

GetSet Accelerate

REVENUE GROWTH GRANT GUIDANCE, TERMS AND CONDITIONS

Introduction

GetSet Accelerate is an integrated programme that aims to support scale-up and growth for the region's established small and medium sized enterprises (SMEs).

As part of the project, any business that is seeking to invest in growth, may apply for a Revenue Growth grant* that may be used to fund up to 50% of costs that can include for example, support from a consultant or professional advisor.

You will receive guidance from GetSet Accelerate to navigate the grant application process. The Revenue Growth Grant is completely free of charge and is funded by European Regional Development Fund (ERDF).

Is my business eligible?

The GetSet Accelerate grant is targeted towards SME's based (or with significant trading activity) in what was the Greater Cambridgeshire Greater Peterborough Local Enterprise Partnership (GCGP LEP) region.

Your business **MUST** be an SME and an independent or autonomous business with:

- No more than 250 FTEs (full time equivalent employees - a full-time employee is anyone working greater than 35 hrs/week. Those working less hours should be calculated pro-rata).
- Balance sheet not exceeding €43m Euros (£38m approx.)
- Turnover not exceeding €50m Euros (£44m approx.)

An applicant business is autonomous if it:

- Does not have a holding of 25% or more in any other business; and
- Is not 25% or more owned by any business or public body or jointly by several linked businesses or public bodies, apart from some exceptions; and
- Does not draw up consolidated accounts and is not included in the accounts of a business which draws up consolidated accounts and is thus not a linked business.

You will be asked to confirm that you are an autonomous business on your enrolment form. Should you not fall into this category by reaching or exceeding the 25% threshold, we will need to ask you for additional information in order to determine if you are eligible under a different category.

*the average grant will be for approx £6,500, matched at 50% by the SME for a total SME investment of approx. £13,000. Larger grants, resulting in greater job creation, will be considered.

Eligible sectors

A small number of business sectors are ineligible for ERDF grant support and they include:

- Fishery and aquaculture
- Primary production, processing and marketing of agricultural products
- Coal, steel and shipbuilding sectors
- Synthetic fibres
- Generalised school age education
- Banking and insurance

Some elements of retail activity are restricted – if your business is in retail, please get in touch to discuss your project to ensure eligibility

Impact

You must be able to demonstrate that a grant will assist your business to grow in at least one of the following:

- job creation (number of and type)
- increase in turnover, productivity, efficiency or profitability
- introducing new products or services to market.

How do I apply?

It's a really simple process:

Step 1

Read this document in full, as it forms part of our Agreement if you get a grant.

Step 2

Complete the short Grant Application Form and submit with written quotes of costs. We will ask you to confirm with a signature that you've completed our Enrolment Forms, read and understood our Privacy Notice and these Guidance Notes too.

Step 3

If we approve your application, we'll send you a Grant Offer Letter for signing and returning. The Grant Offer Letter will provide details of all Terms and Conditions of the GetSet Accelerate Revenue grant

Step 4

Proceed to invest in your growth using the procurement process set out in this guidance.

Step 5

Send us your evidence of purchase and payment as required, as set out in this guidance.

Step 6

After we've reviewed and approved it, we'll pay the grant component straight into your bank account. We cannot provide grant for retrospective costs that you have already committed to or have paid. It is vital that you follow this process

Are there any cashflow implications?

The grant is paid in arrears on completion of the project, in line with the Grant Offer Letter and will be monitored against the achievement of the required outputs that were set out there and completion of the required claims paperwork.

All expenditure needs to be fully funded in the short term by the applicant business prior to the claim of your grant. Payment will only be made to business bank accounts.

Additional information

Additional information may be required to support your application for a grant. The following checklist is provided for guidance and you should note that we may, at our discretion, require you to provide further information on any application.

Item	Grant application >£5,000
Historic accounts (or management accounts)	X
Cashflow forecasts for 3 years	X
Profit and loss forecasts for 1 year	X
Written supplier quotes	X
Business plan	X
Credit check* – on business and directors	X

*carried out by GetSet Accelerate

These requirements are relatively straightforward and once again, if needed you can get help from the GetSet Accelerate team with any of these items.

