**Business Grant Schemes**

Guidance Notes

Start-Up Grant

Growth Grant

Empty Shop Grant

**BUSINESS START-UP GRANT**

The business start-up grant is available to start-up businesses in Gedling Borough within their first 12 months of trading. The start-up grant will help to promote an entrepreneurial culture, increasing the number of businesses started in the district. The applicant must show how the project improves their business.

**Can I apply for a grant?**

This grant is available to:

* Individuals looking to start a business in Gedling Borough.
* Businesses already located in the borough that have been trading for less than twelve months.

**For businesses trading from a virtual office in Gedling Borough, their owner/director must also live in Gedling Borough.**

**How much grant could I receive?**

A grant of up to £2,500 is available, contributing 50% of the total eligible project cost (excluding VAT).

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

The grant can contribute towards:

* Capital assets such as plant, equipment, or machinery.
* Office equipment and furniture, including computer systems.
* Costs associated with land and buildings, including refurbishment.
* Security equipment and installation.
* Research & Development costs.
* Marketing costs, e.g. website design, promotional materials and business stationery.
* Up to 12 months of ongoing costs, e.g. web hosting, licences, etc.

The grant will not contribute towards:

* Leased or rented equipment, vehicles, stock, or consumables.
* Pre-existing commitments.
* Advertising costs.

**BUSINESS GROWTH GRANT**

The business growth grant is available to businesses wanting to improve sales, employment, or productivity.

**Can I apply for a grant?**

The grant is available to small and medium sized enterprises (SMEs)¹ located in Gedling Borough that have been trading for at least 12 months which are either looking to grow or boost their productivity. The applicant must show how the project improves their business.

**The grant is to help businesses overcome barriers to growth. Applicants therefore need to show that there is a need for this support.**

**How much grant could I receive?**

A grant of up to £2,500 is available, contributing 50% of the total eligible project cost (excluding VAT).

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

The grant can contribute towards:

* Capital assets such as plant, equipment, or machinery.
* Office equipment and furniture, including computer systems.
* Costs associated with land and buildings, including refurbishment.
* Security equipment and installation.
* Research & Development costs.
* Marketing costs, e.g. website design, promotional materials and business stationery.
* Up to 12 months of ongoing costs, e.g. web hosting, licences, etc.

The grant will not contribute towards:

* Leased or rented equipment, vehicles, stock, or consumables.
* Pre-existing commitments.
* Advertising costs.

**EMPTY SHOP GRANT**

The empty shop grant is available to businesses moving into a vacant shop in Arnold town centre or the following local centres: Calverton, Carlton Hill, Carlton Square, Gedling Village, Mapperley, Netherfield and Ravenshead before the end of March 2026. Eligible uses include cafés, restaurants and retail shops, but other service-based uses are excluded.

**Can I apply for a grant?**

The grant is available to businesses taking on a lease of at least 12 months or buying the freehold of a shop that has been identified as vacant on Gedling Borough Council’s vacancy survey in the areas described above. The applicant must show how the project improves their business.

**The grant is to help businesses start trading from a vacant shop. The shop must be on the ground floor with a street-facing frontage.**

**How much grant could I receive?**

A grant of up to £2,500 is available, contributing 50% of the total eligible project cost (excluding VAT). Priority will be given to areas where the vacancy rate is more than 10%.

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

The grant can contribute towards:

* Land and buildings, including external and internal refurbishment, e.g. painting, general repair work to the shop front, installation of signage, internal fittings.
* Equipment costs, e.g. EPOS system, display equipment, computers and printers.
* Promotional materials

The grant will not contribute towards:

* Professional fees, e.g. planning application fees, advertising consent fees and advisory services
* Externally mounted security features, e.g. shutters and CCTV cameras.
* Works to any upper floors or basements
* Leased or rented equipment, vehicles, stock, or consumables.
* Pre-existing commitments.
* Advertising costs.

**How do I apply for a grant?**

We’ve designed the application process to make it easier for applicants. The first stage is to fill in a registration form (in Word). From then on, you will be supported by a dedicated Business Adviser to help you every step of the way. Here’s the process:

* Registration form
* Eligibility check meeting
* Application pack issued
* Application pack agreed
* Submitted to panel for decision

The decision-making panel sits roughly every month and the amount offered will be at their discretion whilst funds are available. The panel’s decision is final. An applicant may only apply for each grant type once and must be eligible for funding under the Subsidy Control Act 2022. The maximum grant from Gedling Borough Council in a 12-month period is £2.5K.

The application pack consists of:

* An application form (in Word)
* A 12-month cash flow forecast (in Excel)
* 2 years of accounts for established businesses
* Business plan for new businesses
* 3 written quotes for any single item/supplier costing over £2,000 (net)
* Copy of lease/licence agreement/deeds
* Evidence of necessary approvals, e.g. planning permission, building regulations², etc.

These grants are paid in arrears, so applicants will need to pay the project costs and then claim back. For example, applicants will need to spend at least £5,000 (excluding VAT) to obtain a grant of £2,500.

In all cases, applicants need to apply for the grant by submitting their full application and obtain a written approval of the application **before** any work is undertaken or items/equipment purchased. The grant will not be paid towards any costs accrued before the date of the approval. **The grant project must complete and generate all outputs/outcomes within this financial year (before 31 March 2026) with all grant monies fully claimed by 31/01/26.**

If the grant application is successful, the applicant agrees to remain trading within the district for at least 12 months. The council reserves the right to seek repayment of part/all of the grant if this condition is not met.

**When is the grant paid?**

If the grant application is approved, applicants will have up to two months to submit copies of relevant invoices and bank statements showing eligible expenditure. All invoices and bank statements must be dated **after** the grant approval date. **All transactions must go through a business bank account.** Items purchased using cash, credit cards, personal bank accounts or other means are not eligible for grant payment.

The grant amount paid will be the agreed amount or half of the eligible expenditure (excluding VAT) if that is lower. The grant payment will be made directly into the applicant’s **\***business bank account via BACS.

**\*Business bank account** definition**:** A business bank account is a trading commercial account in the name of the applying business. All purchases must be made via the business account and all claim payments will be made to the same business account. Personal or current accounts are NOT eligible.

**Important notes**

Applicants may only apply for any of these grants once. The maximum funding in a 12-month period is £2,500. This can be from multiple grants.

The following businesses cannot apply for these grants: pawn brokers/money shops, adult/private shops, betting shops, charity shops, vaping shops, licensed premises, inter/national chain stores, housing associations and housebuilders.

Please note the grants are only open to tenant businesses and **not** landlords. All applications must be submitted by the applicant. Applications submitted by Agents or Consultants **will not** be accepted.

**Next steps**

If you believe you have a project that meets the criteria and would like to apply, please submit a registration form. You will then be contacted by a dedicated Business Adviser who will guide you through the process.

¹ SMEs – A small or medium-sized enterprise, or SME, is defined as a business or company: that has fewer than 250 employees; and has either (a) annual turnover not exceeding 50 million Euros (approximately £40 million) or (b) an annual balance-sheet total not exceeding 43 million Euros (approximately £34 million).

² Businesses will need to evidence that all required permissions have been obtained or produce confirmation that no permissions are required before a grant can be awarded.

**UPDATED APRIL 2025**