



# Grant workshop

# Schedule and plan for today

- 09:00 Welcome and introductions
- 09:20 Paperwork for the grant assessment
- 09:30 AIM for GOLD grant timings, operation and setup
- 10:30 Coffee and networking break
- 10:50 Assessor approach to grant review and necessary materials
- 11:10 Coworking to start your grant applications
- 11:45 Wrap up and any final questions
- 12:00 Close

# Welcome and introductions

# Introduction to Edale

- Caring for financial and business assets
- Work with investment firms, private clients, entrepreneurs, public authorities, business leaders and builders
- 100% privately owned. Total independence



Travelled  
648,221km



27  
Countries



92  
Cities



Advise  
you



Financial  
advice



Investment  
services



Enterprise  
acceleration



Creative  
design

Investment services:



Business advisory:



# Reason for today

- It can be a real hassle completing the necessary paperwork
- getting the right ticks in the right boxes
- Don't be daunted – we know the answers to the questions
- We judge, appraise, due diligent and support SMEs through financing
- We aim to made it as simple as possible

# Quantum leap

- Investing a little of your time now to help speed up the whole process
- Start your application today with some guidance
- You can quickly secure your growth finance to support your growth potential

# Paperwork for the grant

Grant forms are downloadable at this link

Download all forms from [www.edale.co/A4G](http://www.edale.co/A4G)



# Attachments needed for the grant

1. Business Registration and Declaration Form A4G-001
2. Business Diagnostic Strategy & Expression of Interest Form A4G-003B
3. 0-12 or 24-months cash flow forecast
4. 0-12 or 24-months Income and Expenditure Statement (Profit/Loss)
5. Specification for planned expenditure
6. If project costs are under £24,999 - 3 Quotes submitted if available
7. If less than 3 quotes - Single Tender/ 2 Tenders Justification Form
8. Completed high or low procurement template includes conflict of interest
9. Current bank statements (last 2 months) if not submitted with Expression of Interest Form
10. Evidence of business match funding contribution

# AIM for GOLD grant details

## Essential details

- Tier 1 grants upto £5000
- Tier 2 grants upto £5001 to £50000
- Grants of up to £50,000 can be used for Capital purchases (30% match funding)
- Revenue grants (50% match funding)
- aimed at building and producing stability, with an option for growth in the medium to long term.

# Tier 1 grant process



# Key considerations

- Buying machinery on a long lead time, it needs to be in situ asap to allow payment of the grant
- There is 90 days from the grant approval, in exceptional circumstances can be extended
- AIM for GOLD programme has a hard stop date of March 2023

# What you can use as match funding

You can use any of the following as match funding:

- retained profits
- Government Bounce Back loan
- COVID-19 related government grants
- bank loan
- director savings
- innovate UK grant
- any other non-EU government grant

Tell us where the match funds are coming from and give evidence.

# How much grant funding you can apply for?

The fund will provide up to 30% toward your business assets investment.

The fund will provide up to 30% toward your business revenue investment.

Accepting applications for grants of between £1,000 and £50,000 (capital or revenue).

These grants are for businesses that have identified or secured funds to invest in their own business growth and are able to evidence that they have the 70% match necessary to obtain an a grant.

# What you can use the grant for?

You can use the grant for the following:

- to pay for equipment and machinery
- consultancy services
- new IT systems or IT system upgrades
- to move all or part of your business online
- website improvements or launches
- Leadership and management development (short term courses)



# What the grant can't be used for

The grant cannot be used for:

- staff salaries
- backdated expenses like repaying loans
- paying existing sub-contractors
- building or construction costs
- premises rental
- other general running costs like purchasing materials or stock
- paying VAT

# Using the grant for a live project + already have a supplier

Grants will only be awarded to qualifying businesses where they've got quotes for the product or service but have not yet engaged them for the work.

Expenses incurred before you've received a grant agreement signed by us cannot be claimed against the fund

# Getting quotes for each item you want to spend

Three quotes for items.

Advertise for quotes from <https://www.finditintheblackcountry.co.uk/opportunities>

We'll ask you to state each planned item of expenditure in the application form. If your application is approved, the information will be used to match against the invoices that we receive from you with your claim.

For services and building software you also need to advertise these opportunities on your website.

