**Havant Business Support Grant Scheme**

**Criteria and Guidance Notes for Applicants**

**Grant Overview**

Havant Borough Council has secured funding through the UK Shared Prosperity Fund from central government and have launched the Havant Business Support Grant. The scheme aims to support startups and existing small enterprises within the Havant borough by breaking down the barriers to starting and growth by supporting costs such as, but not limited to, sales and marketing and exploring new markets and products. We welcome applications from all sectors, including companies looking to explore growth in the green economy.

Grant support is available, with a maximum of £4,000 awarded, for up to 50% match funding contributed by the employer. Businesses will need to demonstrate that they can provide the total spend upfront to receive grant payment.

If you have an idea that you would like to develop or discuss with us before applying, any queries regarding any element of this grant beforehand, or would like to access free business support advice, please email the Havant Business Support Grant manager at [Economic\_Development@havant.gov.uk](mailto:Economic_Development@havant.gov.uk) .

The grant scheme will launch on **Friday, 1st August 2025 and will be open for application until Sunday, 31st August 2025.**

**Privacy Statement**

In submitting this form, you agree to your details being used for the purposes of administering this grant funding application. The information will not be used for any other purpose. You have a number of rights on how your data is used, including the right to object. For more information on how your personal information is used please see our [[privacy notice](https://www.havant.gov.uk/service-privacy-notices).](https://www.easthants.gov.uk/privacy-policy)

**Application Process & Claim Overview**

**Application Flow Chart**

The diagram below maps out the application process through to successful funding and project delivery.

**Application form** - Complete the online application with FULL supporting documentation. Incomplete applications will be rejected. Ensure the application is submitted before the **deadline of midnight on 31st August 2025**.

**Guidance** - Visit the HBC website and read the scheme guidance document in full.

**Due diligence** - If your application has been deemed as both eligible and suitable for funding, you will then be asked by HBC to provide further information/documents if needed.

**Assessment** - Your application will be scored by HBC assessors ensuring that the applicant has provided the required documents and explained fully their reason for applying.

**Funding award** - If no further information/documents are required, you will enter into a grant agreement with HBC.

**Claim your grant** - Once you have purchased the agreed item(s) complete a claim form and return to HBC with proof of purchase. Invoice(s) should be submitted as soon as possible.

**Signing the agreement** - Sign the grant agreement and return to HBC. Then proceed with the purchase of agreed item(s).

**Grant paid to applicant** - Grant payment will be issued via BACs direct to the applying businesses bank account within 14 working days.

**Application Submission and Assessment**

Once received, validated applications will be assessed based on the eligibility criteria set out in the following section.

You must attach evidence to substantiate the information in your application form (refer to “Supporting Documentation” section for more detail). Failing to do so will either weaken your application and/or reduce the chance of receiving a grant, making your application ineligible.

As part of the assessment, you may be asked for additional information to support your application. This scheme is funded directly by government and therefore there is a requirement for proper and proportionate checks to be undertaken in the assessment of all applications.

If you are required to provide additional information we will request this by email using the information provided in your application. We will require a response within five working days in order for your application to be assessed. Please ensure you regularly check your emails including items that may have been sent to your spam / junk inbox.

All eligible applications will be assessed and scored. This scoring system will enable the Council to determine what business will receive match funding.

The decision of the assessors is final.

There is no provision to appeal. If your application meets the criteria and is awarded funding, you will be contacted to confirm the amount.

**Eligibility Criteria**

In order to apply and receive the match-funding through the Havant Business Support Grant every applicant must:

* Qualify as a micro or small business, defined as having up to 50 employees
* The registered business and trading address must be registered in Havant borough within post code areas PO7 to PO11\*
* Have a UK bank account
* Applicants must be able to provide an application which will include a sound business case, that clearly sets out:
* How, with the help of this fund, their business will grow and positively impact Havant borough and its residents
* Proof of funds available for payment
* The breakdown of business costs that the funding will support from one or more of the following areas:
  + - * routes to new markets, such as taking the business online or exporting
      * help to deliver a new product/service for the business
      * if starting up, the purchase and/or installation of equipment and items to get the business ready for delivery
* Not be in administration, be insolvent or where a striking-off notice has been made

\* PO7 5,  PO7 6, PO7 7, PO8 0, PO8 8, PO8 9, PO9 1, PO9 2, PO9 3, PO9 4, PO9 5, PO9 6, PO10 7, PO10 8, PO10 9, PO11 0, PO11 9

 For any that fall outside of these postcodes by a digit, we will discuss individually.

