



**Mansfield**  
District Council

**Mansfield District Council**



**Funded by  
UK Government**

## **Mansfield Innovation and Growth Grants**

### **Guidance and Information**

## About The Grant

Mansfield District Council has been awarded funding from the UK Shared Prosperity Fund (UKSPF), a central pillar of the Government's Levelling-Up agenda; a proportion of these funds has been allocated for a new grant scheme which aims to support growth businesses within the district; The UK Shared Prosperity Fund aims to improve pride in place and increase life chances across the UK investing in communities and place, supporting local business, and people and skills. For more information, visit <https://www.gov.uk/government/publications/uk-shared-prosperity-fund-prospectus>

This is a discretionary grant fund targeted at assisting the growth of established businesses based in Mansfield district; the grants are administered by Mansfield District Council.

Businesses with growth potential can access this grant funding to support innovative product and service developments; adopt digital solutions, carbon reduction solutions, business product and process diversifications and access to new markets, where these can be linked to increased productivity, evidenced by an increase in turnover and/ or job creation.

This grant can provide up to £8000 (excluding VAT) to pay towards eligible project costs that support **micro, small and medium sized enterprises** (trading for more than 12 months) to:

- Expand/grow resulting in job creation
- Increase productivity/turnover
- Introduce new products to the business
- Introduce new processes into the business that will improve productivity and lead to growth.
- Introduce new to the firm technologies and processes
- Introduce new digital technologies or innovations into the business that will improve productivity.
- Open new international markets improving supply chains and/or generating new revenues.
- Diversify into new markets/export
- Become more carbon efficient
- Relocate from smaller to larger premises within the district

This grant scheme is subject to **Public Subsidy Control Rules** and the appropriate procurement of goods/services. This is a match funded grant scheme with an intervention rate of 80% towards any eligible project costs.

Only one application can be made per business over the lifetime of the programme and the maximum grant that can be applied for is £8,000

This grant scheme will close on **31<sup>st</sup> March 2025**. Any awarded projects must be completed, and funds claimed by **10<sup>th</sup> March 2025**.

Applicants must be able to provide match funding for the grant which should be in place before a Grant Funding Agreement can be issued. Match funding can come from private sector sources such as bank loans, asset finance, company funds and director loans.

### NB. Subsidy Declarations

This grant is subject to the Minimal Financial Assistance limits under the Subsidy Control Act. This means no recipient can receive more than **£315,000** over a 3-year period (consisting of

the current financial year and the 2 previous financial years). Covid business grants received from local government and any other subsidy claimed under the Minimal Financial Assistance or Small Amounts of Financial Assistance limit over the 3-year period should be counted.

#### Subsidy Control rules Quick Guide

Applicants can not apply for mixed UKSPF fundings to address the same business projects. Any awarded grants can be clawed back if this condition is not adhered to.

### **What can the grant be used for**

Applicants can apply for grant funding in support of the following project types:

- New machinery to **increase productivity** or bring services in-house to improve productivity, efficiency, and margin.
- New capital equipment to **implement innovative processes**, develop new or improved products, goods, or services.
- New digital systems to increase productivity or competitiveness.
- General office IT equipment (monitors, hard drives, printers, scanners, laptops, desktops, telephony systems only) **for new employees created as part of an eligible project**.
- Assistance to **implement net zero plans** to reduce carbon emissions. For example, significantly improve the energy efficiency of equipment and should demonstrate a significant reduction in the overall energy usage of the business.
- Any non-excluded equipment or machinery (see exclusions below) that will contribute to one of the key objectives of the grant.
- Computer hardware/software - any ICT purchases should form part of an overall investment strategy, and a comprehensive rationale will need to be provided for why the investment is required.
- Websites where this is a critical part of the business model, for example enable international sales, or incorporate additional functions that will increase sales/improve efficiency such as shopping carts.

**Excluded capital expenditure:** Expenditure that doesn't evidence growth potential and job creation and which do not meet with the funders outcomes for the scheme will not be eligible. This includes but not limited to:

- Feasibility studies
- Planning application fees and building control fees
- Replacement items
- Activity to address decreases in trade
- Wages/salaries
- Stock/consumables
- Further and higher education training
- New website (basic functionality)
- Radio/vehicle/newspaper/online (e.g. Facebook) advertising

- Marketing literature
- Attendance and exhibiting at Trade events
- Rental agreements for items including equipment and machinery
- Subscriptions
- Any equipment that is not purchased outright, for example, hire purchase or under a finance agreement.
- Smartphones
- Off-the-shelf software packages such as MS Office, and other office equipment.
- Replacement of equipment/items 'like for like.'
- items replaced due to 'wear and tear,' or which are faulty.
- Purchase of vehicles – vans, pick-ups
- Any equipment related to farming or agribusiness.
- Cosmetic or non-essential improvements (such as painting, landscaping, construction of walls or fences and so on)
- Temporary or removable improvements.
- Repairs required to ensure premises are wind or watertight or repairs required to ensure premises are compliant with relevant Health and Safety Regulations or Building Regulations.
- Projects/applications for security systems, CCTV systems or fire alarms

### **How much grant is available**

This scheme will provide a grant between **£5000 and £8,000** that will contribute towards 80% of the total eligible cost of the project (excluding VAT).