How can I use a GetSet Accelerate Grant?

The ERDF GetSet Accelerate grants are revenue grants only and cannot be used for capital expenditure.

Your investment must be on eligible, professional consultancy services. Paying for a company to do some PR or marketing, provide advice on a patent, design and build a new ecommerce site, advise on lean manufacturing – the sort of things that will directly support your business growth – are eligible.

Some examples of eligible costs are given below.

Eligible Investment
Revenue projects
Consultancy to support: <ul style="list-style-type: none"> • Leadership and management development • Software development • General growth consultancy • Digital platform development (such as web sites) that support growth • Diversification • Access to finance • Marketing and sales • New product development • Intellectual property development

If you have any questions, please contact GetSet Accelerate at enquiries@growthworks.uk

Support for capital investment and everyday production costs including wages for existing and new staff, the costs of overseas sales representatives, moveable assets such as vehicles, or financial costs e.g. bank charges, overdraft or loan interest payments are ineligible.

Further examples of ineligible costs are listed below:

<p>Ineligible Investment <i>GetSet grants are revenue grants only and cannot be used for capital expenditure. Please note this is not an exhaustive list. We will review what you want to buy as part of the process.</i></p>
<p>Ineligible Revenue Projects</p> <ul style="list-style-type: none"> • General running costs of the business • Repayment of debts • Gifts and donations • Salaries and wages • Internal transfers • Marketing spend on digital adverts • Stock and consumables • Previously incurred or retrospective expenses • Working capital • Planning permission • Staff salaries • General business set-up costs • Purchases necessary to meet legal obligations

VAT Treatment

Grants provided by GetSet Accelerate are outside the scope of VAT. If your business is VAT registered, you are expected to claim the VAT on your purchases in your next quarterly return to HMRC and may claim grant only against expenditure net of VAT.

If you are not VAT registered and VAT paid on purchases is irrecoverable, you may claim the full cost including VAT.

What are the rules on spending my GetSet Accelerate Revenue Growth grant?

All purchases that are made by a business supported by any publicly-funded programme, must be carried out in a fair and open way. This applies to the projects that are undertaken with help from the GetSet Accelerate programme and represents good financial practice. Please note that it is your responsibility as the grant fund recipient to comply to these procurement requirements. If you have any questions, then please contact a member of the GetSet Accelerate team.

There are two sets of procurement (purchasing) rules, the first for Non-Contracting Authorities (includes most small, private businesses) and another for Contracting Authorities, which is a specific term in the Public Contracts Regulations 2015, meaning a public body that is subject to and must comply with those Regulations.

However, there are some organisations who might still be caught within the definition of a 'body governed by public law'. A decision tree comprised of five key questions is set out on the next page of this document.

You will be considered against the criteria outlined in the questions on the next page. If the most appropriate answer to any single question is NO, then you can be defined as a Non-Contracting Authority.

If you have any questions, please contact GetSet Accelerate at enquiries@growthworks.uk

Decision Tree to determine whether you are a non-contracting authority

- 1) Is your business established for the specific purpose of meeting needs in the general interest, not having an industrial or commercial character?
- 2) Does it have a legal personality?
- 3) Is it financed for the most part by the State, regional or local authorities, or by other bodies governed by public law?
- 4) Is it subject to management supervision by those authorities or bodies OR
- 5) Does it have an administrative, managerial or supervisory board, more than half of whose members are appointed by the State, regional or local authorities, or by other bodies covered by public law?

If you answer YES to questions 1 and 2, and YES to either 3, 4 or 5, then you are deemed to be a Contracting Authority, and you must follow the procurement rules pertaining to such. If you are deemed to be a Contracting Authority, please contact the GetSet Accelerate team for further support.

