



sharing the **success**



Business Growth Fund

Guidance notes and application

Business Growth Fund

Grant Scheme

Business Growth Fund grants are designed to help small businesses, based in specific areas* in Leeds, to expand and recruit residents from within these areas* as employees. The grant is limited to 15% of eligible capital costs for businesses with less than 50 employees, and 7.5% for businesses with 50 or more employees. Directly associated revenue costs may also be funded up to 50%. All funding is subject to a maximum grant of £10,000 and a minimum of £1,000. The grant may be used for:

- capital equipment, machinery and tools
- alterations to land and/or premises to meet the needs of the business
- security measures directly related to an expansion project
- specialist consultancy related to an expansion project

Eligibility criteria

To qualify for an initial assessment businesses must:

- Be independent and based in the Sharing the Success area* or will be moving into this area* as part of the project
- Have been established for more than six months
- Employ less than 250 people (priority will be given to those employing less than 50)
- Have an annual turnover of less than €50 million (around £40 million)
- Operate from commercial premises – businesses operating from home are ineligible
- Be engaged in manufacturing, manufacturing-related services, wholesale/distribution, construction or media production
- Explain the benefits of the activity for which grant aid is requested
- Be able to show they will recruit residents from these areas*

*The Sharing the Success area covers these postcodes:

All of: LS1, LS2, LS3, LS5, LS7, LS9, LS10, LS11, as well as the following sub-codes:
LS4 2, LS6 1, LS6 2, LS6 3, LS8 3, LS8 4, LS8 5, LS12 1, LS12 2, LS12 3, LS12 4, LS12 6, LS13 2, LS13 3, LS13 4, LS14 1, LS14 6, LS15 0.

Application process

1. Businesses interested in applying for this grant should contact Leeds City Council's Sharing the Success team on 0800 048 0054 to discuss the proposal and for copies of the application form and more information about the grant and proposed project.
2. Applicants must obtain quotations for the proposed work. Please note: no work must be started for which grant aid is sought before a formal grant offer has been received and accepted.
3. The application form should be completed and sent, along with supporting documentation and quotations to the Sharing the Success team for full assessment.
4. Leeds City Council's Sharing the Success team will visit you to appraise the application and recommend formal approval/rejection.
5. If the application is approved a formal grant offer letter will be issued, with conditions as appropriate. You should sign and return the grant acceptance form.
6. The grant-aided work or activity should then be undertaken, together with recruitment of staff from relevant areas.*
7. You should then submit the grant claim and supporting documentation to the Sharing the Success team for formal authorisation and issue of grant payment.

The following documentation is required with each application form:

- Business plan: If you already have a business plan please supply it to us. If not, please produce a document that outlines the rationale for the investment and the expected benefits.
- Quotes for the equipment to be purchased.

Application form

A Word version of this form can be found at www.sharingthesuccess.co.uk

Business details

Name of business

Address

Contact name

Position

Tel:

Fax:

Email:

Address of head office (if not as above)

If a subsidiary, name and address of parent company

Website address

Company registration number (if applicable)

Type of business

Sole trader Partnership Limited company Other

Date business established

Nature of business

No. of employees (inc. partners & executive directors)

In Leeds: Full time Part time*

In UK/worldwide Full time Part time

* Less than 30 hours per week

Project details

Will the project create new jobs?

YES NO If YES, how many?

Over what period of time?

Will your project improve or expand production capacity?

YES NO

Will your project create a new product or service?

YES NO

Will it improve the way you make a product or service?

YES NO

When do you expect your project to be complete?

Completion date

Please describe the anticipated benefits to your business of developing the product/service/production process (continue on a separate sheet if required):

Project costs/funding

Have you applied to any other public source for assistance towards the project? YES NO

If YES please give details (continue on a separate sheet if required):

Have you previously received any grants from Leeds City Council? YES NO

If YES please specify type(s) and date(s)

What is the total cost of your project?

How do you propose to finance the project?

Own funds £ Grant £ Other £

Which supplier do you intend to use?

Financial details

All information should be for the most recent financial year and will be treated in the strictest confidence

Turnover: (Total sales value)	Financial year ended
£ <input type="text"/>	<input type="text"/>
Profit: (Before tax, interest & directors emoluments)	
£ <input type="text"/>	<input type="text"/>
Total Assets: (current + fixed assets)	
£ <input type="text"/>	<input type="text"/>
Export Sales: (or as % of turnover)	
£ <input type="text"/>	<input type="text"/>
Retained Profit: (From previous years including profit figure above)	
£ <input type="text"/>	<input type="text"/>

Equal opportunities

We are committed to equality of opportunity for all people, completion of this section is necessary as it will assist us to ensure this is happening. This section refers only to the person completing the form.