- To obtain the minimum grant applicants will need to spend **£6250**.
- To obtain the maximum grant applicants will need to spend **£10,000**.
- This must be the total project cost excluding any VAT.
- The applicant's contribution is 20% of the total project cost

This is a discretionary fund and requests for any additional funding may be considered in exceptional circumstances, based on the specific merits of the new project, for example where significant growth in turnover or jobs is projected.

### **How is it paid**

Applicants will need to pay for the total project before receiving the grant and then submit evidence of eligible expenditures to claim back monies from any grant which has been awarded. The amount being claimed will then be paid directly into the applicant's business bank account via BACS.

Grants are not paid retrospectively and so you cannot begin making purchases for any items until you have been sent a letter offering you a grant and only eligible items purchased after the date of this letter will be accepted.

All projects that have been awarded grant support must also be completed and claimed within 10<sup>th</sup> March 2025. Grant awards may be cancelled or withdrawn, if supported projects are not completed within the permitted timescales, unless a robust explanation for the delay can be provided and approved.

### **Am I eligible to apply for a grant?**

If you can answer yes to **all** the following statements, you are able to consider applying.

- My business is based in Mansfield district.
- My business is a micro, small, or medium sized enterprise (up to 250 employees)
- My business does **not** operate in the following sectors: gambling/betting establishments, drinking place that does **not** serve food, credit union, pawn brokers, adult/private shops, national and international chain stores.
- My business has not incurred any project-related expenditures or made any confirmed commitments relating to this project/application.
- I am not in arrears for either of the following (whatever one is relevant):
  - Non-Domestic Rates for business premises -
  - Council Tax for businesses operating from home.
- The project detailed in the application will directly contribute to one, or both, of the following outcomes:
  - The creation of new jobs to the business. (Jobs that are paid for through other employment schemes such as: graduates or trainees are not allowed).
  - Quantifiable improvement in business productivity, monitored over a period of 6 months post grant payment, measured by the outputs and inputs (cost of production and turnover)

### **The following project types will not be supported:**

- Any project leading to a reduction in jobs.
- Projects funded by Hire Purchase or equivalent finance agreements with repayments over a period and no outright ownership until the end of the agreement.
- Projects paid for in cash.
- Projects required by law to meet legislative requirements.
- Projects/applications for security systems, CCTV systems or fire alarms

### **Additional Information:**

Applicant businesses can be home-based or operate from dedicated commercial premises. If the application is from a **home-based business the applicant must contact Mansfield District Council** to ascertain whether they require planning consent. Some form of written confirmation must accompany this type of application.

Home-based businesses can not apply for support with infrastructure improvements such as energy improvement / decarbonisation and building conversion projects.

**There must be no indication of prior commitments** – to be considered for grant support, no work must start on the project in question and no expenditures should be incurred until after the applicant company has received a formal decision from the council regarding their grant application. No other form of prior commitment, financial or otherwise (for example, order placed, or deposit paid) can be made as any such application will not be supported.

### How do I apply?

Please read this guidance document carefully before you proceed to ensure you meet any eligibility criteria and conditions of the grant and that you understand what information and evidence you will need to provide should you wish to apply.

If you have any questions, please email [regeneration@mansfield.gov.uk](mailto:regeneration@mansfield.gov.uk)

If you decide that you would like to apply, please request a meeting with [Dawn.Fear@nottsc.gov.uk](mailto:Dawn.Fear@nottsc.gov.uk)

### What happens after I apply?

All applications will be subject to an assessment by a Panel and the amount offered will be at the discretion of the Panel and only whilst funds are available.

The Panel's decision is final and there is no right to appeal.

We aim to turn around applications as quickly as possible, it is therefore important that any supporting documents are correct as may invalidate your application and you will not be able to re-apply.

### Required documentation

Applicants must submit the following documentation to apply for this grant:

- Completed application form.
- **For any expenditures up to £5,000 from a single supplier - one quote per item.**
- **For any expenditures over £5,000 from a single supplier - three formal quotes per item.**
- Quotes should clearly show the cost of each item excluding VAT and must include contact details for the supplier and cannot be a handwritten note or headed invoice. Please note that applicants will be required to confirm they have no relationship with any of the intended suppliers. Mansfield District Council encourages businesses to consider using local suppliers at every opportunity.
- Most recent bank statement clearly showing your last full month of trading, the account name, business address and account details of the business.
- Latest statutory accounts showing previous 1-years financial position.
- Latest management accounts within 3 months of date of application showing current business performance, in the event that the annual accounts from the previous year is not available.
- Planning confirmation will be required for applications **from home-based business to establish whether they require planning consent** or not for the project. Written confirmation or email from Mansfield District Councils Planning team confirming the position must accompany this type of application.

- Applications must also include a 12-month Cashflow projection. Template available on request.

### **Measuring the impact of the project**

The impact of the proposed project being undertaken by the business will be measured against the outcomes that have been determined by the funders. In addition to job creation, applicants will need to demonstrate that at least one of the following outcomes will be achieved as a result of receiving funding:

- The project has contributed to introducing or adopting new products or services to the business
- The project has contributed to engaging in new knowledge transfer activity
- The project has helped the business trade overseas
- The project has brought increased amount of investment into the firm
- The business has adopted new technologies or processes as a result of the project

Once your project is complete, you will be contacted by a council representative to arrange a monitoring visit and to complete and submit the project monitoring forms; you may be asked to participate in a case study. A further monitoring visit will be arranged 6 months after your project is complete.

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