**Funded by
UK Government**

# Rural Business Support Capital Grants £5k-£40K

# Rural England Prosperity Fund
# 2024/25

# Grant Guidance Document

The UK Shared Prosperity Fund (UKSPF) and Rural England Prosperity Fund (REPF) provides funding for local investment until March 2025 as part of UK government's Levelling Up agenda. Government's ambition is that UKSPF is used to support initiatives which will improve local pride in place, increase life chances, help spread and create opportunity, and foster a sense of community and belonging.

The Council has allocated an amount of REPF to support projects aligned with government's priorities and Rushcliffe's Corporate Priorities, with a focus on:
Sustainable Growth and The Environment.

Rushcliffe
Borough Council

POWERED BY
LEVELLING
—— UP ——

**GRANT FUNDING AVAILABLE:**

The Council has allocated a sum of REPF to support grant-funded projects. Grants of between **£5k and £40k** are available to fund capital projects meeting the following criteria:

1. Small scale investment in micro and small enterprises in rural areas including funding for net zero infrastructure for rural businesses and diversification of farm businesses outside of agriculture
2. Funding for growing the local social economy and supporting innovation.
3. Funding for the development and promotion (both trade and consumer) of the visitor economy, such as: local attractions, trails, tourism products more generally

**ELIGIBILITY:**

- Projects must take place solely in the Borough of Rushcliffe. Most of Rushcliffe is classed as rural apart from the West Bridgford area. See appendix A for map of eligible areas.
- Funding is for micro and small businesses only.
- Businesses must be able to spend their grant allocation by **no later than 31 March 2025**.
- Funding will not be available before 2 April 2024. Grants cannot be used for money already spent before this date.
- Funding must not be used to replace existing funding sources. Funding must enable activity to take place that would not otherwise happen, or to increase the scope, scale or intensity of activity.
- Projects will not be eligible for **capital grants** in this funding round if they were successful in 2023/24. Businesses may be eligible as long as funding is sought for a different project.
- Projects which have already received funding from one of the following DEFRA schemes **are not** eligible for **REPF**:

    - The Farming in Protected Landscapes Programme

    - The Farming Investment Fund

    - The Platinum Jubilee Village Hall Improvement Grant Fund

**IMPORTANT INFORMATION:**

**Match Funding:**

- The business requesting the grant must be able to demonstrate the ability to fund 60% of the total project cost – the grant will fund 40% of a project up to a maximum of £40,000. For example:
    - If your total project value = £12,500  60% match = £7,500    40% grant = £5,000
    - If your total project value = £100,000  60% match = £60,000  40% grant = £40,000
- Applicants will be required to detail their proposed match funding in their application and provide most recent  accounts (audited if this is a requirement for your business).

**Payment of Grants:**

- Payment of grants will generally be by a single payment on completion of the project, with the Council requiring copies of receipted invoices and evidence of project delivery before the payment is released.
- To help with cash-flow the grant may be paid in two or three stages, again subject to the Council being provided with copies of receipted invoices and evidence of project delivery, before each stage payment is released.

| | Example Projects |
|---|---|
| 1. Small scale investment in micro and small enterprises in rural areas including funding for net zero infrastructure for rural businesses and diversification of farm businesses outside of agriculture | • Creation and expansion of rural leisure and tourism businesses. For example:<br>　o creating event venues or farm tourism facilities such as accommodation, wedding venues and leisure facilities<br>　o provision of facilities for pet and equines such as kennels, livery and pet health venues<br>• Purchase of equipment for food processing for non-farmer-owned businesses. For example:<br>　o purchasing new process and packaging machinery such as brewing equipment and onsite vending machines<br>　o equipping development kitchens, or modernising existing kitchen equipment for increased energy efficiency or increased productivity through automation<br>• Funding for resilience infrastructure and nature-based solutions that protect local businesses and community areas from natural hazards including flooding and coastal erosion. |
| 2. Funding for growing the local social economy and supporting innovation. | • Creation of multi functional rural business hubs providing shared workspace and networking opportunities for rural businesses. For example:<br>　o flexible access to commercial kitchens<br>　o co-working spaces<br>　o business infrastructure such as broadband and electric vehicle (EV) charging points<br>• Establishment of rural community businesses, for example:<br>　o community-owned shops (for example provision of premises)<br>　o equipment to support the showcasing of local food and drink products such as regional information display boards |
| 3. Funding for the development and promotion (both trade and consumer) of the visitor economy, such as: local attractions, trails, tourism products more generally | • Development of local visitor trails and infrastructure to support this, such as: information boards and visitor centres<br>• Grants to develop local tourist attractions.<br>• Development of local visitor experiences based on the local offer |

