

**Wolverhampton**  
Making it happen

# Wolverhampton Business Grants Suite

Wolverhampton  
City Council



[www.findit.inwolverhampton.co.uk](http://www.findit.inwolverhampton.co.uk)



## Guidance Notes and Conditions of Wolverhampton Business Grants Suite

Please read these notes before completing the application form.

### The Scheme

The Wolverhampton City Council (WCC) Business Grants Suite aims to support the economic regeneration of the City by providing funding to assist in starting and developing local businesses, particularly where this will stimulate local job creation. It also aims to encourage the take-up of vacant business premises within the City.

The Scheme is administered by The City Council's Economic Development team, with funding provided from the Working Neighbourhoods Fund (WNF).

### Eligibility and Levels of Assistance

#### Who is eligible?

All start-up and existing SME businesses which are or will be located within the Wolverhampton Local Authority boundary (with business rates payable to WCC), **who are planning for growth** and require financial assistance to enable this to proceed. Funding will **not** be made available to support:

- 1) Trading activities which might bring WCC into disrepute e.g. sale of alcohol; gambling; pornography; holistic therapies; money lending; religious or political ventures.
- 2) Insolvent businesses.

Businesses must be operating from commercial, and not domestic, premises and must have completed all necessary registrations, including with the local H.M. Revenue and Customs, and, if appropriate, Companies House. Similarly, leases on commercial premises will also have been signed in start-up situations.

*What is an SME business?*

- 1) Under 250 employees.
- 2) Annual Turnover < €50m, or Balance Sheet total < €43m.
- 3) Independently owned.

#### What grants are offered through the Grants Suite?

There are several different grants available through the grants suite:

##### 1) City Wide Start-Up Grants

These grants will be available to businesses that are starting up in Wolverhampton (less than 12 months old), taking on premises with business rates payable to Wolverhampton City Council. Grants of up to £5,000 matched investment are available to help towards the cost of capital equipment for the business that will help it to develop and grow.

Start up businesses may also be eligible for funding via the following supplementary grants (as well as part, or the entire start-up grant):

##### i) City Centre Start-Up

This grant stream offers up to £3,000 matched investment, to be used on capital equipment for new businesses setting up within key locations within the City Centre. Locations include all or part of the following streets:

Snow Hill  
Worcester Street  
Darlington Street  
Queen Street  
Victoria Street  
Salop Street  
School Street  
Lower Level of the Mander Centre

If you are considering starting a business operating from premises in any of these locations, please contact [chris.shears@wolverhampton.gov.uk](mailto:chris.shears@wolverhampton.gov.uk) (01902 550 469) to see if your business could benefit from this additional funding before completing this application form.

**ii) Chapel Ash and Darlington Street Shop Fronts & External Repairs**

These grants help towards the cost of new shop fronts and repairs for commercial buildings which lie within some of the City's conservation areas. Grants of between 70% and 80% towards the cost of new shop fronts and building repairs are available to help restore premises' appearance in line with the culture and heritage of the area.

Applications for these grants will need to be made separately to the start-up grants. If you are considering starting a business operating from premises in one of these locations, please contact [jon.beesley@wolverhampton.gov.uk](mailto:jon.beesley@wolverhampton.gov.uk) (01902 555 622) to see if your business could benefit from this additional funding.

**2) City Wide High Growth Start-Up**

These grants are available to new businesses that are forecasting high growth within the first 12 months of trading. Businesses that are creating employment and trading at the VAT threshold may be eligible for a grant of up to £1,500, which is **NOT** matched investment, to help their business to grow. The grant can be used for a range of business related purchases. Businesses going through the high growth programme will be eligible for £3,500 matched investment for their start-up.

If you are considering starting a business that will create employment and trade at or above the VAT threshold, please contact [enterpriseadmin@blackcountrychamber.co.uk](mailto:enterpriseadmin@blackcountrychamber.co.uk) (0845 002 1234) to see if your business could benefit from this additional funding.