ETHNIC GROUP:

White	Black or Black British	
British <input type="checkbox"/>	Caribbean <input type="checkbox"/>	
Irish <input type="checkbox"/>	African <input type="checkbox"/>	
Mixed	Asian or Asian British	
White and Black <input type="checkbox"/>	Indian <input type="checkbox"/>	Pakistani <input type="checkbox"/>
Caribbean <input type="checkbox"/>	Bangladeshi <input type="checkbox"/>	Kashmiri <input type="checkbox"/>
White and Asian <input type="checkbox"/>	Other <input type="checkbox"/>	
Other <input type="checkbox"/>		
Chinese or other ethnic groups		
Chinese <input type="checkbox"/>		
Other <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>	

Checklist

A business plan is attached	<input type="checkbox"/>
Up-to-date statutory and management accounts are attached	<input type="checkbox"/>

Declaration

I (name & job title),

guarantee that financial assistance applied for from public sector sources does not exceed 50% of eligible project costs. I understand that offer and acceptance of the grant will be by exchange of letters and that grant is payable after project completion. I have read and understood the accompanying grant criteria sheets and guidance notes.

Public funds must be protected therefore the information you have provided on this form may be used to prevent and detect fraud.

The information may also be shared, for the same purposes, with other organisations that handle public funds.

Data Protection Act 1998: Leeds City Council, Leeds Chamber of Commerce and Business Link Yorkshire work together in processing grant applications. Information about your business and the contents of this application form will be shared both manually and electronically, with various agencies (see below). To comply with European Community regulations, this information will be held for a minimum of ten years.

Partner Organisations: Yorkshire Forward, Government Office, Business Link, European Commission, Prince's Trust, Leeds City Council, Leeds Media and Leeds Manufacturing.

Freedom of Information Act 2000: under the Act public funded bodies have to disclose details of businesses that have received grant funding to anybody who requests them.

Signed:

Date:

Please send your completed application form to:
Leeds City Council's Sharing the Success Team, 2nd Floor, White Rose House,
28A York Place, Leeds, LS1 2EZ Tel: 0800 048 0054 Fax: 0113 247 1111

General Conditions and Requirements

- Leeds City Council is the accountable body for the **Sharing the Success** programme
- Grant offers are subject to a time limit which will be set out in the offer letter. If the grant-aided works are not completed satisfactorily within the period the grant offer may be withdrawn without notice.
- It is a condition of all grants offered that the business agrees to provide all reasonable information to allow monitoring of anticipated benefits (jobs created, improved business performance etc) resulting from the proposal for a period of up to 36 months from the date of completion of the grant-aided works or activity. Business Growth Fund grants are subject to percentage limits and no grant will ever exceed 15% of the eligible capital and 50% of the eligible revenue costs.
- The grant is limited to a maximum of £2,000 per target area* resident recruited.
- The amount of grant paid for revenue costs may not exceed the amount paid for capital.
- Multiple/repeat applications are possible for separate projects subject to total grant aid from the fund not exceeding £25,000. However, please note that the total available funding is limited and there are a large number of eligible businesses in Leeds so priority will be given to first-time applicants.
- Normally at least two competitive written quotations will be required with each grant application. Wherever possible, quotations should be obtained from Leeds based companies.
- Grants are discretionary and the decision of the Sharing the Success programme manager is final.
- If you are able to reclaim VAT, the grant offer will be based on the net cost. If you are unable to reclaim VAT the grant offer will be based on the total cost including VAT.
- Grant payments are made retrospectively, on satisfactory completion of the recruitment, work and submission of a receipted paid invoice or other evidence of payment.
- Grants are only payable for costs incurred after the application is formally approved.
- Repayment of the full grant will be sought if any aspect of the application or grant claim is found to be fraudulent. If the grant is for property works, which will improve the value of premises, repayment of some or all of the grant may be sought if the property is leased or sold within two years.
- No grant will be paid to any business that is in debt to any department of Leeds City Council. Checks will be made on this before a payment is issued.
- Approval of a business grant does not imply approval under other relevant legislation or requirements. It is the applicant's responsibility to obtain and comply with all necessary consents such as planning, building regulations, environmental health, landlord's consent etc.
- We reserve the right to withdraw the availability of the grant scheme at any time without prior notice. However, any offer letter already issued will be honoured subject to the terms of that offer being met.

About Sharing the Success

Sharing the Success is a £20.6m programme, funded by the government's Local Enterprise Growth Initiative (LEGI) and administered by Leeds City Council.

The funding is being used to develop enterprise, create new jobs and help communities in Leeds, particularly those based in Harehills, Chapeltown, Gipton, Bramley, Armley, Middleton, Belle Isle, Halton Moor, Richmond Hill, Little London, Seacroft, Beeston and Beeston Hill. In addition the programme supports existing businesses to develop and grow in these areas.

Around 35 partners are involved the programme across Leeds who are using a variety of ways to find and support individuals interested in making changes to their lives through enterprise.

Sharing the Success currently runs to March 2011 and is sometimes referred to as Leeds LEGI.

If you want to know more:

- Call us on 0800 048 0054 (lines open Monday to Friday 9am to 5pm)
- Text 'biz' to 82055 and we'll call you back
- Visit www.sharingthesuccess.co.uk and complete the online form on the 'contact us' page.
- Or send us an email to: support@sharingthesuccess.co.uk



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Leeds City Council
Sharing the Success Team,
2nd Floor,
White Rose House,
28A York Place,
Leeds, LS1 2EZ
Tel: 0800 048 0054
Fax: 0113 247 1111



www.sharingthesuccess.co.uk