



Crawley Borough Council
Greentech Business Growth Fund (GBGF)

FREQUENTLY ASKED QUESTIONS

1. Can we apply for a grant?

Greentech Business Grants are only available to small and medium sized enterprises (SMEs).

To apply for the 'Business Investment Grants' and 'Business Development Grants', businesses must be considered 'medium-sized' or smaller. That means having:

- Staff Headcount: 249 employees or fewer
AND EITHER
- Turnover: £44,274,500 (50,000,000€) or less
Or
- Balance sheet total: £38,076,070 (43,000,000€) or less

To apply for the 'Business Start-up Grants', businesses must be considered 'small-sized' or smaller. That means having:

- Staff Headcount: 49 employees or fewer
AND EITHER
- Turnover: £8,854,900 (10,000,000€) or less
- Or
- Balance sheet total: £8,854,900 (10,000,000€) or less

2. Our business is more than 25% owned by another business that is not an SME, can we apply for a grant?

No. The combined group would have to be considered and, in this case, would not qualify as an SME.

3. How do you define "Greentech"?

We define Greentech as the 'Low Carbon Environmental Goods & Services' sector, drawn from the report 'Low Carbon Environmental Goods and Services', BIS (now Department for Business & Trade), 2013. The full list of sectors is set out in Appendix A of the Guidance Notes.

4. Are enabling technologies or services eligible to apply for a grant?

Yes, provided there is no alternative funding for your specific technology or service, and you will need to demonstrate to the assessors' and Grant Panel's satisfaction the impact you will have on emissions and the net zero imperative.

5. Do the procurement thresholds apply to the total value of the spend or the value of the grant contribution towards the spend?

Procurement thresholds apply to the total value of whatever you are buying, regardless as to the source of the funds.

6. What can we use as match? Can we use another grant as match?

Match must be private funding, so cannot come from another public source (i.e. it cannot be a public funded grant), nor can it come from Hire-Purchase or similar arrangements as this does not provide full

evidence of expenditure. Eligible match-funding sources include loans, overdrafts, savings, and company funds. All eligible sources of funding must be secured and in place prior to the approval of GBGF grant.

Match funding must be clean, i.e. it cannot be matched anywhere else.

7. You are awarding the Business Investment Grants under Minimal Financial Assistance, but still want match. Why?

This is because we have limited available budget and are looking to maximise the impact of the funding on you and your business from the higher value grants. The inclusion of match for Business Investment Grants aims to ensure that higher value projects are realistic and deliverable. Reassurance that this is the case is shown by grant projects including a financial commitment from the applicant.

8. Do I need to cashflow the grant?

The grant will be paid in instalments as set out in section 4.i of the Guidance Notes. All grants have an initial payment of 50% at the commencement of the grant project. Your exact cashflow requirements will depend on your project and when you incur costs.

9. Can you explain what you mean by the earlier stages of value/supply chain?

We mean innovation and product/service development stages, including research & development, design, and manufacture associated with an original product, service, or other IP.

10. What counts as demonstrable evidence for each desirable criteria?

Evidence for each relevant criteria is likely to vary between applicants and should be based on what you already have. For example, evidence for professional expertise within the business could include relevant accreditations or qualifications held by the business or the team; evidence of track record in business innovation and growth / tech development could include details of previous products developed and launched, whether or not these are Greentech. The evidence needs to demonstrate to the assessors and Grant Panel that you meet the criteria you are claiming to. The Grant Panel may request copies of evidence to support the claims made in your application as part of the due diligence process.

11. My business has had a grant or subsidy before, can I apply?

Yes, provided you have not received more than £315,000 of subsidy under the Minimal Financial Assistance exemption over the current and previous two financial years.

12. My business is less than a year old, can I apply for a Business Development Grant?

Yes. If your project exceeds the £10,000 maximum for a Business Start-up Grant, you can apply for a Business Development Grant or a Business Investment Grant, depending on the value of your project.

13. How much support can I get from the business advisor team?

Business advisors will be able to support you in the drafting of your application, answering questions and providing advice. They will be able to make suggestions on your application and advise on completeness, but they will not be able to write the application for you.

14. What does monitoring process look like?

The monitoring process will involve simple quarterly reports on progress of both project and spend, supported by evidence of expenditure and procurement (if required) as described in the Guidance Notes, as well as FTE jobs created and/or safeguarded as a result of approved projects. Business advisors will receive your monitoring reports and review the evidence and provide reports back to Crawley Borough Council.

There will also be ongoing monitoring beyond the end of the grant, with quarterly impact monitoring through to March 2026.

15. Can the Council clawback the grant? If so, for what reasons?

Yes. The reasons for clawback will be clearly set out in the Grant Agreement with the Council, however reasons for clawback would include not delivering the project or spending the grant as agreed, failure to adequately evidence that the grant has been spent, failure to follow the procurement requirements for the grant, breach of UK Subsidy Control requirements, failure to remain in Crawley for five years following the grant award, etc.