**PROJECT OUTPUTS AND OUTCOMES:**

Projects must achieve a minimum of one output or outcome from the list below. An output is what the project delivers or achieves. An outcome is the impact of a project being successful.

| Outputs | Outcomes |
|---|---|
| 1. Number of Tourism, Culture or heritage assets created or improved | 1. Jobs created |
| 2. Number and m2 of commercial buildings developed or improved | 2. Jobs safeguarded |
| 3. Number of people reached | 3. Increased footfall |
| 4. Number of local events or activities supported | 4. Increased visitor numbers |
| 5. Amount of low or zero carbon energy infrastructure installed | 5. Increase in visitor spending |
| 6. Number of decarbonisation plans developed | 6. Increased amount of low or zero carbon energy infrastructure installed |
|  | 7. Number of businesses adopting new to the firm technologies or processes |
|  | 8. Number of premises with improved digital connectivity |
|  | 9. Number of businesses introducing new products to the firm |
|  | 10. Number of new to market products |
|  | 11. Number of businesses with improved productivity |
|  |  |
|  |  |

**ASSESSMENT:**

Successful applications will need to demonstrate:
- Alignment with one of the criteria listed above.
- Ability to deliver specific outputs and outcomes, listed above.
- Need - How will this grant funding facilitate the delivery of activity that wouldn't have been possible otherwise?
- Deliverability - How will the work be delivered, reliably, accountably and within the required timeframe?
- Match funding - including evidence / confirmation that this is secured.
- Compliant procurement (purchases over £2500 must seek 3 quotes)
- Subsidy control compliance (more detail included in the application form)
- Relevant permissions are in place e.g. planning, building control, listed building consent, landowner/landlord consent.
- That the applicant has consulted and worked with other stakeholders as required

**HOW TO APPLY:**

To apply for funding, applicants must first contact Rushcliffe Borough Council at ukspfenquiries@rushcliffe.gov.uk providing the following details:

- Brief outline of project and location.
- Total value of project.
- Value of grant requested.
- Project timescale - estimated start and end dates.

The Council will respond to discuss a grant application in more detail and to provide a formal invitation to apply to prospective applicants with eligible applications. The invitation to bid does not imply that an application will receive funding but that, based on the information available, it is eligible for funding.

**Applications submitted without engaging in the pre-application process will not be accepted.**

**TIMELINE:**

- Applications accepted: 10 November 2023 – 19 January 2024 (17:00)
- Successful applicants notified: 6 March 2024
- Project ready to begin: 2 April 2024
- Project complete (all spending, delivery and reporting): 31 March 2025

**Data Protection Privacy Notice**

The personal information you provide will only be used by Rushcliffe Borough Council, the Data Controller, in accordance with UK General Data Protection Regulation/ Data Protection Act 2018 to:

process your application, query or to provide a service that you are requesting
**or**
undertake a statutory function (also known as a 'public task')

Your personal information will not be shared with any third party, other than our data processor (put the supplier's name).

Your personal data will be kept in accordance with the Council's retention policy and schedule. Details of which can be found on the Council's website at http://www.rushcliffe.gov.uk/retention_schedule/

In accordance with UK GDPR you have a right to:

- have a copy of the personal information that we hold about you. Details of how to obtain this are available at
  https://www.rushcliffe.gov.uk/aboutus/aboutthecouncil/freedomofinformation/#rightofaccess
- Request that your personal data be corrected or completed.
- Complain to the Information Commissioner if you feel that your information is not being handled appropriately (https://ico.org.uk/)

You may also have a right to:

- have your personal data transferred (data portability)
- prevent automated processing and profiling
- erasure (also known as the right to be forgotten)
- restrict processing
- object to processing

Your data protection rights are not absolute and in most cases are subject to the Council demonstrating compliance with other statutory legislation. For further information see http://www.rushcliffe.gov.uk/privacy/

For further details about how your personal information may be used or about your rights under data protection legislation, please contact the Council's Data Protection Officer -

- By post: Data Protection Officer, Rushcliffe Borough Council, Rushcliffe Arena, Rugby Road, West Bridgford, Nottingham, NG2 7YG
- By email: customerservices@rushcliffe.gov.uk
- By Telephone: 0115 981 9911