

# SMALL BUSINESS ASSISTANCE



**Small Business Assistance Grant**

Inverclyde  
council



# Small Business Assistance Grant

The SBA Grant offers support of up to 50% of total costs to a maximum of £5,000 for capital expenditure on business development activities.

The SBA provides 'gap' funding - the minimum finance needed to allow a project to proceed after a business establishes how much it can raise itself and from banks and other lenders.

The retail sector (and others where there is likely to be high displacement of other local business activity) will not be eligible for this grant.

In order for a company to qualify for support through this scheme the following information will be required:

- Provide latest audited accounts and business plan. (May be waived for applications where grant funding is up to £1,000)
- Describe the works to be undertaken and their intention in terms of the development the business
- Submit estimates of the costs for the project.
- Provide justification of the gap funding required from Inverclyde Council to let the proposal proceed
- Check whether all appropriate permissions have been sought and granted

This information is required in order to allow Inverclyde Council to assess the application, and consider if the proposed works are likely to help the business towards meeting its development needs and support the economic development aims of the Council.

If successful, the applicant should receive two copies of an offer letter, one of which should be accepted and returned to Economic Development prior to the start of any work. *Retrospective applications cannot be considered.*

Once the works are completed companies are required to provide invoices, receipts etc associated with the works, and an inspection of the works will be carried out prior to cheque release.

For further information contact:

**Inverclyde Council, Regeneration & Planning Services**  
Business Store, 75 – 81 Cathcart Street, Greenock, PA15 1DE  
Tel: **01475 715555**

E-mail: [eds.enquiries@inverclyde.gov.uk](mailto:eds.enquiries@inverclyde.gov.uk)  
or visit the Business and Trade section of [www.inverclyde.gov.uk](http://www.inverclyde.gov.uk)



## Small Business Assistance - Grant Application

<b>Company Name:</b>			
<b>Main Contact:</b>			
<b>Address:</b>			
<b>Town:</b>		<b>Postcode:</b>	
<b>Telephone:</b>		<b>Fax:</b>	
<b>E-mail:</b>		<b>Website:</b>	

<b>Legal Form:</b>			
Partnership	<input type="checkbox"/>	Private Limited Company	<input type="checkbox"/>
Plc	<input type="checkbox"/>	Voluntary Sector Company	<input type="checkbox"/>
LLP	<input type="checkbox"/>	Sole Trader	<input type="checkbox"/>
<b>Is the Company?</b>			
Existing Company (trading over 6 months)	<input type="checkbox"/>	Inward Investor	<input type="checkbox"/>

	No	Yes
<b>Does the company operate from Inverclyde?</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Is the company an SME?</b>	<input type="checkbox"/>	<input type="checkbox"/>
<i>An enterprise which employs less than 250 people; has an annual turnover of less than €50m and/or balance sheet assets of less than €43m; and has no more than 25% of its capital or voting rights owned by a larger firm or public body. (European Commission definition)</i>		

<b>Company History, Business Description, Main Products &amp; Services:</b>

<b>Key Personnel: Roles and Responsibilities?</b>

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Can you describe who your main customers are and where they are located (Inverclyde, elsewhere in Scotland, UK etc)? Will this change in future?

List of Major Customers:	Value of orders received:	Anticipated value of future orders:

How do you market your products / services?

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Are there any threats to the business? (legislative / environmental / competition / physical etc.)

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**Financial information:** Please provide up to date sales and employment figures below:

Financial year end (Month):  Year to which information refers:

	Projected Figs: 12-18 months						
Total sales / turnover							
Sales within Inverclyde							
Sales elsewhere in Scotland							
Sales to rest of UK							
Sales Overseas							
Staff Number (Full Time)	Male		Female		Male		Female
Staff Number (Part Time)	Male		Female		Male		Female

Small Business Assistance - Grant Application

Can you describe what you are requesting the grant for, and how this will improve the business? Do you expect that this project will result in an increase in staff or turnover (sales)?

**Funding Package: An analysis of the proposed sources of funds should be given**

<b>Total Cost of the Project / Development</b>	£
Owners investment	£
- Other Lenders	£
- Bank Lending	£
- Overdraft	£
- Any other sources of funding	£
Funding "gap" where there is a request for public sector support to meet a shortfall in the proposed financial package. (Grant)	£

**DECLARATION**

I declare that the above information is correct and I understand that these details will be recorded and may be shared with other economic development agencies where appropriate. ( Inverclyde Council Regeneration & Planning Service will not disclose commercially sensitive information to competitors or sell your information for commercial gain ). I understand that assistance given is State Aid.

**DATA PROTECTION ACT**

Inverclyde Council and Business Gateway will use the information you provide to respond to your query and to provide you with information on programmes, services and products we provide, as well as newsletters and information on seminars and training opportunities that may be of interest to you, and help with the developments of the business. In order that we can do this we may pass your details to other service providers and agents who perform such services or functions on your behalf.

If you do not wish to receive such information, please tick this box ☐

Signed:

Position:

Date:

We can produce information on request in large print, Braille, tape and on disk. It is also available in other languages. If you need information in any of these formats please contact us on **01475 717171**

## Get in touch

Phone: 01475 715555

Email: [eds.enquiries@inverclyde.gov.uk](mailto:eds.enquiries@inverclyde.gov.uk)

Write to: Inverclyde Council, Planning and Regeneration, Business Store,  
75-81 Cathcart Street, Greenock PA15 1LY

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