**3) City Wide Business Support Grants**

These grants are available for existing businesses (trading for longer than 12 months) operating from commercial premises within Wolverhampton, with business rates payable to Wolverhampton City Council. Grants of up to £5,000 matched investment are available to help businesses purchase equipment and support that will help the business to develop and grow.

Please note that applicants may only apply for one of the three grants above.

**4) City Wide Security Grants**

These grants are available for all businesses which are operating from commercial premises within Wolverhampton, with business rates payable to Wolverhampton City Council. Businesses which are investing in security measures for their premises may be eligible for a grant of up to £3,000 matched investment towards the cost of the measures. A Letter of approval from the Police Crime Reduction Officer is required before the application can be submitted to the panel. Please contact Ian Jones on 0345 1135000 Extension 78716571 or email [i.m.jones@west-midlands.pnn.police.uk](mailto:i.m.jones@west-midlands.pnn.police.uk) to arrange for the Police Crime Reduction Officer and a member of the Economic Development Team to visit the premises.

Please note that if you are also applying for one of the first three grants (City Wide Start-Up, City Wide High Growth Start-Up or City Wide Business Support) a separate application form must be submitted to request a security grant.

### What expenditure is eligible?

All **capital** expenditure made **exclusively** for the business, e.g. production equipment; commercial vehicles; and IT hardware. This does **not** include normal trading expenses.

There are other **exclusions**:

- 1) Vehicles with significant potential domestic use. e.g. saloon cars.
- 2) Purchase of commercial premises.
- 3) Training.

Wolverhampton City Council reserve the right to request full details of proposed expenditure as there may be, from time to time, areas of business type or expenditure where support is unlikely to be made available because of prioritisation.

<b>Eligible</b>	<b>Not Eligible</b>
Van	Saloon Car
IT hardware	Rent / Rates / Insurance
Industrial machinery & tooling	Wages / Tax & N.I. / VAT
Security fencing, cctv, alarm systems	Security guards

### What level of Grant is available?

For information about applying for the High Growth Grants and Shop Front Grants, please contact the relevant contacts above.

Grants are available as a contribution towards the business costs of new projects, up to a maximum of 50% of eligible expenditure, **excluding VAT**. The maximum grants available are as follows:

<b>Start-Up</b>	<b>£5,000</b>
<b>City Centre Start-Up</b>	<b>£8,000</b>
<b>Business Support</b>	<b>£5,000</b>
<b>Security Measures</b>	<b>£3,000</b>

*Funds cannot be awarded towards contingency sums or cost over-runs.* Grant funding through this Scheme will be termed 'de minimis' under European Community State Aid:

#### 'De minimis'

Under EC Regulation 69/2001 ('de minimis' aid regulation) there is a ceiling of Euros 200,000 for all de minimis or other state aid provided to any one firm over a rolling three year period. Any state aid awarded to you under this Scheme, or in the three years prior to application, will be relevant to you if you wish to apply, or have applied, for this or any other state aid. For the purposes of compliance with the de minimis regulation you must retain the approval letter issued to successful applicants under this Scheme for three years and produce it (along with similar documentation confirming other state aid awards) in support of any further application for aid over the next three years or on request by the UK public authorities or the European Commission.

Please note that "aid," as defined under the de minimis rules, not only consists of financial assistance but is also deemed to include Training or Consultancy or Advice that may have been provided free of charge i.e. the cost you would have paid counts as the "value" of the aid. Applicants for this scheme should therefore endeavour to obtain "valuation" documentation from the provider of any aid provided free or at reduced cost. The maximum financial award under this scheme is £8,000 therefore there are no issues or problems for any applicant who has received de minimis or other state aid (including "free" training, consultancy or advice) with a total value of less than euros 190k over the three year period preceding this application.

