



HM Government

West Suffolk  
CouncilNEWANGLIA  
Local Enterprise Partnership  
for Norfolk and Suffolk

## SUFFOLK LOCAL AUTHORITIES SMALL GRANT SCHEME: GUIDANCE

**Applications are being considered on a first come first served basis and you will be informed as soon as possible, but please note that it may take up to 28 days for a panel decision to be notified.**

**Other business support and funding options may be available, and we recommend discussing these with a Growth Hub Business Advisor by calling: 0300 333 6536**

**To find out more and to apply for a grant please contact:**

**New Anglia Growth Hub**

e-mail: [Contact Us - New Anglia Growth Hub](mailto:Contact Us - New Anglia Growth Hub)

[www.newangliagrowthhub.co.uk](http://www.newangliagrowthhub.co.uk)

Our expert Business Growth Advisers will work with you to develop your application.

**Please note, the services of the Growth Hub are free and impartial.**

### What you need to know

In April 2022, the Government launched the UK Shared Prosperity Fund (UKSPF). The primary goal of the UKSPF is to build pride in place and increase life chances across the UK.

For a summary of the Fund please see: <https://www.eastsuffolk.gov.uk/business/uk-shared-prosperity-fund/>

Funded by the UKSPF, the Small Grant Scheme is part of the Suffolk Business Support Programme that is being funded by: Babergh District Council, East Suffolk Council, Ipswich Borough Council, Mid Suffolk District Council, Suffolk County Council and West Suffolk Council. This grant scheme meets the 'Supporting Local Business' investment priority of the UKSPF by increasing private sector investment in growth-enhancing activities, through targeted support for small and medium- sized businesses

There is a limited pot of funding available to support companies across Suffolk, so we're looking for companies to bring forward investment projects that will have a significant impact on their business, and grant applications will be considered on "first-come, first-served" basis.

### 1. WHAT FUNDING IS AVAILABLE?

**The Small Grant Scheme** has been designed to provide vital funding for local growing SMEs with a suite of grants to help with capital investments, growth, productivity improvements or efficiency gains. Companies can apply for **£2,500 - £5,000 grants** to help towards the purchase of significant capital and revenue items, Intellectual Property costs, the development of new products or services, the cost of consultancy support, shop front improvements, website and digital improvements, support for participating in trade fairs and other activity that supports your business in one of the following areas:

- Growth and increased productivity

- Enterprise and innovation
- Business premises enhancement
- Environmental sustainability

Please note that it is imperative that all grant applicants check their location and which district council area they are located in. The following funding restrictions apply, depending on your location:

- Businesses located in Babergh District Council, East Suffolk Council, Ipswich Borough Council, Mid Suffolk District Council and West Suffolk Council can only apply for revenue costs.
- Businesses located in East Suffolk Council can apply for both capital and revenue costs.  
**Please note, that as off 16 January 2025, East Suffolk Council no longer have any capital funds left available from this grant scheme and will only be accepting revenue applications until 16:00hrs on 14 February 2025.**

To check your location and grant eligibility, please speak to a member of the Growth Hub Team.

**Please note, grants are awarded on a discretionary basis and are subject to eligibility checks and approval.**

You may apply for **a grant of up to 50% of the total cost of your proposed project.**

## **2. AM I ELIGIBLE?**

We can confirm this quickly, but if you are a UK registered enterprise and you are an SME (employ less than 250 people and your turnover is less than EUR 50m/~£43m or annual balance sheet less than EUR 43m /~£37m) and your business is growing and expanding or has good growth potential, you may well be eligible.

This funding will support businesses in any sector, except primary agriculture (including processing and marketing of agricultural products). Or if your business is in financial difficulty, for example if you are insolvent or you have received rescue funding which has not yet been repaid.

## **3. IS MY PROPOSAL ELIGIBLE?**

Your investment project must be based in Suffolk and you must be able to implement your proposals as soon as you have been successful with your grant application and complete the project within 12-months of grant award and therefore all required permissions, licences, such as a planning permission, for example, must be in place before submission of an application (or the grant funding will be awarded on a conditional basis that the required permissions are sought).

If you are applying for any physical upgrades or improvements that will require planning permission, grants will only be approved if planning permission has already been provided or if there is evidence that planning permission is currently being sought and the grant will be awarded on a conditional basis that planning permission is approved.

To find out more about how to gain planning permission, please visit (depending on your businesses location):

Babergh: <https://www.babergh.gov.uk/planning/>

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

Ipswich: <https://www.ipswich.gov.uk/services/planning-and-building-control>

Mid Suffolk: <https://www.midsuffolk.gov.uk/planning/>

West Suffolk: <https://www.westsuffolk.gov.uk/planning/>

You will also be asked to within the application form to declare any other permissions or licences that are required for your project and when they will be obtained.

