

BUSINESS START UP FUND

The Scheme is intended to support and develop new young enterprises within the StepClever area, which covers the following wards:

- Anfield
- Everton
- County
- Kirkdale
- Linacre
- Derby

Who is eligible?

- StepClever Residents who are looking to start a business in either the Borough of Sefton or the Liverpool City Council Boundary.
- Individuals that are looking to start a business in the StepClever Area.
- New Social Enterprises

Any individual or business (trading less than 12 months) in accordance with the terms and conditions can submit applications for financial support for the Scheme.

The maximum grant award available is £1500.00. All grants are discretionary and subject to availability of funding.

This information can be made available in Braille, large print, on tape and other languages. To request a copy, please call StepClever on 0151 934 4672.

STEPCLEVER START UP FUND - ELIGIBILITY CRITERIA

APPLICATION PROCESS

Limited amounts of funding are available under this scheme. Applications will be considered on their merits, subject to the above criteria, and will be allocated on a first come first served basis.

A completed application form, business plan and other supporting documentation will be required from the applicant, to be assessed ultimately by StepClever project manager.

To be eligible for a StepClever Business Start Up Grant the applicant must comply with all of the following:-

1. The business

a) Size

Applications will be considered from potential new start businesses of all sizes, although applicants will be typically be planning self-employment or the formation of a small enterprise employing less than 50 people.

b) Legal Status

All types of traditional business structures are acceptable including sole traders, partnerships, limited companies, companies limited by guarantee.

c) Activity

Most types of business activities will be eligible for support. However, the business must not be involved in or connected to any illegal activity, gambling, pornography, sexual activities, the promotion of particular religious or political views, or any other activity not regarded as suitable for support.

TAXI BUSINESSES WILL NOT BE ELIGIBLE FOR THE GRANT.

2. Eligible Expenditure

Grant support must directly relate to new expenditure that will develop the business and lead to improved sustainability. Whilst not being prescriptive on exactly what business related costs the grant can be paid towards, the financial section of the business plan should identify what total funding requirements are necessary.

3. Level of Grant

The grant will be up to a maximum of £1,500 per business. The following will be taken into account in determining the level of assistance:

a) Need

The level of grant is discretionary and will be the minimum necessary for the project to proceed.

b) Viability

Applicants will need to demonstrate that their new business has a good chance of success by the production of a business plan appropriate to the needs of the business and endorsed by StepClever Business Start Up Manager.

4. Timing

Assistance will be provided to businesses, which have not started trading or have been trading for less than twelve months. **Expenditure that has already been incurred will not be eligible.**

CONDITIONS

1. Only one StepClever Business Start-Up Grant will be awarded per business
2. The applicant should ensure that they are aware of and will comply with all legal and statutory requirements that apply to their business.
3. The applicant shall at all times maintain in force all necessary and appropriate policies of insurance for their business.
4. StepClever may wish to publicise any grants offered, including the use of the name of the recipient business. StepClever will seek the permission of the recipient business before publishing.
5. StepClever may request further documentary evidence to substantiate the application.
6. The Grant is subject to availability of funds and is awarded at the absolute discretion of StepClever.
7. The decision of StepClever is final. StepClever reserves the right to withdraw funding where the conditions attached to the award has not been adhered to.
8. The recipient of the grant agrees to provide information on a 3 monthly basis either via the three monthly return form or via a visit from that Start Up Manager up. These will be in the form of a 3, 6, 9, 12 and 15-month reviews.

Payment Process

The **StepClever Tier 1 Business Start Up Grant** will be paid in 2 advance payments. Each payment will be a percentage of the overall grant award.

Payment 1	-	50%
Payment 2	-	50%

1. No payments will be issued unless all of the relevant paperwork (please see application form and offer letter for any other conditions) has been submitted and a signed copy of the offer letter acceptance form has been returned.
2. Once all the necessary information has been received the first advance cheque payment will be released. Before any further grant payments can be released you will be required to provide evidence of the items you have purchased using Payment 1 monies.

3. This same process will continue for all further payments, eg, you will need to evidence what you have spent Payment 2 monies on. If evidence is not provided for any of the advance payments StepClever will seek to clawback these monies.
4. **The full grant funds must be drawdown within 3 months of the date of the offer approval date. Any grant funding remaining will not be available after the expiry of this period.**
5. Evidence of expenditure such as, invoices and receipts must not pre-date the offer approval date.
6. Acceptable evidence for items purchased will include copies of invoices, receipts and bank statements that clearly show these items of expenditure. We will undertake further checks to evidence expenditure by way of, site visits and / or checks made directly with suppliers / contractors.
7. Direct payment to third party suppliers will be made where applicants can clearly demonstrate the need for this transaction eg, the value of the item they wish to purchase exceeds the value of the advance payment (but not be more than the total grant awarded).