## General Conditions of the Scheme

The following General Conditions apply to all applications for Grant assistance:

- 1) All decisions on financial assistance and the amounts offered are at the sole discretion of Wolverhampton City Council.
- 2) Only fully completed applications, including all relevant supporting documentation, will be considered. This must include three competitive quotations for each proposed item being purchased. **These three quotations must be like for like.**
- 3) Grant assistance is **NOT** payable retrospectively. Projects for which Grant support is sought must not commence until written approval has been received from Wolverhampton City Council. Any work undertaken before written approval is received will not be eligible for Grant assistance.
- 4) All projects must, unless agreed with Wolverhampton City Council prior to approval, be completed within 3 months of any Grant award.
- 5) Grants will normally be paid in arrears on receipt of evidence of paid invoices relating to project costs. If expenditure is lower than anticipated the Grant will be adjusted to reflect actual payments made. If, however, the expenditure is higher than the agreed amount, no additional funding will be provided.
- 6) Wolverhampton City Council reserve the right to inspect the products purchased, both before releasing the Grant payment **and** up to 3 years after. Alternative expenditure must be approved by Wolverhampton City Council before giving a commitment to suppliers.
- 7) All applicants will agree to provide the monitoring information required by Wolverhampton City Council in respect of the project; normally 3 to 6 months after completion, but this could be up to 3 years.
- 8) Applications will not normally be considered if any of the Applicants are un-discharged bankrupts; disqualified directors or have unsatisfied County Court Judgements outstanding.
- 9) Applicants will be expected to comply with any reasonable request of Wolverhampton City Council in relation to publicity concerning the Grant.
- 10) The Grant must be repaid to Wolverhampton City Council in any of the following events:
  - a) Relocation of the business outside the Wolverhampton local authority boundary;
  - b) Closure of the business;
  - c) Disposal of the items purchased,in each case within 3 years of Grant payment.
- 11) Applicants may be required to produce evidence of suitable policies operating within the workplace e.g. Health & Safety, Equalities & Diversity.
- 12) Equipment purchased through the grants scheme will remain property of Wolverhampton City Council should the applicant enter liquidation within 3 years of the Grant award.
- 13) Grant recipients may be required to provide evidence of the new recruitment specified in the application.

## Details of the application process

- 1) Once a fully completed application form, including all relevant supporting documentation, is submitted the request will be processed by the Council's Economic Development Team.
- 2) The team will produce a summary document to be submitted along with the other application documents to an appraisal panel, consisting of public and private sector members.
- 3) The panel will review the applications in strict confidence, meeting once every 2 weeks.
- 4) A decision will be made to either refuse the application, to raise queries about the application that must be addressed before the application can be approved, or to approve the application.
- 5) Those businesses that are refused will be contacted to inform them of the decision and the reason behind the decision. They will also be advised as to how they may be able to re-apply for a grant and what could be done to improve their application.
- 6) Those who have queries raised will be contacted with those queries. It will then be up to the business to provide reasons or evidence in response. Upon receipt of this information, the applications will be re-submitted to the panel for appraisal.
- 7) Successful applicants will be sent written confirmation that their grant has been approved (and the value of the approved grant) along with two contracts which provide details of

the equipment or services being purchased through the grant scheme and specify which supplier must be used for each item that the grant will support (this may be an addendum to the contract consisting of a summary of the quotes supplied in the original application). Both copies of the contract must be signed and returned.

- 8) Purchases can be made only on receipt of the approval letter. Evidence of all the purchases must be sent to Grants Suite, Economic Development, Wolverhampton City Council, Civic Centre, St Peter's Square, Wolverhampton, WV1 1RP. The preferred evidence of the purchases is a receipted invoice and a bank statement proving that the money came out of the matching account.
- 9) Payment of the grant will then be made. If expenditure is lower than agreed, the Grant will be adjusted accordingly to reflect actual payments made. If, however, the expenditure is higher than the agreed amount, no additional funding will be provided.

<b>Submitting an Application</b>
----------------------------------

- 1) All applications must be made on the correct Application Form.
- 2) The Declaration on the Form must be signed by the Applicant.

