

East Suffolk Business Resilience Grant Scheme

Guidance

IMPORTANT: PLEASE READ THE FOLLOWING GUIDANCE CAREFULLY BEFORE FILLING IN THE APPLICATION FORM.

ABOUT THE FUND

UK Shared Prosperity Fund

This grant scheme is funded by the Government's UK Shared Prosperity Fund (UKSPF), which aims to help kickstart economic growth and promoting opportunities in all parts of the UK.

For a summary of the Fund please see www.eastsuffolk.gov.uk/uk-shared-prosperity-fund

Funding available

East Suffolk Council's Economic Strategy provides a clear vision of our economy over the next five years, this being: we want to offer support and encouragement to businesses, so they develop, grow and invest locally in a way which creates opportunities for our residents. Within the strategy, one of our overarching aims is to support businesses to become and remain resilient in the face of both ongoing, known and new challenges as well as supporting established local businesses to invest and grow in East Suffolk.

East Suffolk's economy is dominated by micro and small enterprises, with 88.9% of all enterprises in the district being micro, and we want to enable more to be established and thrive. To achieve this, we want to enable the provision of appropriate workspace and premises for small businesses, to equip small business owners / managers with the skills they need and enable them to access all the support that is available to them. Many of East Suffolk businesses have significant sustainable growth potential. However, the Council are acutely aware of the challenges that many of our local businesses are facing, including but not limited to: rising costs such as increased energy and water bills, increased competition from online retailers, supply chain disruptions, and the need for businesses to have the ability to change and pivot their strategy for long term success in a fast paced digital world.

To address these pressing challenges, East Suffolk Council are offering a unique opportunity for small-to-medium sized businesses within the district to access capital and revenue funding to support their long-term business resilience requirements, including consultancy needs and projects that support business adaptations, transformation, cost reductions and digital infrastructure. The overall aim of the funding is to strengthen local businesses performance and increase their chances of survival.

To be eligible to apply, applicants must first access support via the New Anglia Growth Hub to ensure that their project is suitable and to ensure the business has access to as much support as possible to enhance their future success.



Please visit: [Norfolk and Suffolk business support](#) for more information or email: suffolkenquiries@newangliagrowthhub.co.uk.

Grants of between £2,500 - £5,000 per application are available.

The maximum grant intervention will be for 75% of eligible costs. This means that the minimum project cost we can support is £3,125.

TYPES OF PROJECTS

There is both capital and revenue funding available under this grant scheme. Your project must demonstrate how the grant will support the long-term survival and performance of your business. Please note that you can apply for both capital and revenue funding. Below are a list of example projects we can support:

Capital project examples:

- Digitalisation projects - for example, investment in e-commerce, contactless payments, online booking systems, click and collect, new websites;
- Investment in new equipment, machinery, facilities, processes – to support turnover growth and increase customer capacity;
- Green initiatives – for example, sustainable procedures, energy-efficient measures;
- Physical adaptations that support reductions such as reducing water usage, energy reduction and
- Other physical adaptations to premises and products – such as making your premises more attractive to market and customer requirements and investment in new products.
- Design out crime adaptations to business premises to increase safety and security.
- Adaptions to businesses and premises for risk mitigation to infrastructure threats such as cyber attacks, flooding and fire.

Revenue project examples:

- Adapt and diversify business offer – for example, investment in new services;
- Consultancy – long-term business strategy consultancy and business plan development.

Please note that if you are applying for funding for consultancy, there is an extensive list of Suffolk based business consultants on the following webpage that may be useful for your needs: <https://ytkomarketplace.co.uk/location/suffolk/>

These examples are given as a guide and are not exhaustive.



As a condition of the grant, all capital (physical assets) expenditure and services provided by another organisation, approved will require evidence of three quotes obtained to ensure value for money. This applies to all total project costs of over £2,499. Please provide any quotations that you have obtained for the required project along with the completed application form. **please note that by three-quotes, this means that you can evidence you have tried to obtain three-quotes, it does not necessarily mean that all potential suppliers contacted will provide you with a quote.*

AM I ELIGIBLE?

We can confirm this quickly, but if you are a UK registered enterprise and you are an SME (employ no more than 250 people, turnover is no more than £36m and total assets no more than £18m) and your business has started within the last 12-months then you may be eligible. We will also accept applications from sole traders.

Before applying, potential applicants must first access support via the New Anglia Growth Hub to ensure that their project is suitable and to ensure the business has access to as much support as possible to enhance their future success. This support will help you gain invaluable insights and guidance from seasoned industry professionals. ***The advisors at Growth Hub will be able to provide you with access to the application form.***

Please visit: [Norfolk and Suffolk business support](https://www.norfolkand.suffolk.gov.uk/business-support) for more information or email: suffolkenquiries@newangliagrowthhub.co.uk.

This funding will support businesses in any sector, except for primary agriculture (including processing and marketing of agricultural products).

We are unable to offer grant support if your business is ailing or insolvent, or you have received rescue funding which has not yet been repaid. Financial checks will be undertaken.

