**Braintree District Council Rural Prosperity Fund**

**Supporting Rural Businesses Grant Scheme**

**Summary**

This grant scheme is for eligible businesses in the Braintree District. It is funded by the [Rural Prosperity Fund](https://www.gov.uk/government/publications/rural-england-prosperity-fund-prospectus), of which £589,191 has been allocated to Braintree District Council in recognition of the specific challenges rural areas are facing including lower productivity rates, poorer connectivity, and poorer access to key services. This business grant is to support new and existing rural businesses to develop new products and facilities that will be of wider benefit to the local economy. This includes farm businesses looking to diversify income streams.

This is a capital grant for small businesses to help improve productivity and strengthen the rural economy. Grants of between £10,000 and £50,000 are available. A contribution from the businesses of £10,000 towards the project is also required.

Only one grant will be awarded to any business. This will also apply if more than one Limited Company has the same director(s) or where more than one business has the same proprietor (either sole trader or partnerships).

Businesses must be operating within the eligible area of Braintree District (i.e. excluding Braintree town) and must show the outcomes and outputs occurring within the eligible area.

Applicants are advised to carefully read the eligibility criteria and declaration of the grant below.

This grant scheme has a **limited funding availability** and therefore eligible applications will be assessed by the awarding panel in order of receipt on a first come first served basis within the application window of 11th September 2023 – 1st January 2024. Request for grant funding must be new projects and cannot be claimed retrospectively. Once approved, all projects must be completed and invoices received by the Council no later than by the 16th March 2025 so final payments can be processed by the end of the grant funding window on the 31st March 2025.

**Eligibility Criteria for Businesses**

To be eligible for the grant, businesses must;

1. Be based within the Braintree District but outside of the main urban area of Braintree and Bocking. Please check Defra magic map for exact boundary of eligible area which has been set by government [Magic Map Application (defra.gov.uk)](https://magic.defra.gov.uk/magicmap.aspx)
2. Be registered self-employed or a micro/SME business
3. Not be part of a larger national chain or franchise, except for those registered as sole traders
4. Have been trading on 1st April 2023 (not subject to strike off or liquidation)
5. Have all the necessary licences and planning permissions in place to operate the business
6. Contribute £10,000 towards the costs of the project
7. Must be able to report outcomes and outputs in relation to number of jobs created and/or safeguarded by the project as a minimum

Please complete all details requested to enable us to assess your application as quickly as possible. Our Economic Development Team are on hand to support you with any queries you may have by emailing economicd@braintree.gov.uk.

**Application Form**

**Please read the** [**Rural England Prosperity Fund Prospectus and Supporting Information**](https://www.gov.uk/government/publications/rural-england-prosperity-fund-prospectus) **carefully before completing this application form.**

**Key things to remember:**

* Send the completed full application form to us by email to [economicd@braintree.gov.uk](mailto:economicd@braintree.gov.uk)
* You must submit all applicable supporting documents as set out at the back of this form. You can submit these electronically or in hard copy format.
* Your application will not be processed until all required information and evidence is received. Any delays in providing required information/evidence may result in an unsuccessful application.
* This grant scheme has limited funds and will be allocated on a first-come-first served basis to businesses that score over 50% on the assessment board’s scoring matrix. Final assessment scores are at the discretion of the assessment board.
* Please complete all sections below.

**Section 1. Applicant details**

Please provide the details of the business or organisation applying for the grant. The applicant is normally the owner, a director or partner named in the business accounts.

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| --- | --- |
| **Name of business/organisation** |  |
| **Companies House Reference Number, if applicable, (if Sole Trader please provide your Unique Taxpayer Reference)** |  |
| **Business/organisation address, including postcode** |  |
| **Lead contact name**  **(Title, first name, surname)** |  |
| **Position Held** |  |
| **Applicant email address** |  |
| **Applicant mobile phone number** |  |
| **Business/organisation telephone number** |  |
| **Organisation website/social media pages if held** |  |

**Section 2. Grant Scheme**

I am applying for:

|  |  |
| --- | --- |
| **Grant Scheme Description** | **Tick One** |
| Funding (capital grants) for small scale investment in micro and small enterprises in rural areas. Including capital funding for net zero infrastructure for rural businesses and diversification of farm businesses outside of agriculture to encourage start up, expansion or scale up of these businesses where this involves converting farm buildings into other commercial or business uses. |  |
| Funding (capital grants) for growing the local social economy and supporting innovation. This includes: community businesses, cooperatives and social enterprises, research and development sites |  |

**Section 3. Project overview**

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| **Project**  Provide a summary of the project including details of your organisation, what the project is, how it was identified and what it is aiming to achieve (500 words max) |
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| Please explain how the project will help address rural challenges and benefit the wider rural community and/or economy (max 250 words) |
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| --- | --- | --- |
| **Please identify the expected outcomes the project would deliver by completing the middle column. You do not need to be able to demonstrate against all of the outcomes, only those you determine relevant to your project and will capture following delivery. However the figures set out in the application form will need to be monitored and reported on for the lifetime of the project, as such please be as accurate as possible** | | |
| **Outcome** | **Amount project will achieve within one year of delivery (estimate)** | **Unit/Measure** |
| **Jobs created** |  | Number of FTE |
| **Jobs safeguarded** |  | Number of FTE |
| **Adoption of new to the firm technologies or processes** |  | Type and number of new technologies or processes |
| **Increasing productivity levels** |  | Percentage increase in productivity levels |
| **New enterprises created** |  | Number of enterprises |
| **Business growth** |  | Percentage increase in business growth |