# Sample of searching for quotations

The screenshot shows a web browser window with the URL 'finditinthelblackcountry...'. The page displays two job listings, each with a 'Find it in TheBlackCountry' logo on the left and a title on the right. The first listing is titled 'Crestwood Environmental Ltd are seeking quotations for NTi Class 1 XL2 Sound Level and Vibration Analyze'. The second listing is titled 'Crestwood Environmental Ltd are seeking quotations for CadnaA'. Both listings include a 'Description' section, a 'Location' of 'WV1 1RT', a 'Value' of 'Value hidden', a 'Closing Date' of '29/07/2022 00:00', and are 'Posted By' 'City of Wolverhampton Council'. Each listing has a 'Read more' button below it.

**Crestwood Environmental Ltd are seeking quotations for NTi Class 1 XL2 Sound Level and Vibration Analyze**

**Description** Crestwood Environmental Ltd through the ERDF AIM for GOLD project are seeking quotations for NTi Class 1 XL2 Sound Level and Vibration Analyzer Applicants are required to submit quotations which addresses the specification. All quotes will be scored against an assessment criteria, which...

**Location** WV1 1RT

**Value** Value hidden

**Closing Date** 29/07/2022 00:00

**Posted By** City of Wolverhampton Council

[Read more](#)

**Crestwood Environmental Ltd are seeking quotations for CadnaA**

**Description** Crestwood Environmental Ltd through the ERDF AIM for GOLD project are seeking quotations for CadnaA Applicants are required to submit quotations which addresses the attached specification. All quotes will be scored against an assessment criteria, which will consist of the following: ...

**Location** WV1 1RT

**Value** Value hidden

**Closing Date** 29/07/2022 00:00

**Posted By** City of Wolverhampton Council

[Read more](#)

# Advertising to receive a quotation

The screenshot shows a web browser window with the URL 'finditintheblackcountry...'. The page header includes the logo 'Find it in the Black Country' and a user profile 'Lawrie Chandler'. A navigation menu lists 'Home', 'Opportunities', 'Find Suppliers', 'News', 'Events', 'Contact us', 'Advertising', 'Marketplace', and 'Birmingham 2022'. The main heading is 'Post an Opportunity', with two buttons: 'Find an opportunity' and 'Post an opportunity'. Below this is a paragraph explaining the purpose of the section: 'This area of the site enables you to post your business opportunities. An opportunity should be a contract (either one-off or ongoing) or a request for a product or service. Please do not use this section of the website to try and promote your company as it will not be published. Posting your opportunity here will inform fellow members, in a specified sector, of what you need, so that they can provide expressions of interest, quotations or estimates. Opportunities are posted by sector and email alerts will be sent to relevant suppliers.' A progress bar with six steps is shown: 1. Basic Information (highlighted), 2. Sectors, 3. Refine Your Opportunity, 4. Pre-screening questions, 5. Attachments, and 6. Save Form. The 'Step 1 - Basic Information' section contains a form with a 'Title' field and a 'Description' field with a rich text editor toolbar. A 'Privacy Policy' icon is visible in the bottom right corner of the form area.

# Evidence you provide to prove you've spent the grant

Evidence you have to provide to prove you have spent the grant

We will ask you to give us evidence for all the eligible expenditure.

This can be in the form of bank statements and bank account records. They must show that the grant has left your account and that the outgoings match those that were listed in your grant application.

If you're using the grant to purchase equipment can provide a product serial number and a picture of the item in situ.

# Applications that are sent in without the supporting info

The application form asks for information so that we can undertake due diligence and make sure public money is being used responsibly.

Due diligence is an appraisal of a business to establish its assets, liabilities and assess its commercial potential. It will also assess eligibility for the grant fund

We will not consider your application if the requested information is missing or incomplete.

# When is the grant paid

Once you have signed and returned your grant offer letter and we have confirmed receipt, you can make your purchases.

The grant is paid retrospectively once you have submitted evidence that the funds have left your account and supplied related invoices and information for the asset register. Where applicable we'll confirm approval and refer your invoices for payment.

You'll receive a single payment for the whole grant sum. It will not be paid in stages. These are paid at the end of the contract term or the project end date, which ever is soonest.

The payment terms will be explained to you and detailed in your grant agreement.



# What happens after you submit your application form

Once we receive your application form, we'll check that you've given us all of the supporting evidence needed. We'll contact you if anything is missing or incomplete. This could be things like not answering the de minimis declaration, or if you haven't signed the application.

Completed applications will then be subject to internal due diligence tests.

Applications that pass the due diligence review will then be referred to the grant panel for decision.

We will tell you the outcome and if you're successful we'll send a grant agreement for you to sign and return.

# Coffee + networking break

# Grant assessments

# Criteria the assessor will judge

Does the growth/resilience opportunity fit with the aims of the A4G project?

Would there be a quantifiable difference in business performance?

Are there any new products/services being created?

