

UK SHARED PROSPERITY FUND (UKSPF) AND RURAL ENGLAND PROSPERITY FUND (REPF)

GENERAL BUSINESS GRANT GUIDANCE

1. Introduction

Using funding from the UK government's UK Shared Prosperity Fund (UKSPF) and/or the Rural England Prosperity Fund (REPF), the Councils are able to offer eligible businesses within Staffordshire Moorlands Local Authority area an opportunity to apply for a number of grants.

Businesses may apply for more than one grant provided these are for different projects/purchases – one grant cannot be used to match fund another.

All applications must take into consideration how the activity will deliver in line with [UK subsidy control requirements](#) - if your organisation is likely to receive more than £315,000 in grants over a three-year period it may not be eligible.

Farming or farm based businesses only

Aid will need to comply with [the Concordat on the World Trade Organisation Agreement on Agriculture \(Domestic Support\) Regulations 2020](#) which requires the Council to report to Defra on any domestic aid granted to agricultural businesses.

Farming businesses should ensure that their investment cannot be funded by [alternative Defra funds](#) for example the [Farming Investment Fund](#) or the [Farming Innovation Programme](#).

The [Farming Resilience Fund](#) provides business support to farmers and land managers in the first few years of adapting to [agricultural transition](#). If you currently receive direct payments you can receive this support and it is free of charge.

All applicant businesses must:

- have a trading address within Staffordshire Moorlands Local Authority Area – [check here](#)
- operate from business or farm premises



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- be able to evidence trading activity
 - fall into one of the following categories: registered as a limited company; a sole trader; or a partnership, a Community Interest Company, Limited Liability Partnership, Co-operative or Community Benefit Society.
 - be able to demonstrate the business has sufficient financial resources available to cash flow the project and provide the match funding required.
 - The business must represent the applicant's primary source of income.
 - Businesses must be registered either on Companies House or with HMRC and have a [Unique Tax Reference Number](#).
 - Farm based businesses will need a [Single Business Identifier \(SBI\) number](#).
 - If the project concerns a business property you may also need your Business rates number for the property.
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- If you are unsure of your legal status please contact UKSPF@staffs Moorlands.gov.uk

Eligible Costs

Eligible costs will vary between type of grant as some are for capital items only and others include revenue costs. Eligible expenditure may typically include the following costs, where it can be demonstrated that the proposed investment will directly support the objectives of the grant schemes below.

Proposed expenditure needs to be new to the business and not ongoing costs.

- New equipment or technology required to adapt/develop/diversify the business including new to the firm technologies or processes, more efficient production processes and capital expenditure to enhance energy efficiency and reduce the carbon footprint of the business.
- Buying-in specialist consultancy services to adapt/develop/diversify the business (revenue schemes only)
- Support for a business to introduce a new product or service.
- Capital expenditure to enable premises adaptations to support business expansion – note that applications which require planning permission or other statutory permissions will need to have a realistic timeframe for the achievement of permissions. In general internal works and adaptations may be easier to achieve.

Notes:-

Capital expenditure denotes assets such as a building or equipment which are expected to be used for a period of at least one year. This may include enhancements to existing assets which:

- Significantly lengthen the life of the asset.
- Significantly increase the value of the asset.
- Significantly increase usefulness of the asset.
- It will not include minor repairs and routine maintenance.
- Labour costs can only be funded if they are contributing directly to creating the assets e.g. builders, IT developers.
- Architect's fees of up to 10% and VAT (if not recoverable) may be added to the costs of eligible works provided that the professional also supervises the works on site.
- Grants must be for business purposes grant recipients cannot use grants to fund domestic property

A **technology or process** is new to the firm if it did not use a technology or process with the same functionality before, or the production technology or process is fundamentally different from those already used.

A **product or service** is new if the business has not previously made this product or service available to the market before.

