

Crawley Small Business Grant Scheme – Factsheet

The Small Business Grants Scheme is available for Crawley based businesses needing start up funds or established businesses looking to grow, improve and expand, or create new employment.

Grants are on offer to small businesses who are eligible. Please check below whether or not you are eligible to receive the grant and if your project likely to qualify for it.

The grant scheme is available until the funding pot available has run out. The maximum grant amount that you can apply for is £4000.

Basic eligibility criteria:

- The business has less than 50 employees
- The business is located in Crawley
- The maximum grant value applied for is £4,000
- The business can match fund at least 50% of the total project proposal value
- The business or associated company people have not submitted and been awarded a small business grant within the current financial year
- Re-applications from any previously awarded business or associated company people of the small business grant, in any funding year, will only be considered by exception and if able demonstrate significant business growth, progress, employment creation or added social value from its operations. Re-applications will need to demonstrate and evidence impact and outcomes from any previously awarded small business grant.
- You are aware of and do not breach any State Aid rules by receiving the grant

Grants offered are subject to terms and conditions and a state aid declaration.

State Aid

The State Aid Declaration is to confirm whether any other 'De Minimis State Aid' grant has been received by the business, and to confirm that the award of the grant does not exceed €200,000 under the De Minimis Regulations.

State aid is generally prohibited by European Community rules. However, there are exceptions to this, and some financial aid is allowed under the 'de minimis' rules if the total amount of funding received by an organisation does not cumulatively exceed €200,000 over a three year period.

Any assistance you have received or are due to receive from a public body may be a de minimis state aid. This could be any aid, grant or support from central, regional, devolved governments or agencies or a local council. See further [guidance](#) or information on <https://www.gov.uk/guidance/state-aid>.

Which type of Project Proposals will be considered?

Our aim is to support small businesses in Crawley to start up, grow and expand or create new jobs. The grants can be used for a range of proposals supporting these objectives in a variety of ways, such as, but not limited to:

- Help with start up funds
- Investment in new equipment
- Product development
- Premises fit out

- Marketing and advertising activities
- Creating an online and social media presence
- Specialist research, consultancy and training

Reasons for refusal of proposals could be, but again not limited to:

- Doesn't meet the basic eligibility criteria
- Quality of proposal
- Unclear timescale and project delivery
- Lack of match funding
- Unclear benefit or expected achievements of proposal
- Matters arising through due diligence process
- Does not match the purpose of the grants fund

How do Small Businesses apply?

You can find out how to apply on our website or by contacting us via phone or email. If you are eligible, you will need to complete an application form which you can obtain from our website. A due diligence and evaluation process will be undertaken on applications submitted.

Ensure to complete all the relevant sections of the application form and to submit all the required supporting information and documentation. Please note that incomplete or insufficiently detailed applications will not be accepted and progressed for evaluation.

Information and detail required in the application process includes:

- About the business: details about the business' registrations, location and operations and its company representatives, this section requires supporting documentation on accounts, tax returns and accounts
- About the proposal: detailed outline of the proposal, including research, product details, timescales for delivery and expected outcomes e.g. business growth or employment generation and any wider benefits for Crawley
- About the finances: details about grant value and match funding requirement, overall cost outline for the proposal, profitability and cash flow position of the business; details about any other funding sources or previous small business grant awarded, this section requires supporting documentation on accounts and cost quotations

Find out how to apply and application form on:

Web: www.crawley.gov.uk/smallbusinessgrants

Email: economic.development@crawley.gov.uk

Tel: 01293 438519

When Do I Receive Payment?

The grant scheme is a rolling programme and applications are evaluated by a grant officer group and considered for award by a grants panel on a monthly basis. If your application passes the evaluation and project proposal is successfully awarded, then grant will be paid into your business bank account via BACS, subject to signed terms and conditions and a state aid declaration.