**Exclusions**

Businesses will not be eligible to apply for support from this fund if:

* The business has already received funding from Havant Borough Council for a project which has outstanding deliverables (i.e. funding claims still being submitted for Vacant Shop Scheme).
* The spending has already taken place.
* The applicant is a charity and not a business.

This grant scheme cannot be used to fund:

* More than 10% of the capital costs of the total value of the project for the purchase of land, building/refurbishment or building projects.
* Existing operational costs of the business such as:
  + Replenishment of stock
  + Replenishment of ingredients
  + Rent
  + Insurance
  + Subscriptions
  + Costs which is purely research
  + Costs for existing staff - including salaries of permanent or fixed term staff
  + Costs incurred in putting the application together
  + Political or religious activities
  + Routine maintenance to buildings or equipment
  + VAT that can be recovered by the business
  + Loans or interest payments
  + Fines and penalties
  + Purchase of alcohol or illegal substance
  + Businesses or products in conflict with the council’s core values

**Grant Agreement Claim and Monitoring Process**

You may apply for a maximum amount of £4,000 awarded by the Council, to support up to 50% match funding contributed by the employer. This means that if the business project is a total of £8,000, then the grant request can award the project up to £4,000. The amount may vary depending on the project.

If successful, you will be required to enter into a Grant Funding Agreement (GFA). This will state the amount of grant offered and the terms & conditions under which it is issued.

Payments will be made against eligible project expenditure incurred after the date the Funding Agreement is signed. Do not commence your project until you have signed and returned the agreement.

You have **5 working days** from the date of the agreement to complete and return it to Havant Borough Council.

Grant payments are issued as a reimbursement of eligible expenditure (**paid in arrears**) incurred by the business and will be paid on production of relevant evidence (i.e., copies of invoices or receipts and bank statements to evidence the payments). All of the documents required to make a claim should be sent by e-mail to the grant scheme manager at [Economic\_Development@havant.gov.uk](mailto:Economic_Development@havant.gov.uk)

Grant payments will only be made directly to your business’s bank account using details supplied on the new business grant form, which we will issue to you once the GFA is in place.

Grant payments will not be made to third parties.

The applicant will be bound by the terms of the agreement, and Havant Borough Council reserves the right to recover the grant should the terms on which the grant is awarded are no longer satisfied.

Financial support provided to your business through the Havant Business Support Grant is considered a ***Subsidy Allowance*** (the replacement of previous State Aid schemes as of 4th March 2021). As part of the grant agreement, you must declare if you are in receipt of any other state subsidies for this or any other projects.

Havant Borough Council may wish to create some case studies to highlight the grant scheme. We would expect successful applicants to work with us to develop case studies.

**Supporting Documentation**

In order for your application to be assessed, you will be required to provide the following supporting documents when submitting an application form:

* Copy of the businesses latest filed financial statements or self-assessment tax return showing entries for the business where applicable.
* Management accounts / Summary of monthly income and expenditure for the period from the last filed financial statements / self-assessment up to date of application.
* Latest business bank statement to verify account details.

**Timescales**

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| --- | --- |
| **Stage** | **Date** |
| Application window opens | 1st August 2025 |
| Application window closes | 31st August 2025 |
| Successful grant payments | 1st October – 24th October 2025 |

**Contact Information**

Full applications and accompanying documentation should be electronically submitted using the application form available on the [start and grow your business](https://www.havant.gov.uk/regeneration-and-business/start-and-grow-your-business) page on the Havant Borough Council website.

Any queries or issues, please contact the Havant Business Support Grant manager by emailing [Economic\_Development@havant.gov.uk](mailto:Economic_Development@havant.gov.uk)