Excluded Costs

Ineligible project costs include (list not exhaustive):

- costs incurred prior to the Grant Agreement being finalised and signed
- ongoing overheads including: routine marketing and promotion; equipment leasing costs; recurring licence fees; subscriptions and service charges; repairs and maintenance; banking; insurance; legal and accountancy fees
- purchase of stock
- wage costs and related employment costs
- costs associated with capital build projects e.g. land and consents
- relocation costs i.e. the costs of moving the business from one premises to another
- like for like replacement equipment including: computers; general software and

printers (N.B. upgrading of equipment resulting in improved productivity is eligible for consideration)

- soft furnishings, tables, chairs, cutlery and crockery, curtains, televisions and audio equipment
- vehicles for use on the public highway
- core agricultural business costs
- projects carried out to meet a legal/statutory requirement
- contingency costs
- in-kind contributions e.g. use of your own labour, vehicle and office space
- recoverable VAT.

Eligible businesses will be expected to fund 100% of the costs upfront. Grants will be paid in arrears. The eligible grant amount will be reimbursed on production of receipted invoices/evidence of payment from a business bank account and evidence of delivery/completion of the project. Grant payments will normally be made in a single payment upon completion – for large projects stage payments can be negotiated.

Expenditure incurred prior to the date the application is submitted will be ineligible for consideration. Any expenditure committed or incurred prior to accepting and signing a Grant Funding Agreement is entirely at the applicant's own risk.

Privacy Notice

Staffordshire Moorlands District Council takes your privacy seriously. We will treat all personal and business information provided in confidence and store it securely in accordance with the Data Protection Act 2018, the General Data Protection Regulations and the Council's Privacy Notice.

[Privacy notice – Staffordshire Moorlands District Council.](#)

Your information will be used for the purpose for which it was intended, i.e. to enable us to process business grant applications and payments under the UKSPF/REPF Business Grant schemes and will be stored for no longer than 10 years, according to the UKSPF/REPF data retention requirements.

Your data may be shared with other departments within the Council, Government departments responsible for the UK Shared Prosperity Fund / Rural England Prosperity Fund, and third party processors operating on our / their behalf. We may also share information with other enforcing authorities for the purpose of preventing fraud, misuse of public funds and any legal or statutory requirements.

For more information on how we process your personal data and your rights as a data

subject, see

Staffordshire Moorlands District Council [Staffordshire Moorlands data protection](#)

Other Important Information

Grant income received by a business is taxable therefore funding paid under the Business Grant will be subject to tax.

The Council reserves the right to verify/put on hold any application to enable detailed checks to be carried out. Any suspected cases of fraud will be investigated by the Council's Auditor and may be passed onto relevant the relevant Government agency. The Government guidance on which this document is based has been subject to change and, as such, this document may also be subject to change. The Council does not accept any liability should any of the changes affect the eligibility of any business for UKSPF/REPF Business Grant support. In addition, the Council does not accept any liability for any issues that may arise for businesses because of applying for, receiving, or not receiving payments under this grant scheme. Funding awarded through the Business Grant is subject to receipt of UKSPF/REPF funding to the Council which is determined annually. Grant funding for 2024/25 is dependent on confirmation of funding to the Council from DHLUC.

All successful project applicants must have completed their project, spent and claimed all of the grant by 31st January 2025 at the latest.

Applicants should note that if successful in a grant award they will be required to procure any items required in compliance with UKSPF procurement guidelines.

The grant award will not cover or include any recoverable VAT incurred by your organisation and you should make your own enquiries of HMRC as to the recoverability of any VAT your organisation incurs.

Branding and Publicity

The Council reserves the right to publicise projects receiving support from the Business Grants. A condition of grants is that grant recipients must cooperate in any media or photography activity organised by or agreed by the Council.

Successful applicants should acknowledge the support received from UKSPF/REPF via



the Business Grant by displaying the below logos on any publicity or promotion and on their website. Logos will be supplied by the Council with further guidance for their appropriate use.

Further guidance on branding and publicity:

<https://www.gov.uk/guidance/uk-shared-prosperity-fund-branding-and-publicity-6>

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Further information

All enquiries regarding the grants can be emailed to:-
UKSPF@staffsmoorlands.gov.uk





2 Business Grants Available

Staffordshire Moorlands Innovation Micro Growth grant (SM E20/REPF)

Objective: Growth of micro business through innovation creating new jobs.

