

# UK Shared Prosperity Fund

## Broxtowe Business Start-Up Fund

### Guidance Notes and Frequently Asked Questions

#### About the Fund

The **Broxtowe Business Start-Up Fund** supports individuals preparing to launch a new business in Broxtowe and those that are in the early stages of trading. This fund is designed for individuals to help overcome barriers to starting up businesses and to encourage enterprise in the local area.

This initiative is part of Broxtowe Borough Council's UK Shared Prosperity Fund (UKSPF) programme, aimed at driving local enterprise and inclusive growth.

#### Definitions

**Pre-start definition:** The stage before a business is formally created, where an individual has not yet registered a business (e.g., not yet incorporated a company or registered as self-employed) but is exploring, planning, or preparing to start one.

**Early-stage businesses:** Businesses that have been trading for less than 12 months with sales of under £2,000.

#### The Grant Offer

- **Minimum grant available of £500**
- **£500 to £749** – 100% grant funding (no match required).
- **£750 to £1,000** – 25% match funding required (e.g., £750 grant + £250 applicant contribution).
- **Maximum grant: £1,000.**
- Only non-recoverable VAT can be included in project costs.
- Minimum item or supplier value: £100.

#### Examples:

Total Project Cost (£)	Grant Amount (£)	Match Funding (£)
500	500	0
700	700	0
1000	750	250
1333.34	1000	333.34

## Who Can Apply

### Applicants must either:

- Be pre-start (not yet trading at the time of application) and live in Broxtowe Borough or,
- Be a registered business as a sole trader or limited company with a trading address in Broxtowe Borough.

If you are a limited company, you must **have a business bank account**.

Applicants must not have made any purchases prior to receiving a Grant Offer Letter.

## Eligible Activities

Grants can support activities that directly contribute to the growth or development of the business including:

- Start-up infrastructure - equipment, tools, computers, software, workspace fit-out.
- Marketing and promotion- logo design, website, signage, printed materials.
- Training and development- accredited or professional business training.
- Sustainability initiatives- energy efficiency or waste reduction measures.
- Licences and subscriptions, IP protection, or accreditation.

## Ineligible Activity

The grant cannot be used for:

1. Purchases of mobile devices (phones, tablets, iPads).
2. Ongoing operating costs (business rates, utilities, insurance, rent).
3. Retrospective or pre-approved purchases.
4. Statutory fees, fines, or taxes.
5. Cash purchases or personal expenses.

Broxtowe Borough Council reserves the right to assess eligibility on a case-by-case basis.

## How to Apply

1. **Engage with an approved Business Support Advisor**  
Attend an introductory session with an approved Business Start-Up Advisor.
2. **Create a Project Proposal**  
Work with your advisor to develop a short proposal outlining:
  - Planned purchases.
  - How these will support your business start-up.
  - Your advisor will work with you to create your proposal.
3. **The Business Support Advisor will then submit your project proposal to Broxtowe Borough Council for review.**

To access the Start- Up Fund, applicants must engage with the Broxtowe Start-Up pathway, which includes:

- Attendance at the Broxtowe Start-Up Business Breakfast event on **Monday 19<sup>th</sup> January** or
- An approved introductory session with an approved Business Advisor.
- Project proposal validated by your advisor.
- One quotation per supplier (dated within 3 months).
- Confirmation of match funding (if applying for £750 – £1,000).

Once your initial eligibility is confirmed, you will receive a Grant Offer Letter outlining the approved project and grant amount.

Purchases must be made after receiving a Grant Offer Letter.

Payments must be made in full from your business bank account, (personal bank account is applicable if you are a sole trader), before reimbursement.

Grants are reimbursed weekly via BACS transfer.

All purchases must be approved, completed, and evidenced by the scheme deadline of **16th March 2026**.

## What to include in your grant proposal

To submit your proposal, you must have engaged with an approved business advisor

Applicants must provide:

- Completed Project proposal.
- Proof of business registration (Companies House, or HMRC).
- Proof of business bank account, if applicable.
- Confirmation of 25% match funding, if applicable.
- One quotation per supplier, (letterhead, screenshot or email dated last 3 months).

## Grant Application - Important Information

- Once your Offer Letter is issued, you have until 16th March 2026 to complete your purchases.
- Purchases made before receiving an offer are not eligible.
- Payments must be made in full from your business bank account (if applicable) before reimbursement.
- Grants are reimbursed weekly via BACS transfer.

## Decision and Notification

Each application will be assessed against:

- Eligibility criteria
- Value for money
- Contribution to business start-up and sustainability.

Broxtowe Borough Council may vary the grant amount offered depending on demand, eligibility and available budget.

Applicants will be notified of outcomes by a formal **Grant Offer Letter** which must be signed and returned before any purchases are made.

## Due Diligence

Broxtowe Borough Council will undertake due diligence checks to verify applicant information and ensure compliance with UKSPF requirements.

## Information Required

- Applicant Name and Address (including postcode).
- Business name and sector.
- Planned or Registered Trading Business Address within Broxtowe Borough.
- Unique Identifier (if available):
  - If registered: Company Reference Number (CRN) and/or Unique Taxpayer Reference (UTR) (if applicable).
  - If not yet registered: National Insurance Number
- Trading start date.
- Declaration of any previous grant funding received under UKSPF or other schemes.

- Disclosure of any outstanding debt to Broxtowe Borough Council (contact SPFGrants@broxtowe.gov.uk if applicable).

Broxtowe Borough Council will use the data submitted in grant applications to perform due diligence checks, which may involve sharing data with external fraud prevention agencies (including but not limited to the National Anti-Fraud Initiative, the National Anti-Fraud Network, credit-referencing companies and other Local Authorities).

## Payments and Claims

Funding is paid retrospectively. Claims must include paid invoice(s) and proof of payment (bank statement or receipt).

## Outputs and Outcomes

Output	Definition / recording	Recorded by
Productivity improved	Productivity refers to the gross value added (GVA*) per hour worked or gross value added per worker.	Grant recipient
Number of new products to market	A product is new to the market if there is no other product available on a market that offers the same functionality, or the design or technology that the new product uses is fundamentally different from the design or technology of already existing products (innovation). Products can be tangible or intangible (incl. services and processes).	Grant recipient
New technologies or processes	New to the firm technology or process (through external sources e.g., procurement). Includes collaboration.	Grant recipient

All grant recipients must provide confirmation of achieved outputs and outcomes upon completion of their project.

## Key Deadlines

- **Application closing date:** Monday 9th February 2026.
- **Purchases completed and evidenced:** Friday 16<sup>th</sup> March 2026.

A closing date for project proposals has been set for **Monday 9th February 2026**.

All purchases must be **approved, completed and evidenced by Friday 16<sup>th</sup> March 2026**.

Please note: Broxtowe Borough Council reserves the right to close the grant scheme early once all available funds have been committed.