



1 What is the Elmbridge Start Up Fund?

The Fund is for a one off grant up to £1,000 towards start-up costs, which could include marketing costs, purchasing of equipment or anything that would help a business to start operating in Elmbridge

More information can be found at www.elmbridge.gov.uk/startups . Alternatively if you need any further guidance contact Organisational Development on 01372 474385 or business@elmbridge.gov.uk.

1.1 Can I apply?

The scheme is only open to businesses that are looking to set up within Elmbridge, or have set up in Elmbridge within the last 6 months.

1.2 How do I apply?

Applicants will need to provide a completed application.

Additional information required:

- Three quotes for each element being applied for.
- A business plan/proposal.
- Confirmation of landlord consent (if applicable)
- Confirmation of planning permission (if applicable)

To apply you will also need to be the registered rate payer. Internal checks will be taken to confirm this is the case. Your application will also be subject to other checks such as payment history, food hygiene and licensing as applicable.

1.3 What is eligible?

Anything that would help you launch your business or help in the first 6 months, such as marketing costs and purchase of equipment.

1.4 What is not eligible?

- Applications from businesses that have been operating for more than 6 months. If your business has been operating for more than 6 months, you may be eligible for our Elmbridge Civic Improvement Fund (www.elmbridge.gov.uk/business/ecif)
- Projects which require ongoing revenue costs.
- Any works that have commenced or have been completed before an offer of grant has been made.
- It may be determined that some projects or initiatives could be funded by other national grant schemes.

- Professional fees are excluded from the scope of the scheme e.g. planning fees, consultants
- Initiatives promoting a political party.
- Initiatives that conflict with existing Council policies and priorities.
- Applications for the purchase of stock.

2 What Happens Next?

You will receive an acknowledgement that we have received your application form. Your application will be assessed against our criteria and we will carry out checks on business rates and any other payment history.

Once we receive all the necessary information to process your application, the application and any additional information will be presented to the Council Management Board and you will be informed of the decision. **There is no right of appeal.**

3 When will the grant be paid?

Grants will only be made following:

- Confirmation of completion of the works.
- The submission of verifiable invoices.