

North West Leicestershire High Street Recovery Grants

Guidance Notes

The following guidance notes provide information to those interested in applying for a North West Leicestershire High Street Recovery Grant.

North West Leicestershire District Council (NWLDC) have launched a new fund to help support the reopening and recovery of our high streets in towns and local centres across the District. Grants will be made available to eligible businesses who take on vacant commercial premises. The funding is designed to give new high street businesses the best chance to succeed in their new venture.

Will my business be eligible to apply for a North West Leicestershire High Street Recovery Grant?

This programme will provide small grant funding for eligible businesses by providing one off grants of £1,000 to businesses signing up to a minimum 12-month lease on a vacant high street property within Ashby, Coalville, Castle Donington, Ibstock, Kegworth, Measham or other local centres within North West Leicestershire.

High Street recovery grants will be made available to businesses who have taken on a vacant high street property since 1 April 2021.

Businesses who have taken on a vacant property between 1 January 2021 and 31 March 2021 may also be eligible for the High Street recovery grant **IF** the business had:

- Not been able trade due to Covid restrictions and
- Not been in receipt of other Covid relief funding.

To be eligible to apply for a North West Leicestershire High Street Recovery Grant, you must:

- Be based in North West Leicestershire (i.e. registered for business rates or council tax to NWLDC)
- Be a small sized enterprise (i.e. less than 50 employees and a turnover under £10 million.)
- Be trading as a business whose company type is either: Limited Liability, Limited Liability Partnership, Partnership, Sole Trader, Franchise or Social Enterprise.

And

- Be in good standing with NWLDC. For example, fully paid up on any money owed to the council such as business rates.

Please contact the Economic Development and Regeneration Team on email at businessgrowthgrants@nwleicestershire.gov.uk if you would like to discuss your eligibility.

Who can apply?

Any individual, company or partnership that meets the schemes eligibility can apply. If a company or partnership is making the application, the person completing the form must be authorised to apply on behalf of that business.

If the grant application is successful the applicant will enter into a legal agreement which will set out specific and general terms and conditions relating to the North West Leicestershire High Street Recovery Grants. This agreement will be between the business and NWLDC.

How can I use the money?

Grants are intended to fund investment projects that can demonstrate business growth or diversification. Your investment could include:

- Rent
- Shop fit out
- New equipment
- Improvements to your businesses premises
- New technology, IT or telecommunications

Grant applications will not be considered for:

- Salaries / wages
- Business rates
- Council fees

How much money can I ask for?

The Council are offering one off grants of up to £1,000 for new town centre businesses. This programme will provide grant funding for eligible small businesses signing up to a minimum 12-month lease to take on a vacant high street property within Ashby, Coalville, Castle Donington, Ibstock, Kegworth, Measham or for businesses providing essential services in local centres.

No match funding is required and there are no contracted job output requirements.

High Street recovery grants will be made available to eligible businesses who have taken on a vacant high street property since **1 April 2021** or in some special cases have taken on a vacant property **between 1 January 2021 and 31 March 2021**.

What will the application process involve?

Businesses looking to apply for a High Street Recovery Grants will be required to complete a simplified one stage application which can be found online: [High Street Grant Application Form](#).

Once you have submitted your application we will review it to make sure what you are proposing meets the agreed eligibility criteria.

The application will ask you to provide some details of your business and the nature of the investment project that you are proposing. You will also need to provide a breakdown of the costs involved in the project and what economic benefits your project will achieve.

We will ask you whether you have received financial support from any public sector organisation within the last three years. There are limits to the financial support that can be offered to individual private sector organisations and we need to make sure that you and the council stay within the law.

The application will ask you to clarify your project costs and ask you to outline a plan for the investment project, such as:

- Stages in the project and dates
- The key people involved in your business and in the investment project.

We will also ask to see copies of documents related to your business premises, such as your lease agreement or title document.

How do I submit my application?

Please send your completed application to businessgrowthgrants@nwleicestershire.gov.uk.

Is there support filling in my application?

For more information please contact the Economic Development and Regeneration Team on email at businessgrowthgrants@nwleicestershire.gov.uk.

How will North West Leicestershire District Council decide whether my application is successful?

Once your application has been submitted, along with all of the requested supporting documentation, we will check to make sure your business meets the agreed eligibility criteria and that your investment project is in line with the intended purpose of the grant scheme.

Your application will be considered by a grants officer who, if your application meets the criteria of the fund, we will present your application to a panel for determination.

There will be frequent panel meetings scheduled to help speed up the grant application process. We aim to give you a decision on your application **within 4 weeks (twenty working days)** of submission of your application and all necessary supporting documents.

The decision of the panel will be final. There is no opportunity to appeal against the panel's decision. If your application is not successful we will give you feedback on the reasons behind the panel's decision. We may invite you to submit a revised application.

When will the grant be paid?

Once your grant application has been determined by the panel we will issue you with a formal grant offer. You will be required to sign and return the grant offer letter to acknowledge you will accept the grant and the grant conditions.

Upon receipt of your sign grant offer letter will make the grant payment to your nominated bank account **within 2 weeks (10 working days)**.

As a minimum, we recommend maintaining records of all of the following items associated with your project:

- Quotes for works
- All invoices
- All receipts of payments including cash and credit card.
- Bank statements showing payments associated with your project.

We will also issue you with a confirmation letter of subsidy control.

Is there a deadline?

Applications will be considered on a 'first come first served' basis.

The ARG High Street Recovery Grant is a discretionary fund that will close to new applications on **Tuesday 30 November 2021** or earlier should the grant become oversubscribed.

We will insist that all grant funding is claimed no later than **Friday 17 December 2021**.

Up-to-date information about this deadline for submission of applications will be provided at www.nwleics.gov.uk/businessgrants.

Can you take back the money after you've granted it?

Yes. During the application process, you will be asked to explain the nature of your investment and how it meets the eligibility criteria of the fund.

We will monitor the progress of your project to ensure the investment is made in accordance with your application and that you comply with all other conditions of the grant scheme.

We will consider whether to seek to recover some or all of the grant paid if you do not meet the conditions agreed with you when the grant was approved or if you fail to provide evidence of your projects expenditure.

Are there any other restrictions?

We've already explained that you'll be asked to confirm that the grant applied for will not result in breaking the laws about organisations receiving public money.

We will require your business and your investment proposal to comply with all regulations that apply to your business and the project for which the grant is requested.

If your project involves work on a property, in addition to planning permission, you will be expected to comply with all other usual legislation such as Building Regulations.

What if I change my mind?

You will be free to withdraw from the application process at any stage.

Once your application has been reviewed and approved, you will be asked to sign to confirm your acceptance of the conditions that will apply to the grant offer. Once you have signed the grant agreement we will expect the project to go ahead.

Once you have received the grant you will be expected to comply with all conditions set out in the agreement between your business and North West Leicestershire District Council. As mentioned above, there will be a risk of clawback in certain situations.

Who should I contact?

Please contact Economic Development and Regeneration Team via email on businessgrowthgrants@nwleicestershire.gov.uk or alternatively call the team on 01530 454609.