



Grants 4 Growth Grant Policy for Businesses

(UKSPF – UK Shared Prosperity Fund)

JULY 2025

1. Introduction

The Grants 4 Growth Grant programme is a new fund for 2025 – 2026 generated from UKSPF funding.

Cannock Chase District Council's Grants 4 Growth scheme is designed to help local businesses expand and thrive. Through this initiative, eligible businesses can apply for capital and revenue funding, ranging from a minimum of £1,000 to a maximum of £10,000 to support growth-focused projects.

The Council will contribute up to 60% of the total eligible project costs, with the remaining 40% to be matched by the business. This funding aims to stimulate economic development across the district by supporting investment in equipment, premises improvements, and other activities that drive business expansion.

We remain focused on the three priority areas of intervention for supporting local businesses: increasing private sector investment in growth-enhancing activities, supporting small and medium-sized enterprises (SMEs) in adopting productivity-boosting innovations and encouraging the transition to energy-efficient, low carbon practices.

2 Purpose and Objectives

The purpose of this policy is to specify how the Council will operate its Grants 4 Growth Grant programme and to indicate the factors it will consider when deciding if a grant can be awarded.

Each application will be treated strictly on its merits and all customers will be treated fairly and equally when the scheme is administered.

2. Award Criteria

The Council's Corporate Plan 2022-2026 outlines the corporate priorities, and the priority promises for this authority in determining whether any support is in the best interests of the taxpayers, the Council will make specific reference to the priorities and actions contained within the plan.

Particular reference is made to Priority 1 - Economic Prosperity, the Council's aims:

- Attract investment to develop the district's economy.
- Encourage entrepreneurship, promote apprenticeships, and support businesses.
- Attract modern, green, and skilled industries and create jobs.
- Rejuvenate our town centres.
- Support the development of our visitor economy.

The programme will provide financial assistance in the form of capital and revenue grants to existing SMEs who have been trading from 12 months onwards.

The business must operate within the Cannock Chase District.

In order to qualify as an SME an enterprise must have:

- Fewer than 250 staff.
- Less than or equal to £44m in annual turnover or a balance sheet total of less than or equal to £38m.

The business should be profit seeking and must not be a franchise, unless the applicant can demonstrate that they are responsible for the costs associated with running the business, including the payment of rates and leasing costs.

As set out in the UKSPF 2025-26 Technical Note (and UKSPF Prospectus) the following costs are not **eligible** for UKSPF support.

Paid for lobbying, entertaining, petitioning, or challenging decisions, which means using the Fund to lobby (via an external firm or in-house staff) in order to undertake activities intended to influence or attempt to influence Parliament, Government or Political Activity including the receipt of UKSPF funding; or attempting to influence legislative or regulatory action.

- Payments for activities of a party political or exclusively religious nature
- VAT reclaimable from HMRC – irrecoverable VAT is an eligible cost under the UKSPF gifts, or payments for gifts or donations
- Statutory fines, criminal fines or penalties
- Payments for works or activities which the lead local authority, project deliverer, end beneficiary, or any member of their partnership has a statutory duty to undertake, or that are fully funded by other sources
- Contingencies and contingent liabilities
- Dividends
- Bad debts, costs resulting from the deferral of payments to creditors, or winding up a company expenses in respect of litigation, unfair dismissal or other compensation
- Costs incurred by individuals in setting up and contributing towards private pension schemes.

Excluded activities include businesses of a political or religious persuasion, any licensed premises who are betting, and gaming establishments as well as activities involving pornography or clairvoyance and any business activity that is illegal or deemed as unsuitable for public support by Cannock Chase District Council.

3. Grant Amount

Grants 4 Growth (trading 12 months or more)

The Grant is 60% of eligible project costs, the remaining 40% of eligible project costs will be match funded by the business. The maximum grant available is £10,000.00. There is no job creation required for this grant.

Businesses can make only one application to this programme.

If a business has been awarded the grant for their original proposed project, they will not be considered to apply a second time for something else out of the same fund.

If the application was unsuccessful, you are able to reapply.

The percentage and amount of grant awarded may be lower than requested.

4. Applications for Grant Funding

Interested applicants should contact the Economic Development Team on 01543 464267 or email EconDev@cannockchasedc.gov.uk

An officer from the team will be able to help identify if the Grants 4 Growth Grant Programme is the most appropriate funding source for the project and provide the relevant application form and supporting documents.

The application must illustrate a complete picture of the nature of the business and the benefit it will have on growth and the local economy.

Alongside the completed application a number of supporting documents will need to be provided before any application can be assessed.

Expenditure committed to prior to the grant being approved is classified as retrospective and **cannot be funded**.

Notification will be sent by email when your application and supporting documentation has been received by the Council.

The application must be completed and signed by the business owner, or a person authorised to sign on behalf of the business owner.

The Council will have the right to request any reasonable evidence in support of the application, and to verify the information by contacting third parties and any reference as included in the application.

All information supplied will be dealt with in the strictest confidence and will be governed by our data protection privacy policy.

5. Assessment Process

An Officer from the Economic Development Team will check through the application form and supporting documents to verify that all of the relevant information is included. The application will be assessed and submitted to the assessment panel which consists of the Council's Economic Regeneration Officer, Economic Regeneration Support Officer and a representative from the Chase Chamber of Commerce.