IS MY PROPOSAL ELIGIBLE?

Your investment project must be based in East Suffolk, and you must be able to implement your proposals as soon as you have been successful with your grant application (we are unable to accept any retrospective costs). We are looking for short to medium term projects and they must be fully completed by 31 March 2026.

All required permissions, licences, such as a planning and landlord permission, for example, must be in place before submission of an application.

To find out more about how to gain planning permission, please visit:

East Suffolk: <https://www.eastsuffolk.gov.uk/planning/>

You will be asked on the application form to declare any other permissions or licences that are required for your project and that they are in place.

WHAT KIND OF REASONS JUSTIFY MY GRANT PROPOSAL?

You will need to convince the funding panel there is a case for using grant funding to support your project, for example by:

- Clear demonstration how it will support your business to improve its performance, become more resilient and enhance its survival;
- Demonstrating that the investment project would not proceed without our help;
- Showing the assistance will enable the project to be undertaken in a shorter timescale or it can go ahead earlier;
- Illustrating the financing will enable you to do additional things;
- Showing that without funding the proposals would proceed on a lesser scale;
- Demonstrating help is needed because of the risks involved;
- The project is doing something innovative and support would help;
- Illustrating financial assistance would help you do something different from your current plans;
- Showing funding would prove a catalyst - for example by providing confidence to lenders or investors.

Your submitted project must indicate how you will meet at least one of the following outcomes:

- Jobs created as a result of the grant support
- Jobs safeguarded as a result of the support
- Adopting new or improved products or services
- Engagement in new markets as a result of the support
- Adopting new to the firm technologies or processes
- Improved productivity

IS MY PROJECT VALUE FOR MONEY?

To ensure we support value for money projects, you will need to provide evidence of your proposed project costs. You must use a third-party supplier and must not use a linked or connected business to provide the services or goods.

What you need to provide depends on the amount you plan to spend per contract or supplier. The following table outlines the minimum procedures.



Value of purchase (excluding VAT)	Minimum procedure to be followed per contract or supplier
£250 - £4,999	At least one quote
£5,000 - £74,999	Three written quotes or prices sought from relevant suppliers of goods, works and / or services
£75,000 and over	Applications over the total project cost of £75,000 will not be considered for this grant scheme.

WHAT WE CANNOT FUND:

- Do not include VAT in your project costs if you are able to claim it back.
- Routine organisation running costs, stock purchases and staffing costs
- Items or services that are not essential to the success of your project
- Projects unable to start within 6 months of the grant award date
- Projects that fail to be completed within 12 months of award date
- Activities promoting political or religious beliefs
- Payments towards endowment funds, deficit funding or loans
- Overseas travel for individuals/groups unless for participation in trade fairs.
- Sponsored or fundraising events
- Funding for trips abroad or hospitality to other organisations
- Repeat funding – i.e., if your local council, or other body has previously provided a grant for the same activity
- Items or projects which only benefit an individual
- Retrospective costs e.g. costs incurred prior to grant approval confirmation
- Projects that will displace existing provision
- Activities that are to meet statutory obligations



Before applying, please note that this funding cannot be used to replace lost income / profits / hardship experienced as a result of the pandemic, although it can be used help you to resume activities suspended due to Covid-19.

SUBSIDY CONTROL

The UKSPF Grant support will be delivered through Minimal Financial Assistance (MFA).

The maximum support through MFA is £315,000 and this is a cumulative total of all support received over the current, and the last two complete financial years through MFA, EU *de minimis* and Small Amounts of Financial Assistance Allowance.

If you are offered support through MFA, you will need to make a declaration that, 1) you have not already exceeded the £315,000, and 2) with award of the requested support, you will not exceed the £315,000 threshold.

You will be required to make a declaration of the subsidies that your business has been awarded on the application form.

WHAT IS THE APPLICATION PROCESS?

The experienced New Anglia Growth Hub advisers will provide access to an application form, or you can access this directly through your local authority website however the New Anglia Growth Hub advisers will be able to support you through the application process and be on hand to provide guidance.

You will be required to provide routine documents in support of your application as follows:

- **Application Form**, fully completed, e-signed and dated
- **Relevant permission(s)/licence(s)** for the proposed project (if applicable), e.g., a copy of planning permission/landlord's permission/business change of use

MAY I APPLY FOR ANOTHER GRANT?

If you have already been successful with the East Suffolk Business Resilience Grant Scheme, funded by the UKSPF, priority will be given to new applicants; however, we may be able to support a new project via this scheme so please stay in touch with East Suffolk Council and the New Anglia Growth Hub. If you cannot re-apply, we might refer you to an alternative programme or business support organisation.



HOW TO APPLY

If you would like to access funding through the East Suffolk Business Resilience Grant Scheme, you will need to speak to an advisor at the New Anglia Growth Hub to ensure your project is suitable and to access the application form.

Please email: suffolkenquiries@newangliagrowthhub.co.uk

Or call: 0300 333 6536

PROCESS AND DEADLINE FOR APPLICATIONS

If the application is fully complete (i.e. all the required information is provided) it will be taken to a Panel Meeting.

