



Elmbridge Start Up Boost

Guidance notes

These notes are intended to help applicants complete an application to the Elmbridge Start Up Boost.

More information, including the application form, can be found online on our [start up grants page](#). If you need any further help completing the form please email business@elmbridge.gov.uk.

Please note the following

- Please return the form and documentation to business@elmbridge.gov.uk
- Please only return your form once it has been signed.
- Please be as concise as possible, we will accept any additional information on separate A4 sheets.
- Your application will be checked and then determined by the decision-making body which is made up of Chief Officers.
- There is no right of appeal against the decision.
- Retrospective grants will not be paid.
- Projects should commence and items purchased within 6 months and be completed within 12 months of the date of any grant offer letter.

Can I apply?

The fund is a discretionary scheme open to businesses that are planning to set up within Elmbridge, not taking over an existing business or have set up in Elmbridge within the last **6 months**.

How do I apply?

Applicants will need to provide a completed and signed application form.

Additional information required:

- Two comparable, detailed written quotes for each element applied for.
- A detailed business plan/proposal.
 - Your business plan must include an environmental sustainability section. Issues to consider are:





- Environmental/resource impacts – describe the impact your business could potentially have on the environment.
 - Risks/constraints – list any risks/constraints to your business resulting from any environmental impacts.
 - Strategies – detail any strategies you will implement to minimise/mitigate your environmental impact and any risks to your business.
 - Action plan – list your key sustainability/environmental milestones and include the following details for each: sustainability milestone, target and target date.
- 24-month financial forecast.
 - Confirmation of landlord consent (if applicable)
 - Lease agreements (if applicable)
 - Confirmation of planning permission (if applicable)

How much can I apply for?

You can apply for a grant of up to 50% of the eligible costs, up to a maximum of £1,000. Applicants are expected to fund at least 50% of each item as part of the project costs. All applications are assessed on an individual basis.

What is eligible for financial assistance?

Funding may be provided for items that would help you launch your business or help in the first 6 months, such as one-off marketing costs and purchase of equipment relevant to your project.

What is **not** eligible?

- Applications from businesses that have been operating for more than 6 months.
- Laptops and Computers.
- Projects which require ongoing revenue costs, including ongoing advertising costs, deposits, lease items and rental payments.
- Any works commenced or have been completed, or items purchased or leased before an offer of a grant has been made.
- It may be determined that some projects or initiatives could be funded by other national grant schemes.
- Professional fees are excluded from the scope of the scheme such as planning fees or consultants.
- Initiatives promoting a political party.
- Initiatives that conflict with existing council policies and priorities.
- Applications for the purchase of stock.
- Paid advertising, for example Google AdWords, Facebook etc.



Elmbridge
Borough Council

... bridging the communities ...



- Setting up online platforms and intermediaries such as Deliveroo, Just Eat etc.

What happens next?

You will receive an acknowledgement that we have received your application form. Your application will be assessed against our criteria, and we will carry out checks on business rates, environmental health standards and any other payment history.

Once we receive all the necessary information to process your application, the application and any additional information will be presented to the Council Management Board and you will be informed of the decision. There is no right of appeal.

Projects should commence within 6 months and be completed within 12 months of the date of any grant offer letter.

When will the grant be paid?

Grants will be paid in arrears following:

- Confirmation of completion of the works.
- The submission of verifiable invoices as proof of contribution - applicants are required to provide evidence they have contributed at least 50% to the total project costs. Further evidence may be requested.
- All conditions of the grant offer have been met.

Where can I find start up advice?

The Enterprise M3 LEP Growth Hub is an information resource for businesses at all stages of development. [Access expert support online.](#)