



Made In Broxtowe- Business Support Grant UK Shared Prosperity Fund (UKSPF) Guidance Notes and Frequently Asked Questions

About the Fund

The **Made In Broxtowe Business Support Grant** aims to assist Broxtowe residents and early- stage businesses preparing to trade and rent from commercial premises or taking practical steps towards sustainable business growth and market entry.

The scheme is designed to help businesses overcome barriers to start-up, trading and early growth by providing targeted financial support alongside engagement with approved business advisors.

The programme aims to:

- Encourage enterprise and self- employment;
- Support sustainable business growth;
- Increase commercial premises occupation and town centre activity;
- Improve business resilience and market readiness.

This initiative is part of 'Made In Broxtowe', a Broxtowe Borough Council and UK Shared Prosperity Fund (UKSPF) initiative, supporting local enterprise, inclusive growth and economic resilience across the borough.

Definitions

Pre-start definition: The stage before a business is formally established, where a sole trader has not yet registered a business with HMRC or Companies house but is actively planning, developing or preparing to begin trading.

Early-stage business definition: A business that has been trading for less than 18 months at the point of application.

Funding Availability

The scheme is a discretionary grant programme. Funding is limited and submission of an application does not guarantee an award. Applications will be assessed based on best value for money and the panel's decision will be final. The grant panel will review and make a decision on each application based on the information provided.

The Grant Offer





- Minimum grant available: £500
- Maximum grant available: £800
- Projects with eligible costs between £500 and £700 may receive up to 100% grant funding. No match funding is required.
- Projects with eligible costs above £700 may receive up to 80% grant funding. Applicants must contribute a minimum of 20% of eligible project costs through match funding.
 - *Example for £1,000 project, the grant would be £800 and the applicant would contribute £200.*
- Only non-recoverable VAT can be included within project costs. This means that if you claim back VAT from the government then all grant claims must be exclusive of VAT, if you do not claim back VAT then grant claims may include VAT.
- The minimum eligible item or supplier value is £100. Multiple items from the same supplier may be combined to meet this threshold.

Examples:

Total Project Cost (£)	Grant Amount (£)
500	500
700	700
750	600
1,000	800

Who Can Apply

Applicants must either:

- Be a Broxtowe resident at pre-start stage (not yet registered); or
 - Be a business trading within Broxtowe for no more than 18 months.
- Pre-start applicants must demonstrate clear intent to trade. This may include evidence such as business registration in progress, Companies House registration, or a Unique Taxpayer Reference (UTR).
- or
- Be a sole trader, partnership, CIC or limited company trading from an address within Broxtowe Borough and actively trading for no more than 18 months at the point of application.
 - Only one application may be submitted per business, individual or connected party.

If you are a limited company, **you must have a business bank account.**
Broxtowe Borough Council reserves the right to:





- Award less than the amount requested;
- Prioritise applications that best meet the programme objectives;
- Request additional information or clarification;
- Assets funded through this grant must be retained and used by the business for a reasonable period following purchase. Where a business ceases trading within 12 months of receiving the grant, the Council reserves the right to recover or request the return of any equipment purchased using grant funding.

Meeting the eligibility criteria does not guarantee funding.

Applicants must not place orders or incur any costs before receiving their signed Grant Offer Letter. Funding cannot be applied retrospectively. **Only costs incurred after both parties have signed the grant agreement** will be considered eligible.

