



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 £2,000 grants have the following eligibility criteria and terms and conditions:
- The business must be registered in Northamptonshire and be less than one year old on the application deadline.
- Winners of BIPC Northamptonshire's Reset. Restart grants in 2021 or Kick Start grants in 2022 are not eligible to apply.
- The business must submit a complete business plan, using the BIPC Northamptonshire business plan template, and a completed application form.
- The business must have completed a Build Your Business registration form.
- The business must have attended at least three BIPC Northamptonshire Build Your Business sessions prior to application. This can be any combination of workshops, webinars, 1:1's or mentoring, but *must* include a How to write an effective business plan workshop *or* webinar.
- Applicants must have completed the relevant feedback forms for all Build Your Business sessions attended.
- Applicants must be willing to be a case study for the BIPC Northamptonshire and evidence how the grant, and programme of support, has helped the business.
- All applicants will be notified within 8 weeks of application deadline.
- Grants will be paid in arrears and are subject to the conditions set out in the Grant Funding Agreement (GFA). No match-funding is required.
- Successful applicants will be permitted to submit separate claims up to the maximum amount of the grant, providing these are above a minimum of £500.
- All claims relating to the grant must be sent to BIPC Northamptonshire within 8 weeks of the date you are notified you have been successful. Any claims received after this period will not be processed by the Council and any outstanding amount will not be paid.
- The Council will pay correct invoices within 30 days of receipt of the invoice.
- 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.
- As the grant is funded by the UK Government as part of the UK Shared Prosperity Fund, the Council may be subject to an audit process. We reserve the right to contact you to request any further evidence if required to do so.
- Please also note the branding requirements associated with this funding award, as set out [here](#).
- Applicants 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 our 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 group or organisation 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.