The completed application, **together with all supporting documents**, is then given to Wolverhampton City Council for assessment, which may require further discussions.

Here is an example of the table we recommend that you use for your like for like quotations:

		PC World	Amazon	Pixmania		Lowest Quotation
Laptop (Packard Bell TM89-GN-0 25*		425.52		472.03		425.52
Laptop HP G62-a29ea**		449.00	449.00			449.00
Memory Stick (8GB Flash) x2		19.57 x2	11.50 x2	15.75 x2		11.50 x 2
Black and White printer (SAM ML 1665)		63.82	74.99	47.29		47.29

\* Laptop specification for PB- 2.13 GHz, 3072 MB, Hard drive: 320 Gb, DVD-RW rewriter, Blue shell, 15.6 Widescreen

\*\* Laptop specification for HP - 2.1 GHz, 3072 MB, Hard drive: 320 Gb, DVD-RW DL rewriter with Lightscribe, Red shell, 15.6 Widescreen

The assessment will be conducted by the Wolverhampton City Council Economic Development team and will focus on the key priorities of local employment creation and how the project proposal will demonstrably improve efficiency and output. The final decision will be made by the Wolverhampton City Council Director of Sustainable Communities.

If you have any queries regarding the Scheme, please contact:

Chris Shears  
 Enterprise & Innovation Officer  
 Economic Development  
 Wolverhampton City Council, Civic Centre, St Peter's Square, WV1 1RP  
 Tel: 01902 550469 Mobile: 07837397029 email: [chris.shears@wolverhampton.gov.uk](mailto:chris.shears@wolverhampton.gov.uk)

**Wolverhampton Business Grants Suite: Application Form**

**Please read the Guidance Notes and Conditions of Grant before completing this form. Separate applications will need to be submitted for Start-Up Grants, Support Grants, and Security Grants.** Please answer all parts of this form as fully and accurately as you can, and include all relevant supporting information, so that your application may be assessed and processed as quickly as possible. If you have any problem with completion of the form please contact us.

All applicants must read, sign and date the declaration at the end of this application form. All information contained in this application will be treated in confidence.

**Applicant Details:**

Business Name:	
Applicant Name:	
Position: (e.g. Partner)	
Home Address:	
Postcode:	
Date of Birth:	
Business Address:	
Postcode:	
Telephone:	
Mobile:	
e-mail:	
Website:	

**Correspondence Address:** If different from that given above, please provide your main contact address below, including postcode:


**Legal Status (e.g. Sole Trader; Ltd Co.)**

Limited Company Number	
VAT Registration Number	
Tax Reference Number	

**Description of main Business Activities:**

--	--

<b>Does the business have or is it likely to have links with existing local businesses?</b>	
---	--

<b>Size of premises:</b>	
--------------------------	--

<b>Type of business unit e.g. offices, light industrial:</b>	
--	--

**Job Information:**

How many people does your business currently employ?

Part-Time  Full-Time  Full-Time Equivalent

How many additional staff will be recruited as a result of this project?

Part-Time  Full-Time  Full-Time Equivalent

How many existing jobs will be **directly** protected by this project?

Part-Time  Full-Time  Full-Time Equivalent

**Ethnicity:** How many of the people employed by your business belong to an ethnic minority group or are registered disabled?

Ethnic minority  Registered disabled

**Ethnicity of Owner of Business:** Completion of this information will enable us to monitor our Equal Opportunities Policy.

