

## Business Development Grant

### Eligibility & Guidelines



#### Aim

The aim of this Programme is to assist established businesses to develop and grow their business through investment in growth projects. The Business Development Grant will provide up to 50% of project expenditure up to a maximum grant of £3,000 to businesses located within West Dunbartonshire. This grant aims to provide a financial contribution towards business growth projects which will safeguard or create local jobs.

#### Eligibility

- Businesses must be located and the grant funds invested in West Dunbartonshire
- Businesses must have less than 50 employees at the time of their application.
- Businesses must have been trading for **no less than 12 months** at the time of making their application.
- Businesses must not have any debts owed to the Council.
- Businesses must be trading business to business. Retail businesses and other businesses providing a service directly to members of the public are **NOT** eligible for this grant fund. Discretion may be used for businesses operating in the tourism sector.

#### Conditions

- Businesses must clearly demonstrate the viability of their project, how it will assist with the development and growth of the business and how it will safeguard and/or increase employment.
- Businesses must provide up to date financial accounts **or** most recent management accounts.
- Evidence of expenditure must be provided by submitting paid invoices/receipts and business bank statements showing payments. Payments made by cash or credit card will not be eligible to claim.
- Purchases / expenditure **must NOT** commence before approval is given as the grant cannot be awarded retrospectively.

#### Eligible Expenditure

The Business Development Grant can assist businesses with any combination of the following type of business expenditure which demonstrate that they contribute to the development and growth of the business. Projects should be linked to the safeguarding and/or creation of local jobs:-

- Capital expenditure – purchase of equipment or machinery
- Property improvements (there must be necessary permissions in place to carry out work)
- Digital investment
- Diversification of business activities
- Innovation projects – new or improved products, processes or services.
- External Consultancy costs directly linked to the project

The Business Development Grant will **NOT** support the cost of:-

- Vehicles (including fork lift trucks)
- Cosmetic improvements and maintenance to property
- Replacement of items due to wear and tear
- Building or maintaining informational/brochure websites
- Consumable items
- Employment costs.
- In-house staff costs

Approval of the Grant is at the sole discretion of Council Officers and will only be given when all conditions have been met and detail of eligible spend has been agreed.

### Notes

- Sectors given priority under this Fund will be manufacturing, engineering, construction, technology (including digital) and energy (including renewables). Businesses operating outside of these priority sectors may be considered if they have a significant growth project.
- In addition to the Business Development Grant and as part of an overall funding package, there may also be an opportunity to obtain financing **through Business Loans Scotland – [www.bls.scot](http://www.bls.scot)**
- Businesses may not apply for further funding through the programme within **12 months** of any offer being made.
- Once the grant is approved the applicant company must confirm acceptance of the terms and conditions of the grant within 4 weeks of approval.
- Successful applicants will be required to report on outputs and outcomes in alignment with the objectives of this grant.
- The grant must be fully claimed within 3 months of approval.
- West Dunbartonshire Council is committed to sharing good practice and promoting examples of service delivery that meet the needs of communities. The Council reserves the right to use details of the project for publicity for the programme and share information with any parties appointed to monitor and evaluate the effectiveness of this funding
- The Council may be required to make any application or project proposal for this funding available for public scrutiny under the Freedom of Information (Scotland) Act 2002. The Organisation should make the Council aware of any parts of its application or project proposal, which may prejudice its interest if it were made public.

### Subsidy Control – Minimal Financial Assistance (MFA)

The Business Development Grant being applied for by your Enterprise is classified as a Minimal Financial Assistance (MFA) subsidy under the [Subsidy Control Act \(2022\)](#).

To be eligible for the support, you **must not** have already exceeded receipt of £315,000 in MFA subsidies over this and the previous two financial years.

***Note: Minimal Financial Assistance (MFA) is a relatively new term which you may have previously seen referred to as “De Minimis” or “Special Drawing Rights” (SDR).***

Before making any payment, written confirmation that receipt of the payment will not exceed your company's MFA threshold of £315,000 cumulated over this and the previous two financial years, as specified in section 36(1) of the Subsidy Control Act (2022), is required.

This means you must confirm you have not received more than **£315,000 minus the value of this grant** in MFA subsidies or comparable types of subsidy (see section 42(8) of the Subsidy Control Act (2022)) in the current or previous 2 financial years.

We take this opportunity to remind you that you are required to keep a written record of the amount of MFA you have received and the date/s when it was received. The written record must be kept for at least three years beginning with the date on which the MFA was given. If your application is successful at the point of claiming the grant, we will issue you with an email which you can use as your written confirmation. This will enable you to respond to future requests from public authorities on how much MFA you have received and whether you have reached the cumulative threshold

### **How to Apply**

To receive an application form or to receive additional information, please contact the Business Support Team at West Dunbartonshire Council on:

Telephone: 01389 737777 or Email: [business.support@west-dunbarton.gov.uk](mailto:business.support@west-dunbarton.gov.uk)

Website: <http://www.west-dunbarton/business/grant-and-loan/>