



GUIDELINES

Dorset Growth Hub – Capital Investment Grant

- As part of a Grant Scheme (The Dorset Business Growth Partnership) funded by European Regional Development Fund (ERDF) and run by The Dorset Growth Hub, funding may be available to assist your business with **capital asset purchases contributing to additional job creation, a new product/service offering or an improved operating process.**
- Small Capital Investment Grants are match funded by your organisation (1:1) up to a **maximum of £1,500 and a minimum of £1,000**. Eg: a minimum contribution of 50% of the total cost of the project is required from your organisation. So for example if the total project costs £3,000, your contribution would be £1,500.
- Larger Capital Investment Grants are match funded by your organisation (2:1) up to a **maximum of £4,000 and a minimum of £1,500**. Eg: a minimum contribution of 2/3 of the total cost of the project is required from your organisation. So for example if the total project costs £12,000, your contribution would be £8,000.
- Only one grant can be applied for and issued per business as part of the Dorset Business Growth Partnership Project. Other grants include Start-Up Grants and Digital Capability Grants.
- In order to be eligible you will have engaged with our programme and received a minimum of 3 hours support in the form of 1-2-1 diagnostic and information meeting, workshop, and/or seminar.
- You will need to be able to demonstrate that a grant will assist your business to grow in the next 6 months from an existing sustainable position. Growth can be demonstrated in a number of ways such as planned job creation, increase in turnover, introducing new products or services to market or improving business processes. You will be required to provide supporting financial information (see below).
- **Application is by Expression of Interest (EOI) only**, submitted via the Access to Finance Team (Dawn.Leader@dorsetgrowthhub.co.uk or Julian.Wright@dorsetgrowthhub.co.uk) and the business must have signed up as a participant of the Dorset Business Growth Partnership and received a minimum of 3 hours business support from the Dorset Growth Hub. **To demonstrate the businesses established trading position you should provide your latest management profit and loss account.**
- Businesses who have been trading for less than one year will not be eligible for a Capital Investment Grant. If trading as a Sole Trader, proof of trading with UTR (Unique Tax Reference) number and start date will be required. Please look at Start-Up Grants as an alternative if you do not fit these criteria.
- Applications (together with up to date management profit and loss account) will be forwarded to the Dorset Growth Hub team for assessment and then reviewed by a panel (usually held once a month). Applicants will be notified within 4-6 weeks as to whether or not the application has been successful. Grant monies will be paid on submission of relevant receipts unless otherwise agreed by Dorset Growth Hub with the applicant.

- Any claims for **project costs must be in the future** following the contractual signed agreement date. No retrospective claiming will be eligible.
- **Grants must be claimed in full within a three month agreement period and no later than 20th December 2019.** This starts from the contractual start date agreed by both parties.

The Capital Investment Grant can be used for:

- Additional acquisition of plant and machinery as long as title is held by the application
- Additional digital hardware
- Additional research equipment

Capital Investment must not be for replacement expenditure. The grant is looking to stimulate additional investment decisions.

The Capital Investment Grant cannot be used for:

- Depreciation
 - Repayment of debts
 - Gifts and donations
 - Land purchases
 - Internal transfers
 - Wage subsidy
 - Stock and consumables
 - General running costs of the business, **including replacement of plant and equipment**
 - Previously incurred expenses
 - Working capital
 - Vehicles and highly portable equipment
- We have kept this guidance and the application process as simple as possible and have not attempted to answer every question which might arise. Specific questions on what can be funded, the application process or anything else, can be addressed to an Access To Finance Specialist who will help you ensure your application is robust and ready to be submitted.
 - Please also note that some sectors are not eligible for support on this programme due to Central Government Legislation. These sectors include: *Fishery & Aquaculture, *Primary production, processing and marketing of agricultural products, *Coal, Steel and shipbuilding sectors, *Synthetic Fibres, *Generalised School Age Education, *Banking and Insurance Companies, * Nuclear related activity * Retail businesses and/or services such as restaurants (*please follow the link for full eligibility guidelines)

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/760264/ESIF-GN-1-003_ERDF_Eligibility_Guidance_v9.pdf

- Some Retail activities are also subject to ineligibility. Due to any ineligibility, we can only accept those who are eligible into our grant programme. If you require more information or are unsure if you are eligible for the support we offer, you can call us on 01202 607533 and a member of the Dorset Growth Hub team will be happy to help.
- To download EOI form please click the link on the Dorset Growth Hub website “Grants Tab” below these grant guidance notes. <https://www.dorsetgrowthhub.co.uk/grants/>
Please remember to also provide your latest management profit and loss account.