Eligible Activities

Grants may support activities that directly contribute to business start-up, trading, commercial premises occupation or sustainable business growth, including, but not limited to:

- Start-up infrastructure including equipment, tools, software, workspace fit-out, planning application fees, test trading activity and market stall hire fees.
- First month's rent on commercial premises where this directly enables the business to begin trading from a premises within Broxtowe Borough. Applications must be supported by a signed lease/ licence to occupy or written agreement.
- Commercial premises supported through the scheme must be used primarily for the applicant's trading activity and must not be solely residential in nature.
- Marketing and promotion activity including branding, logo design, website development, signage, printed materials and social media setup.
- Market research activities to support business planning, customer understanding and product or service development.
- Training and development- accredited or professional business training.
- Sustainability initiatives- energy efficiency or waste reduction measures.(e.g. LED lighting)
- Legal and compliance costs including licences, accreditation, IP protection and time-limited subscriptions essential to trading or regulatory compliance (maximum 12 months).
- Property- related planning fees





- In some cases, where the grant directly enables a business to overcome a barrier to trading (such as securing premises), flexibility may be considered.

Ineligible Activities

The grant cannot be used for:

1. Mobile devices including smartphones, tablets and iPads. These are not eligible, even if used for business purposes.
2. Ongoing operating costs (other than rent) including utilities, insurance, wages, salaries, business rates and recurring subscription costs.
3. Retrospective expenditure or costs committed prior to receipt of a formal Grant Offer Letter.
4. Fines or taxes.
5. Stock purchases primarily for resale purposes.
6. Vehicles or vehicle-related costs.
7. Debt repayment or refinancing.
8. Personal expenditure unrelated to the business activity.
9. Cash payments, unverifiable expenditure or personal expenses unrelated to the business activity.

All expenditure must demonstrate clear business benefit and value for money, and be supported by valid invoices and receipts.

How to Apply

- Engage with a business support pathway. Applicants are encouraged to attend a Broxtowe workshop or an introductory session with an approved business support advisor.
- Prepare a short project proposal outlining:
 - Planned purchases or activity
 - How these will support your business start-up, trading or growth; and
 - The expected business benefit or impact
- Submit supporting evidence including:
 - One quotation per supplier (dated within the last 3 months);
 - Proof of business registration where applicable; and
 - Any additional information requested as part of the assessment process.





Decision and Notification

Each application will be assessed against:

- Whether the application meets the fund's eligibility criteria
- Value for money
- Impact- the contribution the proposal will make to business start-up, growth or 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** and **Funding Agreement**.

The Grant Offer Letter must be signed and returned by the applicant before being countersigned by the Council. A fully signed copy will then be issued before any expenditure can take place.

All purchases must be approved, completed, and evidenced by the scheme deadline of **01 September 2026**. Proof of payment must clearly show the supplier name, amount, and date of payment.

Due Diligence

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

Information Required

- Applicant Name and Address (including postcode).
- Business name and sector.
- Planned or registered trading business address within Broxtowe Borough.
- If registered: Company Reference Number (CRN) or Unique Taxpayer Reference (UTR)
 - 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). Funding is discretionary and meeting the eligibility criteria does not guarantee an award.

Purchases must only be made after receipt of a countersigned Grant Offer Letter.

Payments must be made in full from the applicant's business bank account (or personal account for sole traders) before reimbursement.

Grants will be reimbursed via BACS transfer following submission of:

- Paid invoice(s);
- Proof of payment; and
- Any additional evidence requested by the Council.

Proof of payment must clearly show:

- Supplier name;
- Payment amount; and
- Payment date

Key Deadlines

- **Application closing date: 5pm on Monday 20th July 2026.**
- **Approved purchases completed and evidenced: Tuesday 1st September 2026.**





Outputs and Outcomes

Output	Definition / recording	Recorded by
New business created (no. of businesses)	Registered at Companies House or HMRC as a result of the support provided. Also includes trading social enterprises	Grant recipient
Number of vacant units filled	The number commercial units within a specified area that are filled as a result of support at the time of measurement.	Grant recipient
Amount of commercial space completed or occupied	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. <ul style="list-style-type: none">- A retail space means fixed location for services. Examples include but are not limited to: supermarkets, shops selling clothing, furniture, books, etc	Grant recipient
New or improved products/services adopted (no. of businesses)	A product or service is new if the enterprise has not previously made this product or service available to the market before.	Grant recipient
New technologies/processes (no. of businesses)	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 on their claim form.