

## SOCIAL ENTERPRISE GROWTH ACCELERATOR BUSINESS GRANT GUIDANCE

This document provides information and guidance to applicants for the Social Enterprise Growth Accelerator (SEGA) Grant Scheme, for Sheffield.

The purpose of this scheme is to provide grant funding to help social enterprises develop and grow their business, offer new products and services, and/or create new employment opportunities.

### **Grant Eligibility**

Before making an application you must [first register for the programme here](#). This will give you more detailed information and if appropriate, will refer you back to us for completion of the grant application form.

The programme will align with the 'Social Enterprise UK' definition. To be eligible for this grant you must:

- Have a clear social or environmental mission.
- Earn (or be working towards earning) more than half of your income through trading.
- Re-invest or donate at least half of the profits.
- Be transparent in the way they operate and the impact they have.

Further eligibility criteria will include:

- You must be based in Sheffield.
- You must have a business bank account.
- You can be either a registered business, sole trader, partnership, charity, or CIC.
- We will support SMEs that have been trading for less than 3 years
- We will also support micro businesses with less than 10 FTE employees, of any age based in Sheffield.
- If your business has received another subsidy or grant in the last 3 years, the total (including if accepted this grant) must not be more than £315,000. Businesses exceeding this level of funding will not be eligible.
- You will not be eligible if your businesses operate in the following sectors: betting shops, payday loan shops, pawnbrokers, and amusement arcades or if you are a national charity or retailer.

### **What can I use the grant for?**

- Tools/ equipment
- IT equipment
- Websites
- Initial stock outlay
- Marketing campaigns
- Workwear/ uniforms
- Licenses
- Training courses/ qualifications
- Research and development costs of new products & services

### **Items that the grant cannot be used to fund.**

The grant cannot support goods or services already purchased. Before proceeding with your project in any way, such as purchasing, ordering, making a deposit etc., you must wait to hear from us regarding a grant decision which will be made in writing.

It also cannot fund:

- Paid for lobbying, which means using grant funds to fund lobbying (via an external firm or in-house staff) to undertake activities intended to influence or attempt to influence Parliament, Government, or political activity; or attempting to influence legislative or regulatory action using grant funds to directly enable one part of government to challenge another on topics unrelated to the agreed purpose of the grant.
- Using grant funding to petition for additional funding.
- Expenses for entertaining, specifically aimed at exerting undue influence to change government policy.
- VAT reclaimable from HMRC; VAT that cannot be recovered from HMRC is an eligible cost under this scheme.
- Payments for activities of a party political or exclusively religious nature
- Interest payments or service charge payments for finance leases
- Gifts, or payments for gifts or donations
- Statutory fines, criminal fines, or penalties
- Payments for works or activities which the Lead Authority, project deliverer, end beneficiary, or any member of their partnership has a statutory duty to undertake, or that are fully funded by other sources.
- Bad debts to related parties.
- Payments for unfair dismissal or other compensation
- Depreciation or amortisation costs
- Contingencies and contingent liabilities
- Dividends
- Costs resulting from the deferral of payments to creditors.
- Costs involved in winding up a company.
- Legal expenses in respect of litigation
- Costs incurred by individuals in setting up and contributing towards private pension schemes.
- Payments that breach or are contrary to the funding agreement or UK legislation.
- Costs for hiring new employees.
- Insurance

### **How much can I apply for?**

The minimum grant is £500, and the maximum is up to £1000. If your business has been trading for more than 1 year, you will need to match fund the grant you are applying for- so your project can be costed up to £2,000 and the grant will make up 50% of that cost.

If you have been trading for less than one year, you will not be expected to find match funding.

If successful following a formal grant application, the funding will be paid to you directly in arrears, on the receipt of a grant claim with the necessary evidence showing confirmed spend.

### **How do I apply?**

Once you have been referred to apply for the grant, please complete the form on our website and attach a copy of your bank statement, no less than 3 months old.

Along with the completed application form, you will need to include a copy of a formal quote for each item of proposed expenditure. You are not obliged to accept the lowest quotation received, but a written explanation of the rationale behind any such decision will be required which demonstrates the chosen supplier's experience and/or value for money. For smaller or generic goods/services, it is acceptable to provide a quote using printouts from websites e.g. a screenshot from a retailer.

Please note your quote will require the following details:

- Supplier name, address, email and contact details.
- Full detail of the service/product requested must match with the application details.
- Applicant business name and contact details
- Date and validity of the quote, request up to one month.
- Costs quoted in sterling- ensuring the costs and total correspond to the grant application
- Quote has a reference number **not** order number as at the stage of going to panel no service or product must have been ordered or purchased retrospectively.

**Please note that funds available for this scheme are limited and we are expecting a high demand, this may mean that the grant may be withdrawn at very short notice. We aim to process all applications on a first come first served basis but cannot guarantee that your application will be processed if the scheme has been withdrawn.**

**All projects must be completed and spent in full before the end of February 2025.**

#### **How will my grant application be assessed?**

Once we have received your application, we will undertake an eligibility review of your proposal based on the details and the supporting information that you provide. We will also consider the outputs that you have said your business will achieve. You may also be asked for additional information during this process, to enable an assessment of, for example, eligibility, financial viability etc.

Your application, along with a relevant report, will then be presented to an independent panel who will consider the proposal against the scheme criteria and make a final decision.

We aim to give you a decision on your application with 6-8 weeks of receiving your full, eligible application. Please be aware, full compliance with the eligibility criteria does not guarantee that your application will be successful, as grants are discretionary.

If we are not fully satisfied that a submission is legitimate, we withhold the right to decline the application. We will provide feedback on your application on request.

#### **How to claim your grant**

If your grant is approved, you will be issued with a formal Grant Offer Letter that will include information about your grant offer and the conditions of the offer which you must formally accept by signing and returning to us.

The grant will be paid in arrears. Applicants must provide us with all receipts and proof of purchase of the items stated for your whole project, including bank statements showing payments made. When these are received we will be able to confirm when the grant payment will be made.

**Please Note:** By signing your offer letter, you are committing to carry out the project as detailed on your application form using the supplier(s) and your quote(s) provided. If there is any change to this, please seek approval in writing from us prior to ordering any goods or services. **Failure to do this may result in funding being withdrawn as you will be in breach of the agreement.**



Applicants must provide us with all receipts and proof of purchase of the items including bank statements showing payments made.

We will also collect evidence for output claims e.g., details on new employees hired and information on any new products or services introduced as a result of receiving grant funding.

#### *Privacy Statement*

*The data you provide on this application will be dealt with in line with Data Protection Legislation. Information provided by you will be used to process your application and administer the relevant Grant. The Council has a legal basis for processing your data, which is for the performance of a task in the public interest and for a legal obligation which applies to us.*

*Some personal data you provide will be used to send marketing information; this will be processed because you have given your consent to do so. You may withdraw your consent at any time by emailing us or unsubscribing.*