16. How long can projects last? Is there a minimum project length?

Maximum project lengths are as follows:

- Business Start-up Grant – 1 year
- Business Development Grant – 2 years
- Business Investment Grant – up to 3 years (must be complete by March 2026)

No minimum project length has been set; however the length of a project should be proportionate to what the project is seeking to achieve.

17. What are the differences between Round 1 and Round 2?

The two rounds are broadly the same. Round 2 will operate as a rolling call which will remain open for applications until January 2024 or until all the funding is allocated. There will be three cut off dates for assessment windows at the end of September and November 2023 and January 2024.

18. If my application is unsuccessful, can I reapply?

Yes. You should carefully review and consider the feedback you have received to ensure that any resubmission has a higher change of success. The Grant Panel and Assessors reserve the right not to review a resubmission that is substantially unchanged in respect of addressing the feedback provided on the original submission.

19. The grant application form is the same whichever type of grant we are applying for, do we need to make the same effort for a £10,000 grant as for a £175,000 grant?

The application form includes maximum character limits for each section. How much of them you choose to use is down to you, and we would anticipate that requests for higher grant values will involve more complexity and hence require a higher level of detail and content. However, earlier stage applications may reflect business ideas and innovations that are more speculative and therefore more

detail and content may be needed to validate the proposed project. The key is the content and the extent to which it supports the case for funding, rather than the character count.

Please note that this is a competitive process, and your grant will be considered by the Grant Panel against the other applications received, you should therefore ensure that your application provides sufficient detail for the Panel to make an informed decision. The Grant Panel will only approve grant application that they deem to be of sufficient quality and to deliver sufficient impact.

20. Can we provide any additional material to be considered?

No, you should only provide the evidence and documents which have been requested. Additional attachments which have not been requested will not be considered. Some applicants may wish to include links in their application to other websites; this is permissible however we cannot guarantee that an assessor or panel member will have the time to review the content. Applications must stand alone based on the content included, links can provide supporting background but cannot be relied upon as part of the answer.

21. Can we submit our application or supporting documents outside of the portal?

No. Only application submitted through the portal will be considered. We therefore recommend that you do not leave your submission to the last minute on a cutoff date, just in case you have IT issues, if you want to ensure that it is reviewed in that window.

22. How will you manage potential conflict of interests of interest in the assessment process, for example if a business advisor has supported an application?

We take conflicts of interest very seriously and will maintain a conflicts of interest register. No business advisor who has supported an applicant with an application will be involved in the assessment of that application.

23. Can I apply for more than one grant? Can I progress from one to another?

A business can only receive award one at a time but can apply for more than one provided they are not in receipt of two grants at the same time. A business can progress from one grant tier to another, but as the object of the grant scheme is to grow the sector, our preference is to fund as many businesses as possible. We will therefore prioritise businesses which have not previously received a Greentech Business Growth Fund grant.

24. The Guidance Notes as published at the start of August set out the weightings for each question, but these only add up to 95%, can you please confirm.

The second question, Low carbon / net-zero imperative should be weighted at 15%. The Guidance Notes have been reissued alongside these FAQs to reflect that.

25. Our project will cost more than the maximum grant value (for Business Start-up Grants or Business Development Grants) or above the value of grant plus match for the Business Investment Grants, are we able to top up the grant award without our own cash?

Business Start-up Grants – Business Start-up Grants are only for businesses which are less than 12 months old. However, if your business is less than 12 months old but you want a grant of more than £10,000, then you can apply for a Business Development or Business Investment Grant.

Business Development Grants – yes, if your project costs just over the £50,000 threshold you can top up with your own funding.

Business Investment Grants – yes, this will just be counted as additional match.

26. Does the ineligible professional fees category include things like Intellectual Property protection and copyright?

No, where these costs are not standard ongoing operating costs and are incurred in respect of the innovation that is the subject of the grant application then they would be eligible.

27. Software is an eligible item of expenditure, does this include software on subscription?

Yes, provided that the cost can be capitalised and that the value claimed is only that element which relates to the funded project, e.g. a six-month project could only claim half of a 12-month subscription.

28. Are development costs eligible? For example, where a prototype is needed for proof of concept?

Yes, subcontracted costs relating to the creation of a prototype would be eligible. Internal staff costs relating to the creation of a prototype would not be eligible.

29. What evidence do I need to provide to demonstrate that I am planning to move to Crawley?

Evidence will be required before the grant can be awarded to demonstrate that you are already planning a move to Crawley. Adequate evidence to demonstrate this could include a Heads of Terms signed with a landlord; a signed tenancy agreement or agreement in principle relating to premises within the Crawley area, etc. Failure by an applicant to meet this requirement and move to Crawley will lead to termination of the grant and clawback.

30. I have not yet moved to Crawley, but am planning to, can I still apply for the grant?

Yes. Applicants planning to move to Crawley but who have yet to agree Heads of Terms or similar may still apply, but final decisions on their application will be deferred until a signed Heads of Terms, or similar, is in place.