

Crawley Borough Council
Greentech Business Growth Fund (GBGF)

PROCESS GUIDANCE NOTES

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1. GREENTECH BUSINESS GROWTH FUND – OVERVIEW

Crawley was successful in securing £21.1 million from the Towns Fund, following the submission of a Town Investment Plan in July 2020. Across a suite of projects, the core aims of the Towns Fund for Crawley is to create jobs, support business growth, and boost economic recovery from the Covid-19 pandemic.

This project, the , forms one pillar of project '1C: Green Technology Infrastructure & Business Grants'. The project aims to respond to the strategic priority need of 'greening' Crawley's economy and the overarching rationale for the grants programme is for funding to support the continued growth of the green technology and green construction sector in Crawley.

A more developed green tech sector in Crawley would increase the local capacity to support significant reductions in CO2 emissions through business activity which yields more sustainable homes and business premises. The development of Crawley's nascent green tech sector would result in an expanded business base, creating new high value green







In the case of applicants for the 'Business Investment' Grant Tier, there will be an opportunity to relocate to the Crawley Innovation Centre to 'scale-up' technology and business activity using the Greentech grant.

3ii) Eligible Projects

Businesses applying for funding under the GBGF grant programme are entitled to include a range of costs as part of their project proposals, providing that these are capital oriented and directly contribute to the overall objective of supporting business growth, in terms of both jobs created and increased turnover.

Listed below are broad categories of expenditures, including examples, that would generally be considered 'in scope' and 'out of scope' for the purposes of the GBGF grant programme. Please note that these lists are indicative and not exhaustive. Final discretion in determining what qualifies as eligible project expenditure rests with the Council's technical officers and the GBGF grants panel.

In-Scope:

Product Development

Investment in the design and development of innovative products/services, for example:

- Specialist research, guidance & consultancy services
- Specialist training & accreditation
- Inputs involved in testing and prototyping
- Inputs involved in preparing for product launch

Capital Expenditure

Investment in acquiring or upgrading company assets, for example:

- Land & buildings
- Premises fit out or refurbishment
- Plant, machinery & equipment – including digital / software
- Improvements to system



Prospective applicants for the GBGF grants programme will be able to make their submissions during two application rounds over the duration of the programme, as outlined below. Applicants may express their interest in applying and begin preparing application documents at any time. The first round for applications ran from January to February 2023. The second round will run from August 2023 until all the funding has been allocated. Applications can be submitted at any time during the round and, where specific cut off dates are provided to applications who have submitted an Expression of Interest, all applications received by the those cut-off dates will be assessed together.

Applicants are advised not to delay their application too long as applications received after all of the funding has been allocated cannot be funded.

Please note that this timetable is prospective and may be subject to amendment.

Application Process Timetable:

Round 1:

Project Summary	<p>Describe primary markets; b2b / b2c; target sectors; list any key existing customers</p> <p>Describe the current approach marketing / promotion; outline existing campaigns and methods; appraise effectiveness</p>	
	<p>2,500 characters max</p> <p>What will grant funding be used for and what will it achieve?</p> <p>Describe how grant and/or match-funding will be</p>	

	place?	
Risks & Mitigation	<p>2,500 characters max</p> <p>Identify known/possible risks to delivery and outline mitigating actions?</p> <p>Summarise risks and uncertainties associated with the project, such as delays, regulatory issues, internal financial pressures, price changes; and the impact these would have on delivery. Outline how the management team would address such challenges and achieve appropriate levels of risk mitigation</p>	5%
Opportunities for Growth	<p>2,500 characters max</p> <p>What new markets and opportunities will be facilitated by the project? What impact will these have on your business growth?</p> <p>Describe any strategic benefits resulting from the project - for example diversification or expansion of markets / customer base; enable the business to offer new or improved products/services?</p>	5%
Financial Impact	<p>2,500 characters max</p> <p>What impact will the project have on the applicant organ rg rg</p>	





This table relates to goods and service contracts.

Total Contract Value (exc. VAT)	Procurement Route	Evidence Required
£19,999		



C) Match-Funding (= A-B)	£62,500
D) Grant Intervention Rate (= B/A*100)	50%

Match-funding cannot be sourced from other public funds or Hire-Purchase / similar arrangements as this does not provide full evidence of expenditure. Loans, overdrafts, savings, and company funds are considered to be eligible match-funding sources. All eligible sources of funding must be secured and in place prior to the approval of GBGF grant.

In line with the above, eligible pieces of evidence could include business bank account statements, overdraft agreements, loan agreements, or details of other funding such as equity or non-bank finance. When submitting evidence, applicants must ensure that the total value presented in the evidence is equal to the minimum match-funding value (i.e. value (C) in section of the Project Finances & Procurement Document).

6iv) Subsidy Control Requirements

The opinion of Crawley Borough Council is that grant payments awarded under the GBGF grants programme would likely constitute a subsidy, and that therefore the Minimum Financial Assistance (MFA) exemption represents a viable solution.

MFA allows public authorities to award low value subsidies without needing to comply with the majority of the subsidy control requirements. MFA has a financial threshold so no recipient can receive more than £315,000 over the applicable period. The applicable period is: 1) the elapsed part of the current financial year (i.e. from 1st April), and 2) the two financial years immediately preceding the current financial year.

As part of completing the GBGF Application e-form, applicants must provide details of any state aid / public funding that they have received in the applicable period – the current and two previous financial years. This should include the value of the aid received, the date it was granted, and the public body that defrayed the funding. You should also include a summary of why the aid was received and the effect funding had on business operations.

In line with the procedural requirements of providing MFA, Crawley Borough Council will require written confirmation from applicant businesses that the MFA threshold (£315,000) will not be exceeded by the recipient of assistance. Any grant awards made under the GBGF grant scheme will be accompanied with an 'MFA confirmation' written statement.

7. FURTHER INFORMATION

For further information or to submit an expression of interest statement, please contact the Greentech Business Grants Team using the following email address: GreentechBusinessGrants@crawley.gov.uk

