

Business Recovery and Resilience Grant Scheme Grant Guidance Notes (December 2020)

The Business Recovery and Resilience Scheme delivered by SEMLEP's Growth Hub, will provide support to businesses across the South East Midlands that have been affected by Covid-19 and are looking at ways to recover and strengthen their business performance.

There is a limited pot of funding available to support companies across the whole South East Midlands, so we are looking for companies to bring forward investment projects that will have a significant impact on their business, and grant applications will be considered on case by case basis.

The South East Midlands is comprised of the following local authority areas:

- Bedford Borough
- Central Bedfordshire
- Luton
- Milton Keynes
- Northampton Borough Council
- East Northamptonshire
- Corby
- Wellingborough
- Daventry
- South Northamptonshire
- Kettering

Funding Available

The Business Recovery and Resilience Grant Scheme commences with an initial allocation of £1.4m from the Getting Building Fund, along with £400k of existing Growth Curve (ERDF) funding.

Maximum grant intervention through the programme will be up to 50% of eligible capital costs involved in initial resilience and future recovery of businesses, from £5,000 up to a maximum of £50,000. To be awarded the maximum of £50,000, total capital project costs of at least £100,000 must be evidenced.

Because this grant scheme is designed to aid future recovery, there is a requirement for businesses to plan for jobs to be created as a result of their R&R project. As a guide, we expect one job to be created per £10,000 of grant.

Eligibility

To be eligible for grant funding, applicants must meet the following essential criteria:

- Be an SME (employ less than 250 people and your turnover is less than EUR 50m or annual balance sheet less than EUR 43m).
- Be a trading enterprise (and have at least 1 years' worth of accounts).
- Be registered in the UK and have a base in the South East Midlands area (see list of Local Authorities above).

- Be ready to invest or expand in the local area.
- Must not have been a company 'in difficulty' on 31 December 2019.

Please note, grants are awarded on a discretionary basis and are subject to funding availability, eligibility checks and approval.

Support Provided

The Business Recovery and Resilience Scheme will provide support to businesses in the SEMLEP region that have been affected by the Covid-19 Coronavirus and are looking at ways to recover and strengthen their business performance - including enabling ways to innovate and diversify. As part of the process, an initial in-depth diagnostic exercise will be undertaken by the SEMLEP Growth Hub advisers, to determine eligibility of the business and identify what type of support they require. The diagnostic exercise will cover:

- The negative impact of Covid-19 on the business.
- Plans for recovery.
- Aspirations for the future.

In addition, businesses experiencing or projecting high growth in the next 2-3 years may also be able to benefit from additional support through SEMLEP's Growth Curve programme, including university-led masterclasses for business leaders, meetings with business advisers and funding. Eligible businesses will be based in the South East Midlands, have between 3 and 250 employees, and have a current annual turnover of £200,000 with projected 20% annual growth. [Click here for more details of the Growth Curve programme.](#)

Capital costs could include but are not limited to:

- Premises (construction and/or extension – maximum grant award 10% or £50k, whichever is the lesser).
- Premises (purchase – maximum grant award 10% or £50k, whichever is the lesser).
- Plant and machinery.
- Commercial vehicles (limited to two per application).
- Fixtures and fittings.
- Social distancing measures, but only if the Covid-19 impact is severe and capital works were not already planned.

What we cannot fund:

- Core running or staff costs.
- Intangible Assets – IP, Patents, Trademarks, Trade Names.
- Any costs incurred before a grant offer is made.
- Items that are not directly needed to deliver the proposed work.
- The replacement of items and consumables including laptops and software.
- Website creation.
- Land purchase.
- VAT, unless this cannot be recovered.
- Any projects that can be funded from other LEP grant schemes.
- Repeat applications, including from linked companies.

The remainder of the funding for the project must come from private sources, e.g. company funds and or private investment.

For items of expenditure up to £181,302 (ex. VAT): you will be required to seek **3 quotes** for items to provide reassurance of value for money. For items over this value, a tendering process will need to be followed.

Please note that all project expenditure must be seen to be **paid from your business bank account prior to the grant being claimed.**

Process

Interested businesses should submit an Expression of Interest via SEMLEP's Growth Hub website. A Business Advisor will then be in touch to take the business through an initial diagnostic exercise to determine eligibility of the business and support them through the grant application process.

Once we have received your full application, we will undertake an eligibility review of your proposal based on the details and the supporting information that you provide. You may also be asked for additional information during this process, to enable an assessment of, for example, eligibility, financial viability etc.

Your application, along with a relevant report, will then be submitted to an independent assessment panel who will consider each proposal against the aims of the grant scheme and take a final decision. Grant applications will be considered at a monthly panel (first one taking place mid-February). For the applications to be appraised in time, we will have a cut off each month of the 28th of the month (starting 28th Jan) for applications to be assessed at the next monthly panel. We will continue this process until the funding is all allocated.

Successful applicants will receive an Offer Letter, this will need to be signed and returned to accept the terms of the grant. Once you have formally accepted a grant offer, you can begin expenditure on the project. It is important to note that **costs incurred before the acceptance of the offer cannot be supported.**

To claim your grant, you will need to submit a Claim Form and provide supporting documentary evidence:

- Invoice(s) for all items being claimed from the supplier of goods and/or services to the business.
- Copies of bank statement(s) from the applicant business confirming payment.
- If you pay your suppliers using a credit card, a certified redacted business bank statement showing full payment to the credit provider.

Enquiry

Businesses wishing to apply for support should first complete an Expression of Interest form which will be available on SEMLEP's Growth Hub website from 10th December 2020. [Click here for the Recovery & Resilience Grants Webpage.](#)

One of our business advisers will be in touch to make an appointment to work with you to discuss your proposal and assist you with your application.

