with any of the terms and conditions of this scheme.

Please complete all sections of this form. The application cannot proceed without the form being fully completed and the information requested supplied.

If you require assistance in completing the application form please contact Jane Dobson, Economic Development Officer Tel 01386 565278

### 1. Contact details:

Business name: \_\_\_\_\_  
\_\_\_\_\_

Business address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Post code: \_\_\_\_\_

Contact name: \_\_\_\_\_

Position: \_\_\_\_\_

Business tel no: \_\_\_\_\_

Mobile no: \_\_\_\_\_

Email address: \_\_\_\_\_

Website: \_\_\_\_\_

Home address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Post code: \_\_\_\_\_

### 2. Business details

Legal structure (e.g. sole trader/limited company etc)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If Limited Company or Limited Liability Partnership, please give registered office address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If your business is a branch of, or is affiliated to, any other parent company, please provide details (including business name and headquarters address): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Company Registration No. \_\_\_\_\_

Names of proprietors/directors: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### 3. Are you VAT registered?

YES / NO

If yes – VAT Registration No. \_\_\_\_\_

### 4. No of Employees

(including partners and Directors)

Full Time \_\_\_\_\_

Part Time \_\_\_\_\_

Casual \_\_\_\_\_

### 5. Nature of business \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Brief history of business (including start date and turnover) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## Declaration and signature please read carefully...

1. I have provided Wychavon District Council with three quotations for any goods/services to be purchased in support of my application.
2. I confirm that my business has all the necessary permissions and licences to operate.
3. I confirm that I am responsible for all goods/services/works carried out as a result of the award of this grant and will ensure that any works comply with all relevant regulations and legislation.
4. I understand that any goods/services purchased are to be completed within the date specified in the offer letter.
5. I consent to all documentation submitted being made available for Wychavon District Council use. I understand that any personal information provided on this form will be used to process the application and may be used to monitor the support of the project. Personal data will only be held in accordance with Data Protection legislation. I also understand that the Council is bound by the requirements of the Freedom of Information Act 2000
6. I consent to the Council carrying out checks to ascertain whether I have any outstanding debts owed to Wychavon District Council. I understand that if it is found that such debts exist Wychavon reserves the right to withhold grant payment until such debts are cleared.
7. I agree to take part in any monitoring at 6 and 12 months after the grant is paid which will help the Council to assess the success of the overall grant scheme
8. I give consent to Wychavon to involve the business in publicity, e.g. press releases and photographs
9. I do not object to Wychavon District Council seeking information from other sections of the Council or other public sector bodies.
10. I understand that Wychavon District Council reserves the right to recover the entire grant if any information supplied is found to be inaccurate or misleading or if I am found to have improperly tried to influence the decision of any officer or Elected Member of Wychavon District Council in the award of a grant. In the event that I am requested to repay the funds to Wychavon District Council I will do so within a period of 30 days.
11. I have read and understand the criteria for application and the accompanying notes and agree to comply with the principles of the Wychavon District Council Business Booster Scheme. I am aware that false declarations will invalidate my application.
12. I understand that any payment will be made directly into my business bank account through the Bank Automated Clearance System.
13. I understand that Wychavon District Council is under a duty to protect the public funds it administers. The Council may check information provided to it, with other bodies responsible for auditing or administering public funds and with other information it holds, in order to prevent and detect fraud.
14. I undertake not to do anything to bring the Council's reputation and/or standing into disrepute or attract adverse publicity for the Council.
15. I confirm that the details given in this application are full and accurate.

I consent to all documentation submitted being made available for Wychavon District Council use. I understand that any personal information provided on this form will be used to process the application and may be used to monitor the support of the project. Personal data will only be held in accordance with Data Protection legislation. I also understand that the Council is bound by the requirements of the Freedom of Information Act 2000

**I confirm that the details given in this application are full and accurate.**

Signed: \_\_\_\_\_

Please print name: \_\_\_\_\_

Date: \_\_\_\_\_

For further information please contact  
Jane Dobson T: 01386 565278  
jane.dobson@wychavon.gov.uk

Please return completed form to:  
Jane Dobson, Wychavon District Council, Queen  
Elizabeth Drive, Pershore, Worcs, WR10 1PT

