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UK Government**

UK Shared Prosperity Fund - High Street Grants for Beeston, Chilwell & Eastwood

Guidance and Frequently Asked Questions

Broxtowe Borough Council is pleased to announce a grant funding round to help small businesses on our local high streets.

The UKSPF High Street Grant is available to businesses located and operating in Beeston, Chilwell and Eastwood.

Local businesses can apply for grants of up to £5,000 towards the cost of shop and business frontage improvements including signage; street scene or conservation area related initiatives; environmental energy saving measures; disability access improvements and; digital, productivity and ecommerce investments that improve productivity or create jobs.

These grants are funded through the UK Shared Prosperity Fund allocated to Broxtowe Borough Council. The Shared Prosperity Fund (SPF) is a central pillar of the UK Government's Levelling Up agenda, providing £2.6 billion of new funding for local investment by March 2025. These grants are delivered under the theme of Supporting Local Business. [Find out more about the Government's Levelling Up schemes here.](#)

The Grant Offer

This small grant is for companies whose business premises are located and operate within Beeston, Chilwell or Eastwood only.

How much is available?

Businesses can apply for a grant of up to £5,000. The Business must provide a minimum 10% of match funding to support the project.

For example, to receive a grant of £5,000, a business will need to evidence match-funding of at least £500 within their proposals, making the total project spend £5,500. If the business requires a grant of £2,000 you will need to evidence match funding of £200 making the total project spend £2,200.



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Who can apply?

A business must be registered and have a business bank account. Registration can take the legal form of sole trader, partnership, limited company, or social enterprise / Community Interest Company (CIC). Charities that are registered with the charity commission as a Charitable Incorporated Organisation (CIO) or in addition to their charity status are also registered as one of the above legal entities can also apply to this fund.

Businesses must be registered and based within Broxtowe Borough Council (Beeston, Chilwell or Eastwood) and pay business rates to Broxtowe or be exempt from paying business rates.

We would expect that your business has traded for a minimum of 6 months.

The business must be registered with Companies House or the Charity Commission OR is a sole trader or partnership with a Unique Tax Reference Number from HMRC.

The business must be able to fund and evidence 100% of the project cost upfront from their own resources.

The business must hold a business bank account (a 'trading as' account is acceptable). A business bank account is a trading commercial account in the name of the applying business. All purchases must be made via the business account and all claim payments will be made to the same business account. Personal or current accounts are NOT eligible

All appropriate licences and permissions are in place for the business.

Criteria for applications

The focus of these grants is on local businesses whose principal business location is within Beeston, Chilwell or Eastwood only.

Applications must present a case for the items requested within the grant application and provide 2 quotations for work or items. This funding cannot be used to fund staff costs but the match funding element could be staff costs to implement new systems to help the business grow.

The grant must be spent on new investment and cannot cover any costs already incurred.

If funding is approved, all receipts and invoices must also be kept and submitted to the council at the end of the project.



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How to apply for a grant

Applications need to be submitted on the application form that is available to download on the council website. This is available as a PDF or Microsoft Word document. This should be saved to your computer and submitted by email on completion to SPFgrants@broxtowe.gov.uk please use the subject line High Street Grants and your business name.

A closing date has been set for Friday 15 December, however there is only a small amount of grant funding available, and we will close the grant scheme early if we have reached the maximum number of successful applications. **All projects must be completed by 31st March 2024.**

What a grant might cover

This grant is flexible and could be used to support:

- Shop and business frontage improvements including signage
- Street scene or conservation area related initiatives
- Environmental energy saving measures
- Disability access improvements
- Digital, productivity and ecommerce investments that improve productivity or create jobs

What a grant cannot be spent on

- General Office equipment unless this is identified as essential for your business growth
- Furniture and the purchase/installation of computer systems
- Security equipment and installation
- Direct employment costs and running costs for the business
- Vehicles, stock and consumables
- Rental costs of units and associated bills
- Business rates for premises or planning permission fees
- Retrospective costs

Permissions

Some alterations may require the permission of a landlord or planning permission. It is important to check any proposal with our planning department **before you submit an application.** We will need to ensure that the owner of the building consents to works that may require structural changes. You can find out more about planning requirements on our Website [Planning : Broxtowe Borough Council](#)



Outputs and Outcomes

Funding awarded to Broxtowe Borough Council was based on our local investment priorities against a set of output and outcomes which government aim to achieve as part of the wider Levelling Up agenda. All grants funded must contribute towards this delivery.

We have asked you to indicate how your project will meet the outputs and outcomes in your application. You **do not** need to meet all of these.

For high street grants we are measuring against the following outputs and outcomes.

Outcome	Definition / recording	Recorded by
Premises with improved digital connectivity as a result of support [digital investments]	The number of supported premises where the broadband speed accessible is increased.	Grant recipient
Number of enterprises with improved productivity [digital investments]	Productivity refers to the gross value added per hour worked or gross value added per worker.	Grant recipient
Increased business sustainability [energy saving measures]	Business sustainability refers to doing business without negatively impacting the environment, community, or society as a whole.	Grant recipient
Improved perceived/experienced accessibility [accessibility improvements]	Number of people, who had experienced the premises previously, reporting 'good or very good'	Grant recipient
Improved perception of facility / amenity [shop fronts & street scene]	Amenity/facility means any service contained within a physical structure. Number of people, who had experienced the premises previously, reporting 'good or very good'	Grant recipient



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Due Diligence

Broxtowe Borough Council will undertake due diligence checks and will hold the following information on all applicants:

- Name of business, Business Trading Address including postcode.
- Unique identifier (preferably Company Reference Number (CRN)) if applicable. If not applicable, VAT Registration Number, Self-Assessment Partnership Number, National Insurance Number, Unique Taxpayer Reference (UTR), Registered Charity Number are acceptable)
- Nature of Business
- Date business established.
- Number of employees
- Business rate account number (if applicable)
- Cumulative total of previous funding received under all grants schemes.
- Any outstanding debt to the Council

How will we decide who is awarded funding?

