

SMALL PROGRAMME GUIDANCE NOTES

LEEDS CITY REGION ENTERPRISE
PARTNERSHIP (THE LEP) BUSINESS
GROWTH PROGRAMME (BGP)
£10,000 – £100,000



INFORMATION

The LEP's £10,000-£100,000 Business Growth Programme is designed to help small and medium sized businesses based in Leeds City Region to expand and create new jobs. The grant is limited to 20%* of capital costs subject to a minimum grant of £10,000 and a maximum of £100,000.

The grant may be used for:

- Capital equipment, machinery and tools
- Alterations to land and/or premises to meet the needs of the business
- Security measures directly related to an expansion project

*20% for companies with up to 49 employees, 10% for companies with 50–249 employees

ELIGIBILITY CRITERIA

To qualify for an initial assessment businesses must:

- Be independent and based in Leeds City Region or intending to move into the Leeds City Region as part of the project (the Leeds City Region covers the local authority districts of Barnsley, Bradford, Calderdale, Craven, Harrogate, Kirklees, Leeds, Selby, Wakefield, York)
- Have a trading track record of a minimum of 12 months
- Employ fewer than 250 people*
- Have an annual turnover of less than €50 million (around £40 million)
- Operate from commercial premises. Businesses operating from home are ineligible
- Be engaged in the Leeds City Region Growth sectors (financial & professional services, health & life sciences, manufacturing, creative & digital, food & drink or low carbon & environmental)
- Explain the benefits of the activity for which grant aid is requested
- Businesses that have the propensity to trade outside Leeds City Region will be prioritised within the application process
- Be able to show they will create jobs and recruit residents from Leeds City Region (for sources of recruitment support please contact your relevant local authority). Grants are linked to capital investment which creates new jobs. Up to £12,500** per new job created is payable, or 20% of capital costs (whichever is lower)
- All new jobs supported will be expected to pay at least in line with the National Minimum Wage of £7.50/hour (effective from 1st April 2017)

*in UK assisted areas it may be possible to support larger companies, please check with the grants team

** £12,500 applies only to new jobs at NVQ Level 3 and above (A-Level equivalent) and/or that pay the Leeds City Region average wage of £21,000 or above. For new jobs that don't meet this criteria the maximum contribution will be £10,000 per planned new job

APPLICATION PROCESS

1 Applicants should first complete an enquiry form on the LEP website <http://www.the-lep.com/for-business/business-finance/lep-grants/>.

2 Our Business Growth team will contact you to discuss your proposal and send you a link to complete the application form.

3 Applicant obtains quotations for the proposed work. PLEASE NOTE: no work must have started for which grant aid is sought before you have received and accepted a formal grant offer.

4 Applicant completes the application form and sends along with supporting documentation and quotations to our team for full assessment. Applications must include an up to date business/project plan, a copy of the latest statutory accounts and up to date management accounts.

