

Supported by the



Regional Growth Fund

LET'S GROW YOUR BUSINESS

Stoke-on-Trent and Staffordshire Jobs and Growth Fund Programme

What is it?

The Jobs and Growth Fund Programme will provide gap funding for companies that wish to expand or invest to create sustainable jobs, where this investment would otherwise not happen due to lack of available finance. Grant funds can be used for premises expansion, new premises, plant and machinery and infrastructure (i.e. capital expenditure) where this creates substantial new employment or safeguards jobs. The Programme is funded through the Government's Regional Growth Fund (RGF).

Grants of
up to 20%
of your project value*

Who can apply?

The fund could be applicable to your business if you are:

- Investing in premises expansion, new premises, plant & machinery and infrastructure
- Planning to grow your business to create or safeguard jobs
- Based in or relocating to Stoke-on-Trent or Staffordshire
- A small or medium sized business that has been trading for a minimum of 6 months
- Employing less than 250 staff

Interested?

For more information and full eligibility criteria, or to download an expression of interest form, please visit.

www.nsccl.co.uk

If you have any questions, please call 01782 213929



**Stoke-on-Trent
& Staffordshire**
Enterprise Partnership



Regional Growth Fund

The Programme aims to support businesses to generate or safeguard jobs in Staffordshire and has a target of 900 jobs to be achieved by May 2016. There is a total of £4m available for grant payments to release £22m from private sector investment. Businesses can apply for grants of up to 20% of their project value, with applications accepted until May 2015 or until fully allocated, whichever comes first.

Project partners

North Staffordshire Chamber of Commerce (NSCCI) will manage the funds on behalf of the Stoke-on-Trent & Staffordshire Local Enterprise Partnership (LEP), who will oversee the Programme through the establishment of a grant panel. Staffordshire Sentinel Newspapers are partners and will be involved with promotion. The Programme will dovetail with the successful mentoring scheme managed by NSCCI which provides support to SMEs. It is hoped all businesses involved will be part of, or join, the mentoring scheme.

Applying for your grant

If your business is planning a capital expenditure project, which will lead to the creation of new employment or safeguard existing jobs, please check the basic eligibility listed on the form or website and complete the expression of interest form.

Please return the signed form to jobsandgrowth@nsccl.co.uk or post to the address below. If you have any questions please call 01782 213929.

Stoke-on-Trent & Staffordshire
Jobs and Growth Fund Programme
North Staffordshire Chamber of Commerce
Commerce House
Festival Park
Stoke-on-Trent
ST1 5BE

01782 213929
jobsandgrowth@nsccl.co.uk

Application Process

Guidelines covering the application process, full eligibility criteria and appraisal process can be found at www.nsccl.co.uk

When your expression of interest form has been received and evaluated, you will be contacted by the Programme Management Team to help decide the best course of action. As competition will be high, only a percentage will be asked to complete a full application. Other businesses will be helped to access other sources of help.

Examples of the areas that will be considered when appraising applications are:

- Basic eligibility listed on the expression of interest form
- Project timescales
- Viability of business and project
- Jobs created and safeguarded
- Private sector investment
- Value for (public) money
- Requirement for project in the area
- Impact on other businesses and jobs

Businesses that are invited to complete a full application, and are approved by the LEP Grant Panel, will then enter into a contract with North Staffordshire Chamber of Commerce to deliver their project. Full reporting will be required on a quarterly basis for up to five years following payment of the grant. The LEP Grant Panel's decision is final and no appeals are allowed.



Expression of interest form

Please check if you are eligible to apply for a grant from the Stoke-on-Trent & Staffordshire Jobs and Growth Fund Programme by reading the eligibility criteria below. If you can answer 'yes' to all the boxes please continue to complete, sign and return the expression of interest form.

Eligibility Criteria

	✓
Require the grant for capital expenditure on premises expansion, new premises, plant, machinery and infrastructure.	
Require a grant for a minimum of £10,000 and maximum £999,999.	
Based in or relocating to Staffordshire.	
Employ less than 250 employees.	
An SME who has been trading for more than six months.	
Have a business plan to expand or invest which will create or safeguard jobs.	
Can prove that the whole grant is needed for the project to proceed and that it cannot be funded from elsewhere.	
Spend on the project has not already been incurred.	

Applicant Details

Business name

Business address

Postcode

Telephone

Website address

Number of employees

Main activity of business

Contact

Contact name

Position

Mobile number

Email

Cost & Funding

Details of capital spend

(E.g. new building, extension to factory, purchase machinery)

Total capital cost of project

Amount of grant application

Maximum percentage of project cost is 10% for medium and 20% for small businesses

- Small – up to 50 employees, annual turnover and/or annual balance sheet up to EUR 10m
- Medium – up to 250 employees, annual turnover and/or annual balance sheet up to EUR 43m

List all sources of finance for the project

(Include a breakdown of individual amounts, any other state aid funds and state if contribution is confirmed)

Confirm amount and date of state aid received in the last 36 months

(For the definition of state aid please see – www.gov.uk/state-aid)

Employment Impact

Total number of jobs created by the project up to May 2016

(Employment contract is required when roles are created)

Type of jobs created

Annual salary of jobs created

Total number of jobs safeguarded by the project

(Confirmation in writing will be required that these jobs will be lost within 12 months if the project does not proceed)

Stoke-on-Trent and Staffordshire Jobs and Growth Fund Programme

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Commerce House Festival Park Stoke-on-Trent ST1 5BE

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Type of jobs safeguarded

Annual salary of jobs created

Data Protection – Please note that this is a Government funded Programme supported by the Stoke-on-Trent and Staffordshire LEP and it may be necessary to share your information with these parties in order to give you the full assistance you require. You should be aware that some information relating to this Programme may be declared to third parties under the Freedom of Information Act 2000. We will not sell or divulge your details to any third parties. All information given will be held in confidence and only used in accordance with the Data Protection Act 1998.

Business Mentoring – As part of the Programme a business to business mentor is available to assist. Would this support be of interest to you?

YES/NO

If no, please state why

Sign to confirm eligibility and that all information given is correct.

Date

Please note:

1. SMEs can only apply for one grant per project.
2. If you need more space to answer any of the questions please attach an additional sheet and sign at the bottom.