Each application will be judged on its own merits with regard to how well it meets the scheme's aims and eligibility criteria and its ability to be implemented and completed by 31st March 2024.

A panel will make a final decision on funding. This will consist of local councillors, council officers and business advisors. The decision made by the panel is final.

Broxtowe Borough Council reserves the right to vary the level of grant or reject an application. Notification of decision on the application will be made in writing to the applicant. An offer of grant will be made by an offer of grant letter which you will need to sign and return to Broxtowe Borough Council as instructed.

How will successful applicants be paid?

- Grants are discretionary and Broxtowe Borough Council reserves the right to withhold payment of the grant in whole or part if any condition of the offer letter has been breached.
- No retrospective costs can be paid – do not place an order, pay for or commission any goods and services prior to receiving an offer letter.
- The applicant must submit the claim (including invoices and evidence of payment) for grant assistance within one month of the completion date as stated in the offer letter.



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- Payment will be subject to the applicant having satisfactorily completed the project and complied with all terms and conditions of the scheme.
- Payment of the grant will only be made when Broxtowe Borough Council receives copies of invoices and evidence of payment for the approved grant from the applicant. Invoices dated before the date of the offer letter will not be eligible for payment and any changes to supplier must be agreed with Broxtowe Borough Council.
- Payment of the grant will be made into the applicant's business bank account (or 'trading as' account) via BACS.
- Grants will be paid against the agreed suppliers and works quoted, as stated in your application form.
- You must pay 100% of the costs to the supplier – the grant is a reimbursement, for the value stated in the offer letter.
- Only costs paid to legitimate businesses will be reimbursed – we cannot reimburse costs paid directly to individuals or via third parties.

IMPORTANT No claims will be paid where payments to a supplier were made by cash, by a third party or by cheque. All payments to suppliers must be made from a business bank account. Payments made to suppliers by credit card will only be eligible for grant if the card is registered to the business and not a private individual.

Other requirements

Successful applicants must:

- Sign a contract with the Council for the proposed work, which will include timelines for grant completion and also a schedule of monitoring and reporting, confirming how your project will contribute to the outputs and outcomes as defined by Government in support of the UK Shared Prosperity Fund's 'supporting local business' objectives. You can find more information about UKSPF interventions [here](#)
- Obtain, keep and submit all relevant invoices and receipts in order to release payment of the grant (in arrears).
- Allow their project to appear in Broxtowe Borough Council and relevant partners' publicity campaigns including future grant programme launches.
- Take part in periodic business surveys as well as signing up to regular council business newsletters and engaging with local business clubs.
- Abide by the guidance for publicity and grant use as defined in the application and in the grant contract.



UKSPF High Street Business Grants (Beeston, Chilwell and Eastwood only) Frequently Asked Questions:

Do I need to provide quotes?

Yes. A minimum of 2 quotes is required for each item of expenditure

What will be accepted as a quote?

A quote should be in written form, addressed to the business, and detail the items to be purchased and clearly show the costs excluding any VAT. The grant will not support the VAT costs and is calculated on the cost excluding VAT.

If the items are being purchased from a retailer who is unable to provide a quote please send a screenshot of the webpage and link to the website for the item you require that clearly shows the price.

Buying goods or services from a linked company. i.e., one that has any shared directors with your company or that has directors that are close members of your family is not permitted.

Do I need to include a business plan?

No.

What is match funding?

Match funding is cash that you will be contributing to the project. For example, you might want to buy a service / item equipment that costs more than the maximum amount of grant that can be awarded. Match will be the money you contribute to the purchase to make up the difference between the cost of the item and the maximum amount of grant that you can apply for. Match funding required for all projects.

I don't want to buy the equipment and intend to lease it, can I apply?

No. Leased equipment is not eligible. All equipment must be purchased outright by the applicant.



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Can I purchase second-hand equipment?

Yes, second-hand equipment can be purchased and, as with the purchase of new items, a quote addressed to the business should be submitted.

Will I need to pay the grant back?

No, the funding provided to a successful applicant is a grant and not a loan. However, businesses will be required to pay grant funding back if conditions in the grant offer letter and contract are not adhered to.

Where can the Business Rates Account Number be found?

Your Business Rates Account Number can be found at the top of any business rates bill you have been issued. Broxtowe Borough Council are unable to provide your account number to you to avoid cases of fraud.

Where can I get more information to help?

You can contact Broxtowe Borough Council if this guidance and FAQ does not answer your query using this email address SPFgrants@broxtowe.gov.uk

Can you help with my application?

We cannot advise on individual applications or assist with the writing of your application.

How can I access local business support?

In Broxtowe we offer access to business advisors from Nottinghamshire County Council and East Midlands Chamber. They may not be able to help with your application but will give you advice and support.

Contact Nottinghamshire County Council advisor using this link: [NCC advisor](#)

Or

East Midlands - Nottinghamshire Accelerator Programme. Request support from by visiting the website [Accelerator - D2N2 Growth Hub](#) or completing this form [EOI: Nottinghamshire Accelerator project](#)