

GUIDANCE NOTES FOR APPLICANTS

1. The grant is aimed at supporting new businesses from 6 months up to 3 years old, to help them to develop and expand.
2. Businesses must be based in Blaenau Gwent in order to be eligible.
3. The grant is discretionary and may provide up to 50% of eligible expenditure, to a maximum of £2,500 of support. *Please note. Blaenau Gwent CBC reserves the right to reduce the maximum amount of funding if level of demand for support is high. In this instance funding rounds will be scheduled, with scoring assessments for each application, to determine level of funding awarded.*
4. Eligible expenditure includes ICT, Marketing, Website Development, Training and Accreditation costs. *Other costs may be considered if ways of adding value to the business can be demonstrated.*
5. Ineligible expenditure includes VAT, vehicles, stock, consumables and revenue costs.
6. **ALL** sections of the application form must be completed and returned, along with: -
 - 12-month cash flow forecast
 - 6 months management accounts (at least)
 - 2 comparable quotations.
7. The company/director(s) must NOT have an interest/shareholding in any of the companies supplying quotes/estimates for the grant application.
8. From the time of receipt of fully completed application (and supporting documents), a decision should be reached within 4 weeks maximum.
9. The applicant must accept the terms and conditions of the grant by signing and returning the agreement within 14 days of the date of the offer letter.
10. All items listed in the application must be purchased within 6 weeks of date of grant approval. Any extension to this timescale must be requested in writing.
11. **NO** expenditure should be incurred prior to formal grant approval as the grant **cannot** be awarded retrospectively.
12. Items purchased through hire purchase/extended credit agreements/finance leases and cash purchases will not be considered for grant
13. The grant is paid retrospectively; once grant approval has been received applicants must pay for eligible items in full and then claim approved grant contribution through the provision of invoices/receipts.
14. A monitoring visit will then be carried out to view items and collect evidence of expenditure before grant will be paid.
15. On receipt of relevant information, grant monies will be paid directly into business bank account.

**For further information, please contact Blaenau Gwent CBC,
Business & Innovation Team on 01495 355700
or email business@blaenau-gwent.gov.uk**