#### **4. WHAT KIND OF MATCH FUNDING IS ELIGIBLE?**

The remainder of the funding for the project can come from any other funding source, including: private sources, e.g. company funds, a bank, private or personal loan, venture capital investment etc, public funding, for example, from UK Government or local authorities, EU funding, National Lottery and other New Anglia funds or programmes.

Please note that all project expenditure must be seen to be paid from your business bank account (see also section 9).

#### **5. WHAT KIND OF REASONS JUSTIFY MY GRANT PROPOSAL?**

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

- 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
- Increased business sustainability as a result of the support
- Introducing new products to the market as a result of the support
- Adapting to new to the firm technology as a result of the support
- Improved business productivity as a result of the support
- Engagement in new markets as a result of the support

#### **6. WHAT COSTS ARE ELIGIBLE?**

The costs of refurbishment, improvements or extensions of your premises and associated professional fees related to your business growth and expansion, plant and machinery, commercial vehicles, fixtures and fittings, IT upgrades / IT equipment, software and licences, website development associated with new product introductions etc.

We can also support costs for external consultancy and costs associated with participation in trade fairs.

*Please note, expenditure on continuous or periodic activity, routine tax consultancy, regular legal services or advertising, or costs that are required to comply with national or EU standards, or costs related to this or other grant funding applications are not eligible.*

Please see some examples of eligible costs below: If you're in manufacturing or engineering, you might be thinking of investing in productivity or efficiency programmes or purchasing capital equipment.

You might need expert consultants who can provide crucial, high quality advice to help your business take the necessary steps required to move to the next level – whether its accessing new markets, acquiring the right type of finance or developing new products and services – support from specialists could make the difference.

The cost of purchasing or protecting your Intellectual Property can be expensive and the cost of patents, trademarks, franchises, copyrights and even “good will” are eligible for support.

Attendance at UK or overseas trade fairs and exhibitions can help you increase your global reach – the grant could support the cost of your participation.

**What we cannot fund:**

- VAT: If you are able to claim back VAT then VAT is not eligible as part of the costs of your project and should not be included.
- Annual/usual organisation running costs and core staffing costs
- Projects unable to start within 6 months of the grant award date
- Activities promoting political or religious beliefs
- Payments towards endowment funds, deficit funding or loans
- Overseas travel for individuals/groups
- Sponsored or fundraising events
- Funding for trips abroad or hospitality to other organisations
- Repeat funding – i.e. if East Suffolk Council has previously provided a grant for the same activity
- Items or projects which only benefit an individual
- Retrospective costs
- Projects that will displace existing provision
- Activities that are 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. We cannot provide retrospective funding for projects which have started before confirmation of grant funding i.e. for costs already incurred.

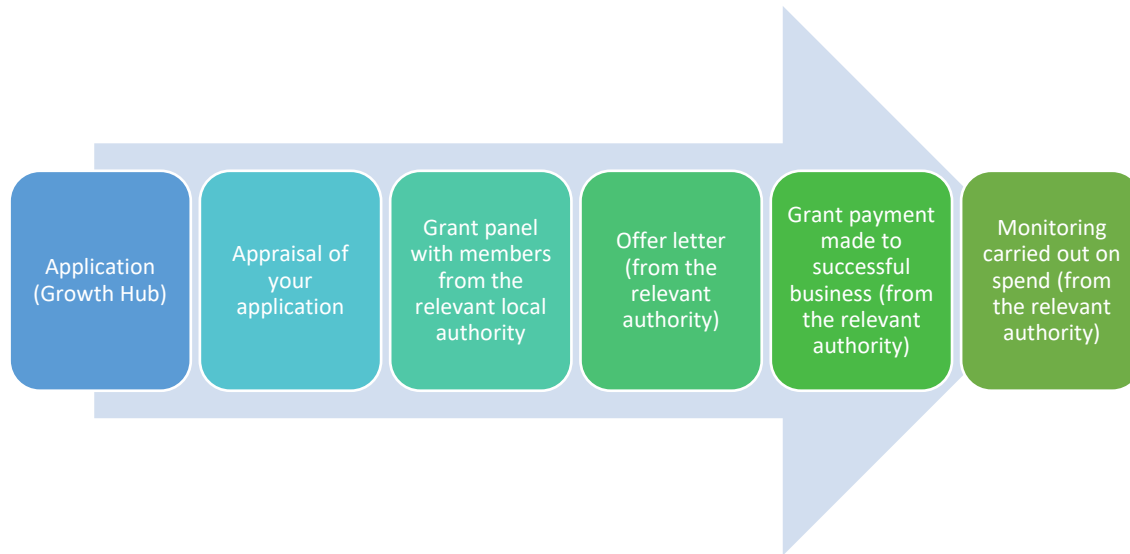
**7. HOW DO I APPLY FOR FUNDING?**

To apply for a grant, we recommend that you **contact the New Anglia Growth Hub** (see the contact details on page 1). A Business Growth Adviser will arrange a meeting with you to discuss your business and proposal and help you to complete an application form. However, you can complete an online e-form version of the application without contacting the New Anglia Growth Hub if you wish but you may miss out on vital free support to ensure your application is as strong as possible.