Capital grants for small scale investment by micro enterprises (with less than 10 employees and sole traders) including capital funding for net zero/low carbon infrastructure, diversification of farm enterprises and to encourage new start-up businesses, expansion or scale up of businesses.

Minimum grant £1,000

Maximum grant £15,000

A larger grant may be considered in exceptional cases where grant funding is necessary for the project to proceed and deliverables are substantial.

The grant rate will be up to 80% of total eligible project cost.

This grant is part funded by Rural England Prosperity Fund (REPF) for capital only grants.

The grant is part funded by UKSPF for revenue and capital grants.

Micro enterprises must satisfy two or more of the following requirements in a year.

- Annual Turnover under € 2m (*you will need to check the latest exchange rate of euro to £*)
- Balance Sheet Total under € 2m (*you will need to check the latest exchange rate of euro to £*)
- Number of employees: a headcount of staff of not more than 10

Expected deliverables will include:

- Jobs created
- Jobs safeguarded
- Enterprises experiencing growth
- Enterprises adopting new to the firm technologies or processes
- Number of enterprises adopting new or improved products or services
- Enterprises with improved productivity
- New enterprises created

Priority will be given to those with job creation and which introduce new technologies or processes.

For further information please contact UKSPF@StaffsMoorlands.gov.uk

To apply: <https://myforms.staffsmoorlands.gov.uk/E20REPF/launch>

Staffordshire Moorlands Innovation Micro Growth grant (tourism) (REPF/SM E20-T)

Small capital grants for micro enterprises (with less than 10 employees or sole traders) including for diversification of farm enterprises for the development and promotion of the visitor economy to develop local tourist attractions and development of local visitor experiences.

Objective: to create jobs and boost community cohesion enhancing visitor economy and leisure opportunities.

Minimum grant £1, 000

Maximum grant £10,000

A larger grant may be considered in exceptional cases where grant funding is necessary for the project to proceed and deliverables are substantial.

The grant rate will be up to 80% of total eligible project cost.

This grant is part funded by Rural England Prosperity Fund for capital only grants.

Micro enterprises must satisfy two or more of the following requirements in a year:

- Annual Turnover under € 2m (*you will need to check the latest exchange rate of euro to £*)
- Balance Sheet Total under € 2m (*you will need to check the latest exchange rate of euro to £*)
- Number of employees: a headcount of staff of not more than 10

Expected deliverables may include:

- Jobs created
- Jobs safeguarded
- Increased turnover
- Increased visitor numbers

For further information please contact UKSPF@StaffsMoorlands.gov.uk

To apply: <https://myforms.staffsmoorlands.gov.uk/E20REPFT/launch>

Staffordshire Moorlands Innovation SME grant (SM E20)

The objective of this grant is to increase private sector investment in growth-enhancing activities.

Through targeted support for small and medium-sized businesses this grant aims to help them undertake new-to-firm innovation; adopt productivity-enhancing, energy efficient and low carbon technologies and techniques; and start or grow their exports.

Minimum grant £1,000

Maximum grant £15,000

A larger grant may be considered in exceptional cases where grant funding is necessary for the project to proceed and deliverables are substantial.

The grant rate will be up to 80% of total eligible project cost.

This grant is funded by UKSPF for revenue and capital grants.

Small and Medium sized enterprises must satisfy two or more of the following requirements in a year:

- Annual Turnover under € 50m (*you will need to check the latest exchange rate of euro to £*)
- Balance Sheet Total Under € 43m (*you will need to check the latest exchange rate of euro to £*)
- Number of employees: a headcount of staff of less than 250

Expected deliverables may include:

- Enterprises adopting new to the firm technologies or processes
- Number of enterprises adopting new or improved products or services
- Jobs created
- Jobs safeguarded

Applicants will need to demonstrate their proposal meets at least two or more of the above deliverables, priority will be given to those which introduce new technologies or processes and create new jobs.