Are the benefits and outcomes of the business growth/resilience plan realistic? (eg turnover increase, staff increase, new products developed)

Are there any sustainability benefits?

The financial assessment will review how they will fund the balance of the cost, their financial performance and projected growth.

Suitable procurement, have they followed the procurement process and received three quotes for each item?

What are the key project milestones and risks?

# Skilled job creation

## Job creation:

- Create low value jobs (up to £19,047 salary – 5 points)
- Create medium value jobs (19,048 to £24,999 – 10 points)
- Create high value jobs (£25,000 salary plus - 15 points)

# Deliverables that are reportable

Grant

Match

Employment increase or safeguarding

New products or services to the firm

New businesses

Evidence is critical.. there are template forms

# Rules

- Only reimburse defrayed expenditure after the date of the grant offer letter
- Procurement rules - three quotes are required
- Evidence is key

# Reasons that applications are unsuccessful

- Competitive process so not set template
- Length - goldilocks - “just enough”
- Obtuse vs clear/simple. Avoid technical language
- Quality
  - Take your time
  - Use the checklists
  - Be consistent
- Complete everything
  - If there is a blank box could N/A be appropriate
- Do not assume prior knowledge
- Read the questions and answer the question



# Quotes and supplier offers (1)

For procurement of £1 to £24,999.99 3 Quotes are required and the business must sign a Conflict of Interest Form to confirm that there is no connection or relationship between the business, its directors and/or senior managers and the chosen supplier.

Procurement above £24,999.99 (grant + match funding), for Services or Works the business must submit the specification for goods/services or works so that it can be checked for compliance with ERDF rules. If it is suitable, the AIM for GOLD Project Management Team will place an advert on the [www.finditintheblackcountry.org](http://www.finditintheblackcountry.org) procurement portal website for 10 days. The business must keep a written record of every company/organisation that makes an enquiry about the opportunity and all quotes that are received in the 10-day period. The tenders/quotes must be assessed using the standard template that is provided by the A4G Team.

Procurement above £24,999.99 (grant + match funding), for Supplies the business must submit the specification for goods/services or works so that it can be checked for compliance with ERDF rules. If it is suitable, 3 like for like Quotations must be supplied. If 3 quotes cannot be supplied, the AIM for GOLD Project Management Team will place an advert on the [www.finditintheblackcountry.org](http://www.finditintheblackcountry.org) procurement portal website for 10 days. The business must keep a written record of every company/organisation that makes an enquiry about the opportunity and all quotes that are received in the 10-day period. In all cases, the tenders/quotes must be assessed using the standard template that is provided by the A4G Team.

## Quotes and supplier offers (2)

The business is not obliged to accept the lowest quotation received, but a written explanation of the rationale behind any such decision is required which demonstrates the supplier's experience and/or value for money. Objective reasons must be given for selecting the preferred tender/quote and for rejecting others.

For procurements over £24,999.99, If at the end of the 10-day advertising period there are less than 3 quotes or no quotes at all, the AIM for GOLD Project Management Team must be informed immediately to discuss the next steps. This will include the following: If you do not receive any quotes or less than 3 quotes at the end of the 10-day advertising period on [www.finditintheblackcountry.com](http://www.finditintheblackcountry.com), you can approach any known suppliers. If as a result of this less than 3 quotes are received, then you must complete the "Single Tender/Two Tenders Justification Form".

The evidence that you need to provide for all procurement is: Copies of all quotations and screen shots or copies of the advertised opportunities taken from the portal(s) used, together with details of the specification, assessment criteria used for each purchase and how the successful bidder was selected, and others were rejected (the standard A4G ERDF procurement template scoresheet must be used). All reasons for acceptance and rejection must be objective. Where applicable, the Single Tender Justification Form.

# Coworking on grant forms

Today's plan is to give you help to:

1. completing the application form
2. preparing a cashflow forecast and a business plan
3. plus general advice

# Amounts

	Total Project Value	Business Contribution	Requested Grant	
TOTAL Project Value Ex. VAT				
Capital Costs Ex. VAT				@30%
Revenue Costs Ex. VAT				@50%
Additionality Ex. VAT amount (if the project value exceeds £166,666.67)				
Total Ex. VAT				

