

**UK Shared Prosperity Fund
Made in Broxtowe
Business Support Grant
Application Form**



**Broxtowe
Borough
COUNCIL**

Please complete each section as requested. An asterisk (*) indicates required information.

Section 1 - Applicant Details

Business Name* _____

Contact Person:

First Name* _____

Last Name* _____

Home Address

Address Line 1* _____

Address Line 2 _____

Postcode* _____

Contact Email Address* _____

Contact Telephone Number* _____

Section 2: Business Details

Business Address (or intended premises within in Broxtowe)

Address Line 1 _____

Address Line 2 _____

Postcode? _____

Are you:* (please select just one)

Pre-start (not yet trading)

Early-stage (trading less than 18 months)

Business Nature? (please choose one from the following list)

Hospitality	Service
Retail	Information Technology
Manufacturing	Other



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What is the Legal Status of your business (please choose one from the list)

Business Partnership	Sole Trader
Community Interest Company	Other
Private Limited Company	

Are you VAT registered? YES/NO

Actual or expected trading start date? (DD/MM/YY)

If registered, please provide:

Company Registration Number (CRN): _____

Unique Taxpayer Reference (UTR): _____

If not yet registered:

I confirm I am preparing to register and begin trading (please tick) _____

National Insurance Number (for pre-start only) _____

Section 3 - About Your Project

Please describe the project you are applying for, including the specific items, services or activities you will purchase.

Your project must align with eligible grant activities such as equipment, premises costs, marketing, training, or compliance.

Project Title*? _____

Project Description*? (no more than 1,500 words)

This box will expand as you type.

Explain how this project will help your business to:

Start trading or expand activity

Improve sustainability or resilience

Increase customers, sales or commercial activity



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What specific barrier(s) is/are preventing your business from progressing, and how will this funding help overcome them?*

Examples may include:

- Access to premises
- Affordability of essential equipment
- Costs of entering the market
- Lack of initial customer reach

Explain how your project represents good value for money.

You should reference:

- Why the items/services are necessary
- Why you selected these suppliers
- How the cost is proportionate to the expected business benefit

Which eligible activity best describes your project?*

Equipment or tools	Training or Skills
Commercial Premises (rent/fit out)	Legal or Compliance
Marketing or Branding	Sustainability Improvements

Which part of the Made in Broxtowe Business Support programme have you engaged with? (delete those that do not apply)

Workshop	Advisor Session	Other
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If other selected, please provide details here:



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Section 5 - Commercial Premises (if applicable)

Will this grant support you to move into a commercial premises?* YES/NO

If yes, please detail the address of the premises

Address Line 1 _____

Address Line 2 _____

Postcode? _____

Type of agreement: (delete those that do not apply)

LEASE/LICENCE TO OCCUPY/OTHER

Would the premises be primarily used for business purposes? YES/NO

Section 6 - Supporting Documents Checklist

Please confirm you have provided: (Please place an 'x' before each statement).

- Quote(s) dated within the last three months
- Proof of registration (if applicable)
- Evidence of intent to trade (pre-start only)
- Lease/agreement (if applying for rent support)

Section 7 - Previous Funding

Have you received any previous funding from Broxtowe Borough Council?*

YES/NO

If yes, please provide details:



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Section 8 - Meeting the Outputs and Outcomes of UKSPF

UKSPF funding is provided to Broxtowe Borough Council to help us to meet a number of outputs and outcomes which we identified in our delivery plan. Please indicate below where your proposed project meets the relevant outputs and outcomes, and the quantity that will be delivered. This information will be used to help us monitor the grant and report our successes to Government.

Output or Outcome	Are you able to deliver this Output or Outcome? Please put Y or N in each box to indicate deliverability	Quantity that will be delivered Please indicate a number (count your business as 1)	How do you meet this Output or Outcome?	How will you monitor and record this Output or Outcome?
New business created (no. of businesses)				
Number of vacant units filled				
Amount of commercial space completed or occupied (m ²)				
New or improved products/services adopted (no. of businesses)				
New technologies/processes (no. of businesses)				

Full definitions of outputs and outcomes are included in the guidance note. Please note that you will have to deliver and report against these Outputs and Outcomes so only indicate ability to deliver if you will be able to measure the quantities.

