

Small Business Assistance Grant Funds Application Guidance information

These Grant Funds provide financial assistance to help businesses meet specific business growth objectives.

Supported Activity:

- capital expenditure (including IT)
- property expansion (but must include energy efficient improvements to property)
- energy efficient equipment or processes
- exhibiting at a national trade show
- costs of developing innovative products or processes.

Exclusions:

- We are unable to approve any grants where the purchase or order has already been made
- The purchase of furniture and consumables
- The purchase of tablets or mobile phones
- Routine property maintenance
- Marketing activity on websites/brochure which lack a clear focus on e-commerce development
- Social Media Advertising
- Purchase and installation of off-the-shelf software packages (eg. Microsoft Office software, standard Sage packages etc)
- Purchases made via hire purchase, lease or other finance agreement
- Vehicles

The Fund aims to support business growth by helping the business implement projects which increase turnover and increase or safeguard employment, through improvements in productivity, competitiveness or innovation.

The project must NOT commence before approval is given as the grant cannot be awarded retrospectively. All payments for approved expenditure must be made through the business bank account and supported by invoices from suppliers. The grant is paid after the payments have been made.

Eligibility

The Funds are open to sole traders, partnerships, limited liability partnerships, social enterprises and limited companies - classed as SME's (small or medium sized – employing fewer than 250, an annual turnover of less than €50m or balance sheet assets of less than the €43m, and no more than 25% of share capital owned by a large company/public body

Business should demonstrate that they:

- If funding is for property improvements/expansions or energy efficient measures, businesses should operate from commercial premises within the East Renfrewshire Council area, for which there is a signed lease/rental /licence agreement in place or is owned by the business
- are working with a Business Gateway Adviser
- can evidence an active business bank account
- Businesses should operate Fair Work Practices and pay the Real Living Wage
- Retail businesses (unless serving a niche market which will not adversely affect other retailers in the area)

- Businesses in the following sectors; the sex industry, politics, religion, nude or semi nude modelling or photography, gambling, multi-level marketing/pyramid selling.
- Community groups, not for profit organisations, voluntary or charitable organisations (except social enterprises)

Priority will be given to businesses involved in Tourism, Construction, Manufacturing, the Service Sector which support manufacturing, Life Sciences, Creative Industries, Digital and Emerging Technologies.

Businesses may not apply for further funding within 12 months of any offer being made.

Application Procedure

Applications will only be considered from a full-time business unless you are applying for a micro grant where a minimum of 16 hours a week trading is required.

An online Application Form should be completed and submitted, explaining why external financial assistance from East Renfrewshire Council would enable the planned investment to support and grow the business. Please provide as much detail as possible.

An East Renfrewshire Business Gateway advisor will contact the business after the application has been submitted online, to ensure the required supporting documents are correct and available to support the application.

Once agreed, all supporting documents will need to be submitted via email to business@eastrenfrewshire.gov.uk within 21 days. If the business is unable to make that deadline then the application will be withdrawn and the applicant can re-apply when all the documents are available.

Upon receipt of an application and the supporting documents a Council officer will contact the applicant to arrange a meeting or to appraise the application. A decision will be made shortly after this and, if successful, a formal written offer of grant will be made.

Terms and Conditions

Specific terms and conditions will be detailed in any formal offer made after the grant assessment process.

Further Information

For further information please contact: business@eastrenfrewshire.gov.uk

Privacy statement

When you contact us we want you to trust that your information is in safe hands, and that starts with helping you understand why we ask for data and how we manage it. Read our Privacy policy for more information.