For further information please contact UKSPF@StaffsMoorlands.gov.uk

To apply : <https://myforms.staffsmoorlands.gov.uk/E20SME/launch>



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Capital Grant for Improvements to High street businesses, including better accessibility (SM E1)

A capital grant fund is available to a limited number of small or medium sized High Street businesses (with a turnover less than € 50 m euros per annum) within Staffordshire Moorlands.

Grants will be awarded where the greatest impact and improvement can be achieved to businesses located on High Streets. For the purpose of this grant a High Street is defined as a cluster of 15 or more businesses within 150 metres.

Please note that applicants will need to demonstrate that their property is in a High Street location as defined by the Office for National Statistics (ONS) and Ordnance Survey (OS) - a "high street must be a named street predominately consisting of retailing, defined by a cluster of 15 or more retail addresses within 150 metres".

The Staffordshire Moorlands UKSPF Board have decided that greater weight will be given to applications coming from Biddulph, Blythe Bridge and Cheadle.

The aim is to improve the accessibility and/or attractiveness of retail premises to increase customers footfall and profitability.

Priority will be given to those projects which result in the creation of new jobs.

Minimum grant award £1,000
Maximum grant award £9,000

You may submit a higher amount however there is no guarantee of funding - this will depend on the number of applications received and the strength of the project in terms of delivery of the deliverables below.

The grant rate is up to 80% of the total eligible project cost.

The expected deliverables from this grant will include:-

- Retail spaces completed or improved (M2)
- Jobs created as a result of support
- Jobs safeguarded as a result of support (jobs must be at risk prior to the award)
- Improved accessibility
- Estimated Carbon dioxide equivalent reductions as a result of support Decrease in tonnes of CO₂e should be measured using BEIS Conversion Factors for calculating resulting primary energy savings.
- Increased footfall



- Increased visitor numbers

Open to all freehold owners and lease-holders with at least 2 years on their lease and tenants of premises with retail shop-frontage facing the street.

Tenants must have the building owners' prior approval.

For this grant, retail includes:

Shops - including hairdressers, beauty salons, butchers, funeral directors, greengrocers, laundrettes, dry cleaners etc.

Restaurants, public houses, cafes and food takeaways.

Typical projects may include:

- Improvements to the accessibility of premises including internal layout improvements
- Improved attractiveness of the exterior of premises.
- Technology to improve the service offered to disabled customers.

Grants will be funded from the UK Shared Prosperity Fund and the Rural England Prosperity Fund.

Eligible items may include capital items - lasting assets such as a building improvements or equipment - you must spend grants on assets such as a building or equipment which are expected to be used for a period of at least one year.

All successful project applicants must have completed their project, spend and claimed all of the grant by 31st January 2025 at the latest.

Applicants should note that if successful in a grant award they will be required to procure any items required in compliance with UKSPF procurement guidelines.

The grant award will not cover or include any recoverable VAT incurred by your organisation and you should make your own enquiries of HMRC as to the recoverability of any VAT your organisation incurs.

Applicants will be paid in arrears for the work on completion.

All applications must take consideration of how the activity outlined will deliver in line with UK subsidy control requirements - if your organisation likely to receive more than £315,000 in grants over a three-year period it may not be eligible. Grant offers will not be made where the funding for an improvement has been, or can be, provided by another source such as Staffordshire County Council, Town or Parish Councils, Peak District

National Park Authority, National funds or your own funds

Applications will be assessed by Council Officers and a recommendation made to the Staffordshire Moorlands UK Shared Prosperity Board for decision

Further information will be required if your application is approved as part of a due diligence exercise followed by a Grant Offer Letter (Agreement) setting out the terms and conditions and required outcomes.

Applications are now open and will remain open until 31/12/2024 or until the funding is depleted.

For further information please contact UKSPF@StaffsMoorlands.gov.uk

To apply: <https://myforms.staffsmoorlands.gov.uk/E1APPLICATION/launch>

Staffordshire Moorlands Innovation Community Enterprise Grant (SM E26)

Grant for growing the local social economy, including community businesses, cooperatives, not for profit and social enterprises.