This grant scheme is rolling, which means the fund will only close for applications when all funds available have been allocated. You can submit a grant application at any point during the financial year 2025-26 until the following webpage states that the fund has been closed:

<https://www.eastsuffolk.gov.uk/business/uk-shared-prosperity-fund/>

A grant panel which will make a decision on all received applications will take place once a month.

If your application is successful, you will be notified of the decision through a Grant Acceptance (via email) within 5 working days of the Panel meeting.

Funds through this grant scheme **should only be spent on the items/purpose detailed in the application form and Grant Acceptance** and within **6 months** of the date of the Grant Acceptance (and no later than 31 March 2026). All funding awarded will be for a maximum of 12 months (or by 31 March 2026 depending on which is later), although our contribution could be part of a longer-term project which is match-funded from elsewhere. You must indicate on your form if you have applied for or intent to apply for match funding for this project. If the grant is not spent on the approved purposes or there is an underspend, the Council has the authority to reclaim part or all of the grant. If you are proposing to make any changes to your approved project, please inform us as soon as possible.

An evaluation and monitoring form will be sent for completion **after the stated project completion date on your application form (which cannot be beyond 31 March 2026)**. Please keep copies of receipts and invoices related to the project / activity – we may ask to see these as part of our monitoring process as we spot check a proportion of successful applications.

Applications will be scored as per the below scoring matrix:



SCORING CRITERIA				
	Criteria	Strong projects will have...	Weak projects will have...	Scoring
A	Impact on the business and improved business resilience through small scale investment	The project will have a positive impact on the business, and it is clear how the project is supporting the business to reach its longer term aims / business plan and improve business resilience.	It is unclear how the project will benefit the business and it is not clear how the project is supporting the business to reach its longer term aims / business plan.	<p>- 1 = Does not show how the investment will support the business to become more resilient and reach its longer term aims.</p> <p>- 3 = Provides some information but lacks full clarity</p> <p>- 5 = Strong demonstration of how the project will enable the business to become more resilient with clear ambitions and long term objectives.</p>
B	Clear demonstration that the investment will support the business to improve its performance and resilience with clear ambitions and understanding of their market requirements	The applicant has clearly articulated how the investment will help their business to improve its performance and resilience / survival. There is a clear understanding of their ambitions and market requirements.	The applicant has not clearly articulated how the investment will help their business to improve its performance and resilience / survival. There is a no understanding of their ambitions and market requirements.	<p>- 1 = Does not show how the investment will support the business to improve its performance and resilience.</p> <p>- 3 = Provides some information but lacks full clarity</p> <p>- 5 = Strong demonstration of how the project will have a positive impact on the business to improve</p>



				its performance and resilience with clear understanding of its market requirements.
C	Evidence of Need for the project and market need and demand	The applicant has demonstrated the required knowledge of need for the project and market need and demand.	The proposal is based on anecdotal evidence and it's unclear whether this project is needed.	<p>- 1 = Does not show evidence of need and market need and demand</p> <p>- 3 = Provides some information but lacks full clarity</p> <p>- 5 = Strong demonstration of evidence of need and market need and demand identified.</p>
D	Value for Money	The project has been realistically costed and the impact of the project is appropriate in relation to the amount of funding that has been requested. Required quotations have been provided.	<p>The project is either significantly under costed or over costed which creates a risk to the project and its outcomes/impact.</p> <p>There are concerns about connections between the business and supplier.</p>	<p>1 = Does not demonstrate value for money, has not been costed realistically and quotations are not provided.</p> <p>- 3 = Provides some on project costs / details and some quotations are provided but may not meet grant scheme requirements.</p> <p>- 5 = Clear breakdown of costs, demonstrate value for money and full quotations provided.</p>
E	Deliverability	The project is realistic and achievable, and it is clear how and when the project	It is unclear whether the project is realistic and achievable, and it is not clear how and when	1 = Does not show how the project can be achieved in the required timescale and no clear understanding of how



		will be delivered and by whom.	the project will be delivered and by whom.	<p>the project will be delivered.</p> <p>- 3 = Provides some information on the project timeframe but lacks full clarity of how it will be delivered and by who.</p> <p>- 5 = Strong demonstration that the applicant can meet the grant scheme delivery timeframe and has clear strategies in place to ensure timely delivery of the project.</p>
F	Project legacy and sustainability	The applicant has considered project sustainability after the funded project has been completed i.e. it is clear how the project will continue after the grant funding has ended (if relevant).	It is unclear how the project will continue after the funding has been spent and whether what has been proposed is achievable.	<p>1 = Does not show how the project will be sustained after the grant funding.</p> <p>- 3 = Provides some information but lacks full clarity, i.e. speculative about applying for other grant schemes.</p> <p>- 5 = Strong demonstration of how the project will be continued and become self-sustaining.</p>

If you would like this document in large print, Braille, audiotapes, or translated into another language, please contact us: grants@eastsuffolk.gov.uk