

■ APPLICATION PROCESS

1. Information will be available from SBC web site www.stockton.gov.uk/business, or from the Business Development Team at SBC, or from Business Link.
2. A Business Development Officer will visit the business to discuss the project in relation to the grant scheme and if appropriate application forms will be left with the business.
3. If the business is committed to or has completed the project then the business will be unable to apply for financial support. No retrospective applications will be permitted.
4. The completed application along with a business plan, projected cash flow forecasts, accounts and three quotations for the proposed expenditure, will be submitted to the Business Development Officer for evaluation and decision-making.
5. Discussions will take place with the business to determine the minimum level of funding required for the project to proceed, if an award was to be made.
6. The Business Development Officer appraises the application and supporting information and a report is prepared for discussion with Delegated Officers, recommending approval or rejection of the application.
7. Successful applicants will receive an offer letter and grant acceptance form. The client must return the signed acceptance form and proceed with the project.
8. On completion of the project, receipted, paid invoices, dated after the grant offer letter, are submitted to the Business Development Officer and the grant will then be paid.
9. The grants are discretionary and the decision will be final.
10. A Business will normally only be eligible to receive one award in a year, however, if more than one award is made, the total amount should not exceed the maximum level of assistance.
11. Successful applicants may be required to enter into a joint publicity event with Stockton-on-Tees Borough Council.

NB: No commitment against projects can be made before the grant has been awarded and the acceptance form has been returned to S.B.C. Business Development Team.

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