Asian .....	Bangladeshi Indian Pakistani Other (Please state)	Mixed ..... .... .... .....	White/Asian White/Black African White/Black Caribbean Other (Please state)
Black .... .... ..... .....	African Caribbean British Other (Please state)	White .... .... ....	British Irish Other (Please state)
Far Eastern ..... .....	Chinese Other (Please state)	Other Ethnic Group .... (Please state)	



## Project Costs and Funding

**Separate applications will need to be submitted for Start-Up Grants, Support Grants, and Security Grants.**

Total project cost (**excluding** VAT) £

Type of grant requested (please tick **ONLY** one):

Start-Up Grant (maximum £5,000)	<input type="checkbox"/>
Start-Up Grant within City Centre (maximum £8,000)	<input type="checkbox"/>
Business Support Grant (maximum £5,000)	<input type="checkbox"/>
Security Grant (maximum £3,000)	<input type="checkbox"/>

Total grant requested: £

**Project Funding.** Your business must initially cover the full cost of the project. Please indicate how you intend to fund this. Please list all sources and specify amounts.

Own funds:	£
Bank Loan:	£
Other Loan:	£
Other funding (specify below):	£
Total: (= Total project cost – Total Grant)	£

Have you applied/are you applying for any other types of grant through this project?

Start-Up Grant	<input type="checkbox"/>
Start-Up Grant within City Centre	<input type="checkbox"/>
Business Support Grant	<input type="checkbox"/>
Security Grant	<input type="checkbox"/>

## Declaration:

I/we confirm that I/we have read and agree to be bound by Wolverhampton City Council's Conditions of Grant assistance contained in the Guidance notes and Conditions of the Grant.

I/we confirm that the information provided on the Application form is true to the best of the applicant's knowledge. I/we have provided all of the supporting information required in the checklist below.

I/we confirm that the applicant is eligible to apply for this Grant under the 'de minimis' rules for State Aid, as detailed in the Guidance notes.

I/we agree to let Wolverhampton City Council share the information provided in this application form with other partner agencies for the purposes of project monitoring.

I/we agree to provide Wolverhampton City Council with any information as deemed necessary to assist with monitoring the project to enable all project expenditure and outputs to be accounted for.

I/we confirm that I/we are not personally related to or have any ownership of the proposed suppliers for which funding assistance is requested.

I/we confirm that I/we hold current Employers and Public Liability Insurances, if appropriate, and fully observe Equal Rights and Opportunities legislation.

Name (Please print):	
Signature:	
Date:	

**Supporting Information Checklist:**

Please ensure the following information is included with your application form. **Please note the application will not be processed until ALL of this information has been fully provided.**  
(Please tick)

**Start-Up Grants (businesses less than 12 months old):**

<b>Business Plan</b>	
<b>3 competitive quotations for all relevant expenditure</b>	
<b>Evidence of a Business Bank Account</b>	
<b>Evidence of funding (e.g. Bank Statement, Loan approval letter) to initially cover the full cost of the project</b>	
<b>Cash flow forecast for next 12 months</b>	
<b>Proof of Tenancy</b>	

**City Wide Business Support Grants (businesses greater than 12 months old):**

<b>Business résumé</b>	
<b>Project Plan/résumé (for projects £10,000 and over)</b>	
<b>3 competitive quotations for all relevant expenditure</b>	
<b>Recent Trading/Management Accounts</b>	
<b>Evidence of funding (e.g. Bank Statement, Loan approval letter) to initially cover the full cost of the project</b>	
<b>Cash flow forecast for next 12 months</b>	
<b>Proof of Tenancy</b>	

**City Wide Security Grants:**

<b>Letter of approval from the Police Crime Reduction Officer.</b>	
<b>Business résumé</b>	
<b>3 competitive quotations for all relevant expenditure</b>	
<b>Recent Trading/Management Accounts</b>	
<b>Evidence of funding (e.g. Bank Statement, Loan approval letter) to initially cover the full cost of the project</b>	
<b>Cash flow forecast for next 12 months</b>	
<b>Proof of Tenancy</b>	

The completed Form and supporting documents should be submitted to:  
**Grants Suite, Economic Development, Wolverhampton City Council, Civic Centre, St Peter's Square, Wolverhampton, WV1 1RP**  
 (Please submit Applications by hand, where possible, to avoid the possibility of loss in the post. If posted, we suggest that recorded delivery is used.)