



**Broxtowe Borough Council**  
**UK Shared Prosperity Fund 2025/26**  
**Grant Guidance Notes and Frequently Asked Questions**  
**Business Growth Grant**  
**£2,000 up to £7,000**

Broxtowe Borough Council is pleased to announce a further round of grant funding to help Micro and SME businesses who are located and operating in Broxtowe Borough.

Local businesses can apply for a grant of £2,000 up to £5,000 with 30% match funding or £5,001 up to £7,000 with 40% match funding on the total cost of the whole project.

This grant is funded through the UK Shared Prosperity Fund allocated to Broxtowe Borough Council through East Midlands Combined County Authority (EMCCA) up to 31 March 2026. This grant is delivered under the theme of Supporting Local Business.

The aim of the Business Growth Grant is to support businesses where they can make a difference and demonstrate that their scheme stands out amongst its competitors.

### **How much is available?**

Small Grants of £2,000 up to £5,000 would require the business to provide a minimum 30% 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 £1,500 within their proposals, making the total project spend £6,500.

Large Grants schemes of £5,001 up to £7,000 would require the business to provide a minimum of 40% match funding.

For example, if the business requires a grant of £7,000 you will need to evidence match funding of £2,800 making the total project spend £9,800.



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## Who can apply?

A business must be registered and have 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.

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 based within Broxtowe Borough Council 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, has between 1 and 249 employees and a turnover of less than £2m.

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.

All appropriate licences and permissions must be in place for the business.

## Criteria for applications

The focus of these grants is on local businesses whose principal business location is within the borough of Broxtowe.

Applications are open to all local businesses.

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

Applications must present a case for the items requested within the grant application and provide 2 quotations for work or items, if the grant requested is over £5,000 then 3 quotes are required. 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.

If funding is approved, all receipts and invoices must also be kept and submitted to the Council at each stage of the claim.

## How to apply for a grant

Applications need to be submitted via an online grant portal on the Council's website.



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A closing date for applications has been set for 30 July 2025. **All projects must be completed by 31 March 2026.**

## What a grant might cover

This grant is flexible and could be used to:

- Improve shop/business frontages/signage and window displays
- Upgrade essential equipment that will help the business to grow
- Launch a new product or service
- Launch a product or service into a new market
- Adopt a new-to-the-firm technology or process
- Develop export capability
- Make energy saving measures to the business premises
- Digital equipment/software upgrades if this is identified as essential for your business growth to improve productivity/new market/export showing a clear growth objective
- Training towards a recognised qualification

## What a grant cannot be spent on?

- General office equipment unless this is identified as essential for your business growth to improve productivity/new market/export showing a clear growth objective
- Furniture or 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

Although unlikely – you need to ensure that your project does not require planning permission. If this is required, please ensure that you check your proposal with our planning department **before you submit an application.** More information can be found [here](#).



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## Outputs and Outcomes

Output	Definition / recording	Recorded by
Amount of commercial space completed or improved (M <sup>2</sup> )	The total square meterage of new commercial floorspace completed or improved. Commercial space includes, but is not limited to: retail, hospitality, office and industrial space.	Grant recipient
Number of low or zero carbon energy infrastructure installed	Number of low or zero carbon energy infrastructure units installed/completed. This may be within existing residential units, non-domestic buildings or other.	Grant recipient
<b>Outcome</b>		
Number of vacant units filled	The number of residential or commercial units within a specified area that are filled as a result of support at the time of measurement.	Grant recipient
Premises with improved digital connectivity as a result of support	The number of supported premises where the broadband speed accessible is increased. - Premises means a house or building, together with its land and outbuildings.	Grant recipient
Jobs created as a result of support	The number of new, permanent, paid, full-time equivalent (FTE) jobs created following support. This includes both part-time and full-time jobs, which should be recorded relative to full-time equivalent (FTE). FTE should be based on the standard full-time hours of the employer.	Grant recipient
Jobs safeguarded as a result of support	A safeguarded job is a permanent and paid job that was at risk prior to support being provided, and which the support helped the business to retain. This includes sole traders and business owners.	Grant recipient
Number of enterprises adopting new or improved products or services	The number of enterprises introducing a new product or service.	Grant recipient
Number of enterprises adopting new to the firm technologies or processes	The number of enterprises introducing a new to the firm technology or process (through external sources e.g., procurement).	Grant recipient
Number of enterprises engaged in new markets	Number of enterprises engaged in new markets following support.	Grant recipient



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Output	Definition / recording	Recorded by
Number of enterprises with improved productivity	Number of enterprises with improved productivity.	Grant recipient
Number of new to market products	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. Products can be tangible or intangible (incl. services and processes).	Grant recipient
People gaining a qualification or completing a course following support	Number of people who have received support to gain a qualification or completed a course following that support.	Grant recipient
Estimated carbon dioxide equivalent reductions as a result of support	Carbon dioxide equivalent (CO <sub>2</sub> e) covers a wide range of greenhouse gases (GHG) that have an impact on climate change resulting from the specific UKSPF intervention. Decrease in tonnes of CO <sub>2</sub> e should be measured using BEIS Conversion Factors for calculating resulting primary energy savings.	Grant recipient

## 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, please contact [SPFGrants@broxtowe.gov.uk](mailto:SPFGrants@broxtowe.gov.uk)



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Broxtowe Borough Council will use the data submitted in grant applications in order 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).

Please also refer to our Third Party Privacy Statement via the link below.

<https://sums.org/privacy.php>

## How will we decide on who is awarded funding

Each application will be judged on its own merits with regards to best value for money and how well it meets the scheme's aims and eligibility criteria and its ability to be implemented and completed by 31 March 2026.

An Award Panel will oversee the decision making. The decision made will be 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 a grant offer letter and agreement 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 claims (including invoices and evidence of payment) for grant payments to be made as stated in the grant agreement.
- 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.



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- 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 schedule of monitoring and reporting and confirmation of where your project will contribute to the outputs and outcomes as defined by government in support of the UK Shared Prosperity Fund (UKSPF) '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.



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## **UKSPF Business Grants Frequently Asked Questions:**

### **Do I need to provide quotes?**

Yes. A minimum of 2 quotes is required for each item of expenditure. If the grant requested is over £5,000 then 3 quotes are required.

### **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 then 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 is required for all projects.

Small Grants of up to £5,000 would require the Business to provide a minimum of 30% match funding to support the project.

Large Grant schemes of £5,001 up to £7,000 would require the Business to provide a minimum of 40% match funding.

### **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.

### **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.



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## 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](mailto:SPFGrants@broxtowe.gov.uk)

## Can you help with my application?

We cannot advise on individual applications or assist with the writing of your application. However business support is available.

## How can I access local business support?

In Broxtowe we offer access to a business advisor from Nottinghamshire County Council. They may be able to help develop your application and provide you with advice and support. You can book a one-hour time slot at either of the following Business Surgeries.

Eastwood	Thursday 19 June	<a href="https://www.eventbrite.co.uk/e/free-business-support-surgery-eastwood-broxtowe-tickets-1320082976719">https://www.eventbrite.co.uk/e/free-business-support-surgery-eastwood-broxtowe-tickets-1320082976719</a>
Beeston	Thursday 24 July	<a href="https://www.eventbrite.co.uk/e/free-business-support-surgery-beeston-broxtowe-tickets-1320069646849">https://www.eventbrite.co.uk/e/free-business-support-surgery-beeston-broxtowe-tickets-1320069646849</a>

Alternatively, for general business support, contact Nottinghamshire County Council advisor using this link: [NCC advisor](#)