Section 9 - Due Diligence

Have you received a Subsidy or State Aid of more than £315,000 over the last 3 financial years?*

YES/NO

If yes, please confirm the amount of subsidy/aid received by your organisation in the last 3 years, you will need to confirm the amount and the date received. In addition, please detail any aspect of the project which involves the



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provision of subsidies. If there is, explain how the subsidies are compliant with the UK Subsidy Control Regime.

Have you or anyone associated with your business been declared bankrupt or convicted of fraud?* YES/NO
If yes, please give details below.

Broxtowe Borough Council will use the data submitted to perform due diligence checks on any or all individuals associated with your business and such information will be used to inform our grant decisions.

Section 10 - Declarations and Data Protection

Please check each of the boxes below, otherwise your application will not be accepted. (Please place an 'x' before each statement).

I confirm:

I am a Broxtowe resident (pre-start) OR trading within Broxtowe

My business is under 18 months old

I have not submitted another application under this scheme

I have reviewed the list of ineligible costs and that none of the requested items include prohibited expenditure such as vehicles, stock for resale, wages, or mobile devices.



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By submitting a signed application, you hereby agree to the following:

- I confirm that I am authorised to sign on behalf of the company and confirm that the information contained in this application form is correct to the best of my knowledge
- I declare that neither myself as signatory to the application, members of the governing body of the company or agents acting on our behalf have an interest in the awarding of contracts to the suppliers who have quoted for the work.
- I understand that any financial assistance granted will be repayable on demand, or future payments not made, if any information provided is found to be incorrect. I give permission for the information contained in this form to be shared, if requested, by the Programme funding body, the East Midlands Combined County Authority, and Broxtowe Borough Council.
- I accept that the grant is consistent with the most recent UK government law regarding subsidy control and any over payment of grant will be paid back to Broxtowe Borough Council.
- I understand that if Broxtowe Borough Council approves the application, the terms and conditions shall be enforceable on the basis of the Terms and Conditions of the grant scheme.
- Broxtowe Borough Council reserves the right to perform due diligence checks which may involve sharing data with external fraud prevention agencies as necessary.
- I understand that providing wrong or misleading information is a criminal offence and any such information may be used against applicants in any subsequent criminal investigation.
- I understand that any grant received by a business must be declared to HM Revenue & Customs (HMRC) as appropriate.

You must not incur any costs before receiving a signed Grant Offer Letter. Any retrospective expenditure will be ineligible. All payments must be made in full from the applicant's business bank account (or personal account for sole traders) before grant reimbursement. Grants are paid retrospectively upon submission of paid invoices and proof of payment. Proof of payment must clearly show the supplier name, payment amount and payment date. Assets purchased must be retained and used for business purposes. The Council reserves the right to recover funding if the business ceases trading within 12 months.



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Data Protection

Made in Broxtowe Business Grants are funded through the UK Shared Prosperity Fund (UKSPF) administered by the East Midlands Combined County Authority (EMCCA). Broxtowe Borough Council may process personal data and has an obligation upon request to share this with EMCCA. In order to deliver the project, Council officers may also share it with other departments. Broxtowe Borough Council has contractual obligations to collect the data included within this form to record outputs and outcomes, and undertake a project evaluation, so that EMCCA can monitor and evaluate the UKSPF programme. For the purposes of the General Data Protection Regulation (GDPR), in terms of the information processed, the following parties are Data Controllers:

- EMCCA, who determines the purposes and criteria for processing.
- The Lead Authority, Broxtowe Borough Council

Please email this form, alongside any required attachments to SPFGrants@Broxtowe.gov.uk

The deadline for the receipt of applications is 5pm on 20 July 2026



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