
Elmbridge Start Up Fund

Guidance notes

These notes are intended to help applicants complete an application to the Elmbridge Start Up Fund. More information, including the application form, can be found at elmbridge.gov.uk/business/support-for-businesses/start-up-fund/.

Alternatively, if you need any further guidance then contact Organisational Development on 01372 474 216 or business@elmbridge.gov.uk.

Can I apply?

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

How do I apply?

Applicants will need to provide a completed and signed application form.

Additional information required:

- Three quotes for each element applied for.
- A business plan/proposal.
 - Your business plan must include an environmental sustainability section. Issues to consider are:
 - Environmental/resource impacts – describe the impact your business could potentially have on the environment.
 - Risks/constraints – list any risks/constraints to your business resulting from any environmental impacts.
 - Strategies – detail any strategies you will implement to minimise/mitigate your environmental impact and any risks to your business.
 - Action plan – list your key sustainability/environmental milestones and include the following details for each: sustainability milestone, target and target date.
- 12-month financial forecast.
- Confirmation of landlord consent (if applicable)
- Confirmation of planning permission (if applicable)



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.

What is not eligible?

- Applications from businesses that have been operating for more than 6 months.
- 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 such as planning fees or consultants.
- Initiatives promoting a political party.
- Initiatives that conflict with existing council policies and priorities.
- Applications for the purchase of stock.

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.

When will the grant be paid?

Grants will be paid in arrears following:

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

Where can I find start up advice?

The Enterprise M3 LEP Growth Hub is an information resource for businesses at all stages of development. Access expert support online at enterprisem3growthhub.co.uk/.

