



BS2 REV Business Improvement Grant

Guidance for applicants and eligibility

The REV Business Grant is available to any existing (or start-up) SME in the Breckland district within the advanced engineering¹ and motorsport² sectors (or within any tier of the supply chain for either or both of these), as long as the applicant fulfils the criteria contained within this guidance.

The aim of the Business Grant is to provide a flexible capital or revenue subsidy to aid business and skills development. The Grant can be used to assist cash flow in areas where the SME has not previously invested or areas that will potentially make the business more viable, or act as a catalyst for future growth.

You are advised to discuss your application with a member of the Rev Team prior to submission.

Examples of what the REV Business Grant can support:

- Export assistance
- Patenting and intellectual property
- Consultancy and advice
- Premises relocation and associated rent
- Capital investment of equipment
- Training for employees and the associated costs of staff 'downtime'
- Development and implementation of policies and procedures to embrace equal opportunities and value diversity amongst the workforce
- Providing work experience for traditionally excluded groups (such as women, ethnic minorities, school leavers and graduates)
- Development and implementation of policies and procedures to reduce the impact that the company has on the environment.
- Investment in technology and processes that minimise the environmental impact of the company's operations.
- Investment in new, or upgrading of existing, IT equipment and systems or the development or upgrade of company website(s)
- Marketing and promotional campaigns, including exhibiting at events.

Examples of what the REV Business Grant cannot support:

- Paying off debts or refinancing
- Purchase of land or buildings
- Financial investments

- Salaries, travel or subsistence (unless in connection with any of the eligible categories)
- Ongoing normal business costs (i.e. business rates, overheads etc.) or costs associated with a statutory requirement for the business.
- Any statutory or legislative requirements.

NB The above lists are not exhaustive; please refer to the Rev Team for further assistance.

Other criteria for eligibility:

- Maximum grant amount is £5,000³ (no minimum amount)
- Grants are available to fund up to 100% of eligible expenditure (to a maximum of £5,000)
- SME's can only submit one application for a maximum of £5,000.
- Companies that have previously received a business development grant from the Rev Project will be able to apply again under this new scheme.
- Applications must be made on the official REV Business Grant application form.
- Grants should be claimed within 3 months of receiving the grant offer.
- Turnover of applicant SMEs must be less than 50 million Euros (approx £33.9m) per annum. (please note exchange rates will vary)
- Companies applying cannot be more than 25% owned by a larger parent company.
- Applicants must have no more than 250 employees
- Applicants will need to provide 3 annual years profit and loss account and balance sheets to this application form or if a new business a business plan should be provided with a projected forecast of income and expenditure.
- All grant payments are made as reimbursements to the applicant, based on proof of expenditure.
- Funding **cannot** be awarded as retrospective payment for goods or services procured before the date state on our letter confirming receipt of the application form. Any expenditure incurred between this date and the formal offer letter is at applicants own risk should the grant be declined.
- If applicants intend to pay for goods or services (which are the subject of this grant application) on HP or other credit facility, we may need to request certain additional information prior to payment of your grant. In some cases the grant may be paid in instalments upon receipt of confirmation that the applicant has incurred acceptable costs.
- All grant payments will be based on the nett cost paid by the applicant for the product or service, unless the applicant is for whatever reason unable to reclaim VAT, in which case the full cost will be used to calculate the grant.
- Applicant SME's must have an operational base located in the Breckland district and the investment made by the grant must either be in Breckland or result in a significant economic benefit to the Breckland district.
- Applicants from supply chain companies to the advanced engineering or motorsport sectors will need to demonstrate their commercial relationship with these sectors.
- In line with European competition rules, applicants will need to sign a State Aids declaration (included in the application form) covering the last 3 years. This will need to include any previous grants received from the REV Project.

- Applicants will need to provide proof of company existence or intention to trade (for start-ups). Searches on Companies House website will be carried out for each applicant.
- We reserve the right to check all applicants against Breckland Council's business rates database to ensure rates payments are up to date.
- We reserve the right to visit any company receiving grant assistance to ensure the grant has been used as stated in the application form, and inspect records to show costs have been incurred by the applicant.
- As a condition of European Funding for the REV grant, all successful applicants when they apply for the grant will be required to demonstrate that they will procure the product or service for which the grant is being sought in line with EU Funding Procurement practices. You are not obliged to accept the lowest quote received – in this instance, a written explanation of the rationale behind this decision will be required. If competitive procurement is not undertaken (i.e. if the product or service is being sourced through an existing 'preferred supplier' agreement), a written note should accompany the grant application. EU Procurement thresholds are as follows:

Cost	Action required
Below £250	No quote required
£251 - £500	Single oral (written preferred) quote
£501 - £2,500	Min. 3 quotes – written preferred
£2,501 - £15,000	Min. 3 written quotes, based on written specification of requirement
£15,001 - £50,000	Min. of 3 formal competitive tenders invited.
£50,000 +	Normally 4-6 formal competitive tenders invited

For any clarification or assistance, please contact the REV team.

Grant Application Form (notes to assist answering questions 7 and 8)

- There are a limited number of grants available to qualifying business within the REV Project. Therefore your response to the questions will form the main part of the appraisal board process and should be answered as fully as possible in detail, e.g.
- Question 7 – “to purchase a piece of machinery” would provide insufficient information for the board to proceed with your request. A better response would include details of the machinery, why you need it and how it will be used in the business / compliment other machinery / processes.
- Question 8 – Example areas that could be included in this question could be viability, future growth, increased skills or labour force, new area of investment or research activity.
- Further assistance in completing the form can be obtained by contacting the Rev Team.
- If applicants are seeking funding for training, form BS6 (beneficiary details) must be completed prior to the training taking place for all employees receiving the training.

Successful Grant applicants will be expected to:

- Actively participate within the REV cluster and attend network events
- Share basic company information with the REV project office to assist the project in its reporting obligations.
- Provide all required evidence for claiming the grant.
- Promote and publicise the financial assistance given by the REV Business Grant.

Decision-making process

Applications will be assessed fortnightly. The assessment panel will consist of at least 3 assessors consisting of 2 members from the REV Project Team and 1 Breckland Council Officer. The Panel has the right to refuse Grant assistance and this decision is final. Applicants will receive written confirmation of the decision within 1 week of the decision panel meeting. Any expenditure incurred before receipt of the formal offer letter is entirely at the applicants own risk if the grant application is unsuccessful.

Please allow a maximum of one month from the time that we receive your application to the time a decision is reached. If incomplete applications are submitted this may take longer.

The REV Business Grant is funded in partnership by Breckland Council, Crown Estates, East of England Development Agency, European Regional Development Fund and Norfolk County Council.

¹ Advanced engineering SMEs are defined as those innovative and engineering companies responding with new / improved products and processes to the challenging requirements demanded by new and existing customers. Typically they have a flexible approach to solutions and separate out their research activity from normal product development.

² Motorsport SMEs are defined as companies which are directly involved with motor racing through construction and / or preparation and supply of products and those companies providing infrastructure and services supporting motorsport.

³ Subject to availability of funds. The REV Business Grant scheme has limited availability – funds are allocated on a first come, first served basis.



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