You will be informed of the outcome by e-mail within 4 weeks of submitting your application.

There will be four outcomes:

1. Application approved.
2. Approved subject to certain conditions being clarified.
3. Application partially approved.
4. Application rejected.

6. Payment of Capital and Revenue Grants for Businesses

Approval of the grant is based on the information given in the application form. The applicant will use the grant only in accordance with the details on the application form.

Payment of the grant is as a reimbursement of eligible expenditure (i.e. paid in arrears) and will be paid on production of relevant invoices and other evidence to Cannock Chase District Council.

Further notes:

- (a) Claims should not include VAT if your business is VAT registered but can be included if your business is not VAT registered.
- (b) Payments will be made directly to the approved applicant only and not to third parties.
- (c) Payments will be by BACS transfer into the bank account of the approved applicant using details supplied in the application form.
- (d) Payments will be made either at completion of the project or up to 2 instalments.

7. Notifications

Once an application has been assessed the business will receive written confirmation of the outcome.

- If the application has been successful, the business will receive an offer letter setting out the amount of grant being offered and what it can be used for.

This may differ from the amount applied for in the application form. This may include any special clauses or conditions.
- The terms and conditions of the grant will be set out in the funding agreement. The business will be asked to read through the terms and conditions and return a signed copy.
- Approval is not guaranteed, and the business is **not to commence its project until they have written notification of the panel's decision and the funding agreement has been signed and returned to Cannock Chase District Council.**

8. Right of Appeal

Applicants can appeal against the assessment decision by writing to the Economic Development & Regeneration Manager via email to; econdev@cannockchasedc.gov.uk; appeals must be made within 14 days of being notified of the assessment decision. If still unsatisfied with the decision, then applicants would be asked to make a formal complaint to Corporate Complaints by following the procedure set out on the Council's website; [Customer Feedback - Help us to get it right | Cannock Chase District Council](#).

9. Fraud

The Council is committed to the fight against fraud in all its processes. Any organisation who tries to fraudulently apply for the Grants 4 Growth Grant Funding by falsely declaring their circumstances or providing a false statement or evidence in support of their application, may have committed an offence under the Theft Act 1968. Where the Council suspects that such a fraud may have occurred, the matter will be investigated as appropriate, and this may lead to criminal proceedings being instigated.

10. Publicity

The company will acknowledge the support received from the Grants 4 Growth Grant Programme and include relevant logos on its publicity material where appropriate in accordance with the Agreement for the Provision of a Business Development Grant. In agreement with the business Cannock Chase District Council will also use their project as good news stories for external promotion.

11. Data Protection

At Cannock Chase District Council we take your privacy seriously and are the data controller. We will only use your personal information to process and determine your application for Grants 4 Growth Grant funding which is administered by the Council. We will share your application form and data with other departments in the Council as part of our due diligence processes and externally with the nominated Chamber of Commerce representative on the independent appraisal panel.

You can find more information about how we handle your personal information by visiting www.cannockchasedc.gov.uk/privacynotices

12. Further conditions

- (a) Availability of the grant is subject to the availability of funds and is awarded at the complete discretion of Cannock Chase District Council.
- (b) The Council reserves the right to withdraw funding where the conditions attached to the award have not been adhered to, or to alter the criteria of the scheme at its complete discretion.
- (c) Any work undertaken before the grant agreement was signed cannot be claimed for.
- (d) Applications will be assessed on a case-by-case basis, and as such, awards will vary depending on evidence provided, viability of the business and project to be undertaken. Due Diligence checks are conducted and approval will also vary on the outcome of these checks (including checking whether Business Rates are up to date if applicable).

Please Note: As part of the application process the Council will need to consider the level of reserves held by the applicant to determine whether the grant application can be approved as levels of grant are limited.

(e) Offer of the grant will lapse after one month of the date of the offer letter.

The project needs to be completed and funds drawn down within a 3-month timeframe or by February 28th 2026 whichever is sooner.

(f) Once approval has been granted, any changes to the expenditure should be notified in writing to the Economic Development team prior to being claimed for. Any costs not agreed to and subsequently claimed for will not be reimbursed.

(g) All items purchased that are to be funded by the grant must be paid for by either bank transfer, debit cards or credit cards so that a clear audit trail can be demonstrated. Items purchased with cash will not be accepted.

(h) All invoices, receipts and accounting records relating to the project must be kept for 6 years after completion of the project and made available for inspection by Cannock Chase District Council, its appointed auditors or other nominees.

(i) Any asset bought by the grant must be adequately stored, maintained, insured and available for inspection on request.

(j) The Council has a right to inspect projects at any time and will conduct a follow up monitoring review check, after 6 months has lapsed to capture information on business performance.

(k) The Council can seek repayment of any capital assets purchased with the grant if sold or leased, or if the business relocates out of Cannock Chase district.

(l) If the project is not completed the Council can ask for any payment to be paid back or withhold further payments.

(m) The grant must not be used towards anything, which is, or may appear to be, party political in intention, use or presentation.

(n) If the applicant or any person connected with the application fails to comply with these conditions or commits any breach of faith such as misrepresentation or concealment of information, the Council may require immediate repayment of all or part of the grant.

13. Review

This policy will be reviewed periodically, taking into account Council policies and priorities and any changes in legislation.

End of document