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| **Please set out this project will contribute to net zero and nature recovery objectives, including the projects impact on natural assets and nature. You may wish to refer to the** [government’s 25 year environmental plan](https://www.gov.uk/government/publications/25-year-environment-plan/25-year-environment-plan-our-targets-at-a-glance)  **(max 200 words)** |
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**Section 4. Project costs and funding requirements**

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| --- | --- |
| **Total project cost** | **£** |
| **Grant funding requested** | **£** |
| **Business Contribution (at least £10,000)** | **£** |
| **Any other grant funding secured** | **£** |

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| **Please provide a break down of costs for the project including how you will provide the £10,000 contribution to the project and if funding has been or is attempting to be sought from other sources or grant funding?** |
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| **Please set out how you will ensure the long term sustainability of the project? This should include how you will manage the revenue funding associated with the project over the next 5 years.** |
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**Section 5. Permissions and licences**

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| --- | --- |
| **Will the project take place on rented / leased / tenanted land or premises?** |  |
| **If yes, have permissions been obtained?** |  |
| **Is planning permission required for the project? If ‘Yes’, please complete the table below** |  |

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| --- | --- |
| **Planning application Ref** |  |
| **Date of approval/expected date of approval** |  |

**Section 6. Timescale**

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| **Please set out the estimated project timeline** |  |
| **Please set out how will ensure the project is delivered and invoiced by the deadline of 31st March 2025** |  |

**Section 7. Declarations and signatures**

Please read the declarations and sign in the relevant space below, then complete the supporting documents checklist to ensure that you provide all of the information required to assess your application.

**Applicant's Declaration**

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| I confirm that, to the best of my knowledge and belief, all of the information contained in this application is true and correct and I accept full responsibility for it.  I understand that, should this application be successful, I will be required to supply additional information. If there is any change to the information I have provided, I will notify Braintree District Council.  I understand that any information I supply may be shared and used by public bodies and partners in connection with the Rural England Prosperity Fund and that I may be contacted from time to time, whether or not my application is successful.  I am aware of the conditions that apply to this application and have complied with them. I declare that I have read, understood and complied with all of the relevant guidance information relating to this grant scheme.  I understand that my business may be inspected and I agree to give access, cooperate and provide such assistance as is required.  I confirm that this request for grant funding is compliant with subsidy rules.  I understand that I will be required to display a plaque at the project site setting out the funding source.  I confirm that this project is not also benefiting from funding from the Farming in Protected Landscape programme, the Farming Investment Fund or the Platinum Jubilee Village Hall Improvement Grant Fund  I understand that if my application is successful, I will be required to enter into a grant funding agreement, and payment of any grant funding will be conditional on compliance with the terms of that agreement.  I recognise that it is my responsibility to obtain all necessary permissions from my landlord and in signing this application confirm that I have done so.  I understand this is for capital funding only and will be claimed in arrears  I understand that the project and money claimed must be completed by March 2025. Any projects completing after this time will not be eligible for funding  I understand that I will be required to provide monitoring data every 3months to the Council for two years after the completion of the project  I understand that I will be expected to take place in publicity activities lead by the Council on this project  I understand that any publicity regarding this project carried out either by the business or the council must follow the UKSPF branding and publicity guidance |

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| **Applicant Name** |  |
| **Applicant Signature** |  |
| **Date** |  |

BRAINTREE DISTRICT COUNCIL IS A DATA CONTROLLER FOR THE PURPOSES OF DATA PROTECTION LEGISLATION. ALL PERSONAL INFORMATION IS HELD AND PROCESSED IN ACCORDANCE WITH THIS. PLEASE REFER TO OUR PRIVACY NOTICES PUBLISHED ON OUR WEBSITE AT WWW.BRAINTREE.GOV.UK/PRIVACY FOR DETAILS. PLEASE CONTACT US IF YOU NEED THE PRIVACY NOTICE IN AN ALTERNATIVE FORMAT.

**Supporting Documents Checklist**

Where applicable, please submit the following documents with your completed application.

**Please note that we will not return any documents so please provide copies.**

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| **Document** | **Included** |
| Proof of business trading address |  |
| Appropriate consents and permissions:   * Copy of full planning permission if required * Tenancy agreement information (if applicable) * Environmental consents (if applicable) * Listed building consents (if applicable) * Any other licences or consents required for the project |  |
| Evidence that £10,000 funding contribution is available ie copy of business bank statement |  |
| Any additional information relevant to your proposal which are not currently mentioned which you would like to be considered. This includes photos or diagrams, business plans |  |