



**Funded by
UK Government**

Build Your Business small business grants

The small business grants form part of the Build Your Business programme which is being delivered by [Business & IP Centre Northamptonshire](#). This project is funded by the UK Government through the UK Shared Prosperity Fund.

The following eligibility criteria and terms and conditions apply:

- Winners of BIPC Northamptonshire's Build Your Business grants awarded in 2023 and 2024 are not eligible to apply.
- Employees and elected members of North Northamptonshire Council and West Northamptonshire Council are not eligible to apply.
- The applicant business must be registered for less than one year on the application deadline and be trading from Northamptonshire.
- The applicant business must have completed a Build Your Business registration form.
- The applicant business must have attended at least three BIPC Northamptonshire Build Your Business sessions prior to submitting its application. This can be any combination of workshops, webinars, 1:1's or mentoring. Sessions before the 31st October 2024 cannot be counted.
- The applicant business must have completed the relevant feedback forms for three Build Your Business sessions it has attended.
- The applicant business must apply for the grant using BIPC Northamptonshire's online application form.
- The applicant business will be notified of the outcome of its application within 4 weeks of the application deadline.
- The grant can be spent on any legitimate business need, such as equipment, materials, hardware, software, professional services, website development, digital marketing etc. For a list of ineligible expenditure see Appendix A below.
- Grants will be paid in arrears and are subject to the conditions set out in the Grant Funding Agreement. No match-funding is required from the applicant business.
- A successful applicant business will be permitted to submit separate claims up to the maximum amount of the grant, providing that each claim is for a minimum of £500.
- All claims relating to the grant must be sent to BIPC Northamptonshire within 8 weeks of the date that the applicant business is notified by BIPC Northamptonshire that it has been successful. Any claims received after this period will not be processed by the funder and outstanding amounts will not be paid.
- Successful applicant businesses must be willing to be a case study for BIPC Northamptonshire and provide evidence of how the grant, and programme of support, has helped it.
- As the grant is funded by the UK Government through the UK Shared Prosperity Fund, it may be subject to an audit process. BIPC Northamptonshire reserves the right to contact the applicant business to request any further evidence if required to do so.
- Successful applicant businesses must comply with the branding requirements associated with this funding award, as set out [here](#).
- Successful applicant businesses grant permission for BIPC Northamptonshire, West Northamptonshire Council, North Northamptonshire Council and the British Library to take and use photographic or videographic images of (or including) them, with the understanding that these may be used for publicity. This might include (but is not limited to), the right to use them in their printed and digital communications, including social media, email and press releases. Find out more about how [West Northamptonshire Council](#) and [North Northamptonshire Council](#) use personal data. For more information on how the British Library uses personal data, you can view the [British Library Privacy Policy](#).



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Appendix A

List of ineligible expenditure:

- Activities which are discriminatory, political, or are classed as religious conversion.
- Where there is statutory funding provision available.
- Costs that can be claimed back from elsewhere e.g. VAT.
- Costs that are not auditable e.g. cash payments unsupported by an approved financial system.
- Costs towards banking charges or repayment of debt.
- Payments made to individual members of the applicant business who have a personal financial interest.
- Retrospective costs e.g. activities completed, or costs incurred before the agreement of funding.
- Programmes or activities which are considered the core activity of national or regional government, Government Departments or arms-length body, such as health or education.
- Gifts and prizes.
- Alcohol.
- Employee costs, including salaries.
- Political lobbying.
- Training or facilitation costs.
- Works to facilities that are/should be subject to an insurance claim.
- Capital works to a residential property.
- Projects already funded by other West Northamptonshire Council or North Northamptonshire Council funding.

