

Stockton-on-Tees Borough Council

Grant Assistance Scheme

Start-up Application Form

Funded by



BUSINESS START UP APPLICATION FORM AND GUIDANCE NOTES

About the Grant

The award of a Start-up Grant is at the discretion of Stockton Council and subject to available funding.

The grant is intended to promote and support new business entrepreneurship in the Borough of Stockton-on-Tees.

The grant is available to businesses at start-up, or in the very early stages of trading.

The grant is subject to available funding and up to a maximum of £1,000.

Criteria for Applications

- Priority will be given to unemployed people, those from a non-traditional start up group, particularly women and other non-gender priority groups.
- Business must be located within the Borough of Stockton-on-Tees
- Businesses must be working with a start-up advisor.
- Applications must be supported by a comprehensive business plan and 12 months projected cash flow forecast with profit & loss.
- Grants will be awarded using normal commercial criteria.

The following businesses are excluded from the Start up Grant:

- Retail, take-aways, food
- Aid agencies, animal rights or those businesses promoting a particular religious or political view.
- Businesses whose activities might bring the Council into disrepute.

Assistance Available

Eligible costs for the Start up Grant should be for essential items and *may* include:

- Capital Equipment
- ICT Software or Hardware
- Other ESSENTIAL Start Up Costs

Ineligible Costs for the Start up Grant include:

- Drawings or Salaries
- Mandatory or Statutory Training/Accreditation
- Insurance
- Vehicles
- Stock
- Other revenue (normal business running) costs

Applicants should note that only one grant can be applied for at any one time.

Please note grants will only be awarded once receipts / invoices have been presented to Stockton Council alongside a signed conditions form.

BUSINESS / APPLICANT DETAILS:

1. Forename: _____ Surname: _____

2. Home Address: _____

Postcode: _____

3. Business Name: _____

4. Position within Company: _____

5. Business Address: _____
(if different to Home Address)

Postcode: _____

6. Tel. No: _____ Email: _____

7. Nature of Business: _____ Business Start Date: _____

8. National Insurance Number: _____ Employed / Unemployed (delete one)

9. If unemployed, how long? _____ Which Benefit claiming?

10. Company Status (please tick box)

Sole Trader
Partnership
Private Limited Company
Social Enterprise

- 10b If a business is not a sole trader please give names and addresses of Partners or Directors.
Also indicate any involvement with other businesses.

Name: _____
Address: _____
Post Code: _____
Telephone: _____

11. Are you being assisted by a Business Advisor from a Business Support/Enterprise Agency
such as The Five Lamps, Business Link, Inbiz, Enterprise Made Simple etc?
They should be able to check your eligibility for this scheme and assist you with it too.
Please state which one here: _____

Adviser's Name: _____

Detail of Application:

12a Will the business be creating any jobs, (not your own)? Yes / No

12b If yes, how many jobs will be created? _____

12c Timescale of jobs to be created: _____

13. Purpose of the Grant (please tick)

Capital Equipment

ICT Equipment

Other Start up Costs - please give details: _____

Amount Applying for: £_____

14a. Have you received any other Grant / Loan assistance? Yes / No

14b. If yes, please give details below:

Name of Grant/Loan	Organisation i.e. Business Link, NEEIC	Value	Purpose	Date Received

14c. Please give details of other Grant / Loan assistance, which you are currently applying for:

14d. Level of Personal Capital invested into Business: £_____

15. Three quotations for items to be purchased must be provided. Preferred quotes to be entered into table below. (Please use additional sheets if required.)

Items to be Purchased	Quoted NET Cost/s £	Name of Supplier

16. This section should be used to give full details of your application including summary of the benefits to your business that this grant will provide. The summary must outline why you require the grant, what has been the background to setting up the business and the impact it will have on your business.

17a. Is your business VAT registered? Yes / No

17b. If not, are you intending on becoming VAT registered?

17c. Do you require further information / assistance? Yes / No

18a. Is your business involved in any environmental initiative? i.e. Resource Efficiency Club, Environmental Management Systems?

18b. If not, would you like to find out more about environmental initiatives in the area to help improve your businesses environmental performance? Yes / No

19. Supporting documents that must be submitted with your application (please tick).

Business Plan

12 month Cash Flow Forecast with Profit & Loss

Three estimates should be provided for items applied for

20. Please provide details of your business bank account:

Bank / Building Society: _____

Sort Code: ____/____/____

Account No: _____