Please complete an e-form via the following web link:

[https://my.eastsuffolk.gov.uk/service/Suffolk\\_business\\_grant\\_scheme](https://my.eastsuffolk.gov.uk/service/Suffolk_business_grant_scheme)

Please see the chart below showing the grant application stages.



You must not commence your project, or enter into any legal contracts, including ordering, payment of deposits or incurring any costs on any supplies, services or works before the formal approval of your grant funding and you have signed the Offer Letter Acceptance and the Minimum Financial Assistance (MFA) confirmation.

#### What documents are required?

- **Application Form**, fully completed, signed and dated
- **Full annual accounts for the last financial year** (must show turnover)
- **Management accounts for the current financial year** (if latest annual accounts are out-of-date for more than 6 months)
- **Data** (staff number, annual accounts) **on linked businesses** (if applicable) for the last 2 years
- **Latest 3 months bank statements**
- Signed and dated **equality and diversity policy and environmental policy**
- **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
- **12-month accounts forecast** if you have one

#### 8. HOW ARE GRANT APPLICATIONS ASSESSED?

Once you submit your complete application, we will start processing it. We will undertake a detailed assessment of your proposal based on the Application Form and the supporting information (including evidence of value for money\*) that you provide. You may also be asked for additional information during this process, to enable an assessment of, for example, eligibility, financial viability etc.

Your application will also be assessed in terms of the wider marketplace for your products and/or services and the implications that grant support might have on any competition. Once assessment of your grant application has been completed, the document along with a relevant report will be submitted to the Grant Panel who will take a final decision on your proposed project.

The grant decision will be relayed to you at the earliest opportunity by the relevant local authority, depending on your location. Please be aware, full compliance with the eligibility criteria does not guarantee that your application will be successful, as grants are discretionary, and there is no right of appeal against the grant decision. If your grant application is rejected, an explanation will be provided.

## **9. HOW DO I CLAIM THE GRANT?**

If your grant is approved, the relevant local authority (depending on your location), will send you a **formal Offer Letter** that will include information about your grant and eligible project costs, conditions of the offer and information on how to claim the grant.

Once you have formally accepted a grant offer and returned the signed grant acceptance and the Minimum Financial Assistance confirmation, you will be paid upfront by the local authority (if there are no outstanding conditions to be confirmed).

At the end of your project, the relevant local authority will send you a monitoring form to complete, in which you will also have to provide evidence of spend against your original agreed grant costs. This will include evidence of spend through copies of invoices and defrayal evidence.

## **10. WHAT SHALL I DO IF MY APPROVED PROJECT COSTS CHANGE?**

If your approved project costs are going to change and you will now be expecting to pay more/less than the approved amount, please contact your funding officer at the relevant local authority as soon as possible to discuss steps forward to ensure your current/revised grant offer is/will still be available to you.

## **11. MAY I APPLY FOR ANOTHER GRANT?**

If you have already been successful with the Small Grant Scheme (SGS), 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 your Adviser or contact the Growth Hub directly. If you cannot re-apply, we might refer you to an alternative programme or business support organisation.

## **12. SUBSIDY**

Please be aware that all applicants are expected to complete the subsidy declaration within the application form.

For more information on the UK Shared Prosperity Fund subsidy control please visit:  
<https://www.gov.uk/guidance/uk-shared-prosperity-fund-subsidy-control-7>

The EU State aid rules no longer apply to subsidies granted in the UK following the end of the transition period, which ended on 31 December 2020. This does not impact the limited circumstances in which State aid rules still apply under the Withdrawal Agreement, specifically Article 10 of the Northern Ireland Protocol. The United Kingdom remains bound by its international commitments, including subsidy obligations set out in the Trade and Cooperation Agreement (TCA) with the EU.

Suffolk local authorities will be providing this grant to the business / organisation a Minimum Financial Assistance (MFA) subsidy under the Subsidy Control Act (2022).

MFA subsidy limit is £315,000 over a three-year period (including your current financial year and the previous two financial years).

### **13. QUOTATIONS FOR WORKS AND SERVICES**

As a condition of the grant, all capital (physical assets) and revenue expenditure, and services provided by another organisation on behalf of the applying organisation over the value of £4,999 will require evidence of three quotes obtained to ensure value for money. Expenditure over £75,000 will require a formal tender process. For spend below £4,499, we expect to see at least one quotation. Please provide any quotations that you have obtained for the project along with the completed application form.

This shall include adopting the following minimum procedures:

<b>Value of Purchase</b>	<b>Procedure to be followed</b>
£0 - £20,000	Direct Award but evidence of at least one quote
£20,000 - £74,499	3 written quotes or prices sought from relevant suppliers of goods, works and / or services
£75,001 and over	Formal tender process