Grants are available to existing or new community enterprises where these engage in or plan to engage in trading activity. Community enterprises may include community businesses, cooperatives and social enterprises.

Organisations that are not primarily involved in trading activity should consider applying for the [Staffordshire Moorlands Innovation Community Infrastructure grant](#)

The purpose of this grant is to promote the growth of existing community enterprises and the creation of new social enterprises (not for profit) with an emphasis on innovation in the sector through new and improved ways of working that will boost or create turnover, improve productivity and the sustainability and innovation of enterprises.

You should also consider how investments contribute to [net zero/ Climate change action plan part 2 \[2MB\]](#) and national [nature recovery objectives](#).

The expected deliverables from this grant will include:-

- Jobs created
- Jobs safeguarded
- New social enterprises created
- Enterprises with improved productivity
- Enterprises adopting new technologies or processes.
- Enterprises adopting new or improved products or services

Evidence must be provided that the activity supported will be additional to what was previously delivered or planned.

Minimum grant = £2000 (project cost at least £2,500)

Maximum grant award per organisation = £30,000 (project cost at least £37,500).

The maximum grant rate is 80% which means that enterprises must find 20% of funding for the project from other sources.

Applicants will be expected to work with [Support Staffordshire](https://www.supportstaffordshire.org.uk) – email jill.norman@supportstaffordshire.org.uk who have been appointed to assist enterprises with their business plans and advise on grant applications.

Grants will be funded from the UK Shared Prosperity Fund and/or the Rural England Prosperity Fund - eligible items may include:

- Capital items - lasting assets such as a building improvements or equipment - you must spend grants on assets such as a building or equipment which are expected to be used for a period of at least one year. This may include enhancements to existing assets which:
 - Significantly lengthen the life of the asset.
 - Significantly increase the value of the asset.
 - Significantly increase usefulness of the asset.
 - It will not include minor repairs and routine maintenance.
 - Labour costs can only be funded if they are contributing directly to creating the assets e.g. builders, IT developers
 - Architect's fees of up to 10% and VAT may be added to the costs of eligible works provided that the professional also supervises the works on site.
 - Revenue items - such as IT systems, marketing, consultancy
 - Grants must be for Community enterprises may include community businesses, cooperatives and social enterprises or community purposes. Local authorities and/or grant recipients cannot use grants to fund domestic property

All successful project applicants must have completed their project, spent and claimed all of the grant by 31st March 2025, at the latest.

Applicants should note that if successful in a grant award they will be required to procure any items required in compliance with UKSPF procurement guidelines.

The grant award will not cover or include any recoverable VAT incurred by your organisation and you should make your own enquiries of HMRC as to the recoverability of any VAT your organisation incurs.

Applicants will be paid in arrears for the work on completion.

All applications must take consideration of how the activity outlined will deliver in line with UK [subsidy control requirements](#) - if your organisation likely to receive more than £315,000 in grants over a three-year period it may not be eligible. Farming or farm based businesses will also need to comply with the [Concordat on the World Trade Organisation Agreement on Agriculture \(Domestic Support\) Regulations 2020](#) which requires the Council to report on aid granted to Defra.

Applications will be assessed by Council Officers and if eligible recommendations made to the Staffordshire Moorlands UK Shared Prosperity Board for decision.

Further information will be required if your application is approved as part of a due diligence exercise followed by a Grant Offer Letter (Agreement) setting out the terms and conditions and required outcomes.

Applications are now open and will remain open until 31/1/2025 or until the funding is depleted.

For further information please contact UKSPF@StaffsMoorlands.gov.uk

To apply: <https://myforms.staffsmoorlands.gov.uk/E26APPLICATION/launch>

¹ Office for National Statistics (ONS) and Ordnance Survey (OS) definition of a high street must be a named street predominately consisting of retailing, defined by a cluster of 15 or more retail addresses within 150 metres