5 Formal grant offer letter issued, with conditions as appropriate; applicant signs and returns grant acceptance form.

6 Grant aided works/activity undertaken. Recruitment takes place.

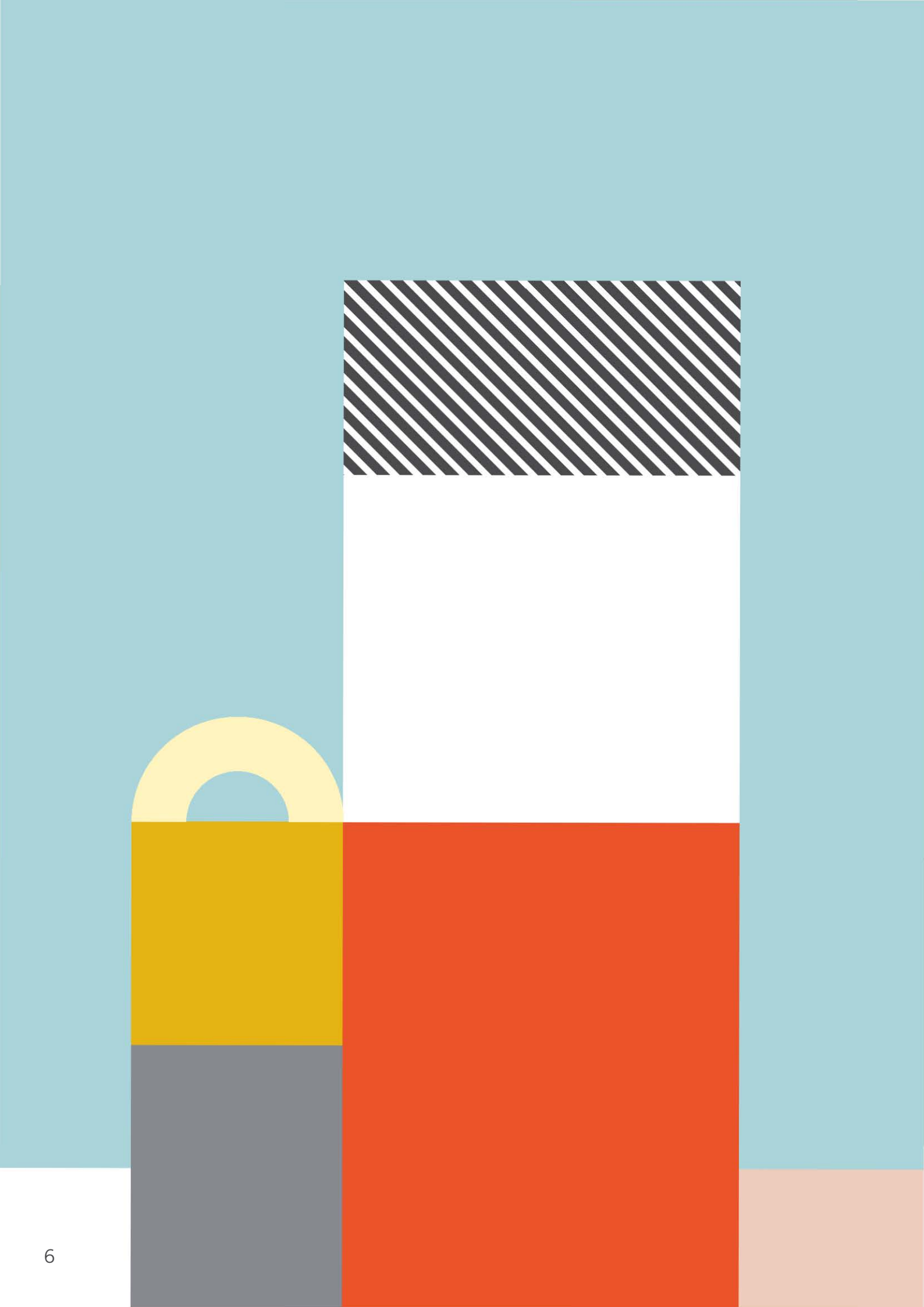
7 Applicant submits grant claim and supporting documentation to our team for formal authorisation and issue of grant payment.

The following documentation is required with each application form:

- Business Plan: If you already have a business plan please supply it as part of your application. If not, please produce a document that outlines the rationale for the investment and the expected benefits.
- A copy of your most recent financial accounts.
- Quotes for the equipment to be purchased.
- Details and evidence of any external funding (e.g. mortgage, asset finance).

GENERAL CONDITIONS AND REQUIREMENTS

- Grant offers are subject to a time limit which will be set out in the offer letter. If the grant-aided works are not completed satisfactorily within the period the grant offer may be withdrawn.
- It is a condition of all grants offered that the business agrees to provide all reasonable information to allow monitoring of anticipated benefits (jobs created, improved business performance etc) resulting from the proposal for a period of up to 31st March 2020.
- Business Growth Programme grants are subject to percentage limits and grants will normally not exceed 20% of the eligible capital costs.
- The maximum grant amount a business can obtain from the Programme over a three year period is £500,000.
- The Business Growth Programme has been designed to support employment growth in the Leeds City Region. A grant of up to £12,500 per planned new employee will be paid.
- Normally at least two competitive written quotations will be required with each grant application. Wherever possible, quotations should be obtained from Leeds City Region based companies.
- Grants are discretionary and the decision of the Head of Business Support/Award panel is final.
- If you are able to reclaim VAT the grant offer will be based on the net cost.
- **Grant payments will be made in two installments:**
 - (1) 75% of the total grant awarded will be paid upon satisfactory completion of the investment(s) being supported. Acceptable evidence will normally be receipted paid invoice(s)
 - (2) The remaining 25% of the total grant awarded will be paid upon recruitment of the appropriate number of additional staff
- Grant is only payable for costs incurred after the application is formally approved.
- Repayment of the full grant will be sought if any aspect of the application or grant claim is found to be fraudulent.
- No grant will be paid to any business that is in debt to any department of Leeds City Council. Checks will be made on this before a payment is issued.
- Approval of a business grant DOES NOT imply approval under other relevant legislation or requirements. It is the applicant's responsibility to obtain and comply with all necessary consents such as planning, building regulations, environmental health, landlord's consent etc.
- The LEP reserves the right to withdraw the availability of the grant scheme at any time without prior notice.



CONTACT DETAILS

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