



Enterprise Gateway Business Development / Expansion Funds Grants from £100 up to £20,000

Eligibility Guidance & Terms / Conditions (September 2009)

You are strongly advised to read the conditions set out in these Guidance notes before applying for grant assistance

What is StepClever?

StepClever is funded under the UK Government's Local Enterprise Growth Initiative. It aims to transform areas of north Liverpool and south Sefton into a place for new entrepreneurs and successful, outward looking businesses.

Through StepClever, residents and businesses will be able to access a range of services that will enable them to start up in business or grow their existing business. StepClever focuses on six core wards in north Liverpool and south Sefton; **Anfield, County, Everton, Kirkdale, Derby and Linacre.**

For further information on the StepClever programme please take a look at our website on:

www.StepClever.co.uk

Enterprise Gateway Project

The Enterprise Gateway project has been set up under the StepClever Programme. The aim of the project is to provide a step change in the quantity and quality of support available to entrepreneurs and growing businesses in the core north Liverpool and south Sefton wards of **Anfield, County, Everton, Kirkdale, Derby and Linacre**

The Enterprise Gateway provides a mix of outreach support to residents and individuals who are looking to start a business in one of the six core wards (mentioned above) and existing businesses who are based in one of the six core wards. We deliver this through dedicated staff located in the heart of the StepClever communities. This support will include easy access to free advice, finance, premises, aftercare and business growth planning. Specialist support for women and social enterprises is also included.

Our pool of experienced and dedicated support staff will advise and guide you through the process of writing your business plan and will also help you to look at your financial requirements for the development / growth of your business.

Enterprise Gateway Fund

Eligibility Guidelines

The applicants business must be trading within one of the six StepClever core wards. We have developed a grants scheme that is available for development and expansion, we are able to offer grant funding to private enterprises as well as social enterprises who employ up to 249 employees.

We cannot support businesses that are 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.

Grant support must directly relate to new expenditure that will contribute to business growth

Level of investment

The assistance offered is financial investment of up to:

Start ups and Businesses of up to 49 employees

Up to 45% of total eligible cost up to a maximum of £20,000.

Businesses employing from 50-249 employees

Up to 25 % of total eligible cost up to a maximum of £20,000.

The amount offered in a particular case will take account of the number of jobs involved, the total project cost, the need for finance, the assistance available from other sources and Government and EU State Aid Limits.

Do not assume that you will receive the maximum assistance available. The final decision is purely at the discretion of the Investment Steering Group and is neither negotiable nor subject to appeal by the applicant.

Please note that the table below provides examples of what can be funded, this list is not complete and therefore each application will be appraised on it's own merit.

Examples of Eligible Items
Building Alterations
Machinery & Equipment
I.T hardware and software
Office equipment

The financial section of the business plan should identify what total funding requirements are necessary. The grant will be from £100 up to a maximum of £20,000 per business.

The following will be taken into account in determining the level of assistance:

- The business plan must clearly demonstrate a clear commercial rationale for the business proposal
- The business plan must clearly demonstrate the social and economic benefits your business will create, your business advisor / mentor will help you with this.

The project and business must be, to the satisfaction of the StepClever Business Manager, commercially viable and soundly managed.

Enterprise Gateway Fund

TERMS & CONDITIONS

1. Applicants should **NOT** assume they will receive maximum investment assistance.
2. Investment assistance is **NOT** retrospective. Therefore any project expenditure spent prior to the StepClever offer approval date will be ineligible.
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4. All investments offered are entirely at the discretion of StepClever.
5. Investment assistance provided by StepClever must be used only for the approved purpose.
6. For capital items over £2,500 three quotes must be supplied with your application.
7. Where projects are creating and/or safeguarding jobs. Applicants must make every effort to employ, in the first instance, residents of the core qualifying area. Successful applicants may be contacted directly by the relevant employment agencies.
8. In cases where other Government funding is being sought the combined public sector financial assistance must not exceed EU State Aid limits. (Your business advisor or mentor will advise you)
9. StepClever or other relevant Government bodies have the right to inspect the equipment/works, and receipted/paid invoices relating to the project, at any reasonable time.
10. StepClever must be notified immediately if any investment-aided assets are to be sold or leased to a third party.
11. Should the assets purchased with StepClever funds be sold or leased to a third party we will require a 100% refund of all investment monies paid.
12. StepClever should be notified immediately if the business is to move outside the qualifying area. Should the business relocate outside the qualifying area a refund of part or all of the monies may be required.
13. StepClever must be notified immediately if your business is going into receivership/administration.

14. The project must relate to the encouragement of business growth in the designated area.
15. Application process will include a check on individual's financial background and viability.
16. Assisted businesses must accept the possibility of some publicity both as part of any StepClever promotion such as press releases, business journals and display of certificates.
17. Preference will be given to new applicants. Any repeat applications will have to prove that they have fulfilled original obligations and that the new project will provide additional real outputs.
18. All investment offers are in the form of a written agreement between StepClever and the applicant. This agreement may contain terms and conditions additional to those above.
19. The applicant should ensure that they are aware of and will comply with all legal and statutory requirements that apply to their business.
20. The applicant shall at all times maintain in force all necessary and appropriate policies of insurance for their business.
21. The Grant is subject to availability of funds and is awarded at the absolute discretion of StepClever.
22. The decision of StepClever is final. StepClever reserves the right to withdraw funding where the conditions attached to the award have not been adhered to.
23. The recipient of the grant agrees to meet with their Business Development Manager on a quarterly basis.

Private Sector Businesses

Specific Area Business Development Manager

Frank Duffy (Anfield, County, Kirkdale & Everton Wards)

Tel: 0151 207 3438 / Mobile 07970 750571

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Kevin Hermanson (Anfield, County, Kirkdale & Everton Wards)

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Glyn Hawksworth (Linacre & Derby)

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Social Enterprises

Les Bellmon (Anfield, Everton, Kirkdale, & County Wards)

Tel: 0151 207 5181

Email: les@eldonians.co.uk

Eve Money (Linacre & Derby)

Tel: 0151 934 2637

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Map of StepClever Core Ward Area