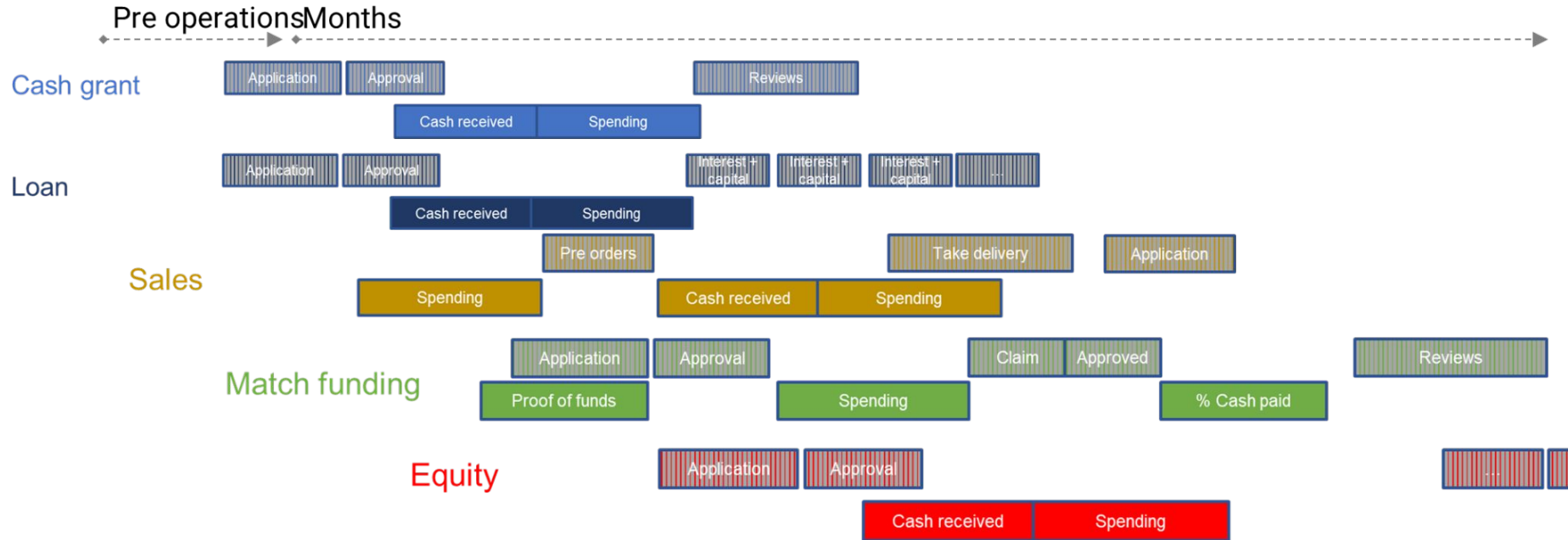
# Job creation and safeguarding

Job title	Qualification / skills required	Annual salary or weekly wage	Expected start date	Hours per week	contract length	Created or safeguarded
						Select ▼
						Select ▼
						Select ▼
						Select ▼

# Claim details

Revenue Expenditure (please list)	Amount £	Capital Expenditure (please list)	Amount £
<b>A</b> Total ex VAT £		Total ex VAT £	
Total revenue cost			
A4G Revenue Grant Aid requested			
<b>B</b> Total £		Total £	
Revenue match funding confirmed from any separate source – please list source	Amount £	Capital match funding confirmed from any separate source – please list source	Amount £
<b>C</b> Total £		Total £	
Grand Total £ (A + B + C)		Grand Total £ (A + B + C)	

# Funding form and timing matrix





# Some ideas for things to consider in your business

- Investment in plant, machinery and equipment
- New capital items such as 3-D printers, immersive technology and AI
- Digital design and data analytical capability for inventory and supply chain management
- Software and/or licence costs relating to the above
- Actions to accelerate the adoption of cleantech and to build back greener, e.g. development of EV charging infrastructure, energy systems renewal/replacement
- EPOS systems- Electronic Point of Sale digital systems
- Staff training and reskilling (additional to any statutory training that is a legal requirement of that sector) for existing and new recruits
- Specialist consultancy that supports delivery of priorities — i.e. procured external consultancy/training expertise

# Benefits of a business plan

A business plan helps the grant panel to understand more about your company, its aspirations and how the grant will contribute to the growth of your business.

It gives context for the other supporting information such as the business accounts and can give the panel more information to base their decision on.

Applications with a good business plan and supporting information are more likely to get a quick decision on their grant application.

# Benefit from using a asset register for “Capital Goods”

Asset register includes:

- Asset name and description
- Serial or identification number
- Location of the asset (including post code)
- Purchase price (E) (net recoverable VAT)
- Date of acquisition
- Approved Use of Asset
- Legal Registered Owner of Asset
- Method of Depreciation
- Date of Depreciation

# Close

Thanks for your attendance