Procurement Rules for Non-Contracting Authorities

Estimated purchase value	Procedure
Up to £24,999	One quote, direct award*
For services between £25,000 and £200,000 and works up to £4.5million	Opportunity advertised on your website for 10 days. The advert must give details of what is required from interested parties, how successful candidates will be chosen, deadline and details
For supplies between £25,000 and £200,000	Three written quotations

*Best value consideration will be undertaken if the proposed value looks inconsistent with market prices

Further information is also available from the [ESIF National Procurement Requirements \(ESIF-GN-1-001\)](#) available [here](#).

The key elements that you will need to address as a Non-Contracting Authority are listed below:

- For individual items of expenditure of up to £25,000 you can purchase eligible goods and services procured on a direct award basis (no competitive process is needed but we strongly recommend getting at least three quotes to demonstrate value for money). We will ask you to justify the way that you've purchased items as part of your application for support.
- For items of over £25,000, or when you are procuring more than one item from the same company for a total value over £25,000, follow the guidance in the regulations as you will need to advertise and formally put the contract out to tender. Please note that you may risk non-payment of your claim for grant, financial penalties or clawback of grant if you fail to follow these guidelines. Please note that orders with a single supplier that are artificially split to fall below the threshold, may be interpreted as a breach of the regulations and you may be liable to clawback. If unclear, please ask a team member for assistance.
- If the chosen quote (please indicate, where applicable) is not the cheapest quotation, please specify in your application form, why your choice is 'best value', by showing how it was scored against the criteria.
- If you wish to purchase an item that is only available from a single/unique supplier, we will still require an explanation of your decision-making process. If possible, we advise you to support claims with quotations/estimates for alternative options.

5

If you have any questions, please contact GetSet Accelerate at enquiries@growthworks.uk

State Aid

There are maximum limits on the value of publicly funded support (or State Aid) that your business can receive in a three-year rolling period. The normal limit (known as the De Minimis threshold) is €200,000, made up of the value of things like government funded business advice and other grants. The vast majority of our clients are well within this limit and GetSet Accelerate can help you to confirm that your business is able to apply for the grant.

You have already confirmed on your De Minimis declaration when you enrolled in the project that your organisation is not in breach of this limit. It is your responsibility to keep a record of the amount of De Minimis aid received. If you apply for further De Minimis Aid within three years of receipt of your GetSet Accelerate grant, you must declare the value of your GetSet Accelerate grant in your application. You must declare this amount if asked in the future to any other aid awarding body.

Due to COVID 19, the support being provided to businesses by the government may also come under State Aid rules. This maybe separate to De Minimis aid. If you are unsure of the aid category associated with any support received, don't hesitate to speak to the GetSet Accelerate team for help.

State Aid includes the following:

- Rent free periods on publicly owned facilities. If the value of the annual rental is not known, an estimate should be made. The value of the rental may be discounted;
- Loans from any public body at below commercial rates (in this case, the amount of aid is equivalent to the interest saving to the company);
- Local Authority assistance, eg capital grants and loans at below commercial rates; loan guarantees which lower the cost of capital of the applicant business and rent free periods;
- Lottery funding (very exceptionally where a project does not involve commercial competition, it may not be necessary to cumulate).

If you have any questions, please contact GetSet Accelerate at enquiries@growthworks.uk

Undertakings or businesses in difficulty

Your businesses must be able to show that it is commercially viable.

‘A business in difficulty is a business trading for more than 3 years that is unable, whether through its own resources or with the funds it is able to obtain from its owner/ shareholders or creditors, to stem losses which without outside intervention will almost certainly condemn it to go out of business in the short or medium term.’

Given the current exceptional conditions brought about by the Covid-19 pandemic, your business may have suffered since the start of lockdown. In which case, viability will be assessed against this definition as at 31 December 2019.

All applications will be checked for eligibility.

Who will decide whether I get my GetSet Accelerate grant?

Support is available through the GetSet Accelerate team to help you complete your application. Their aim is to help you make the best case possible for GetSet Accelerate grant support but do not have any part to play in making the final decision.

The grant approval process is comprised of four stages.

- 1) The application form is submitted for review by the Business Growth Consultant against the Programme criteria set out in the Grant Guidelines Documents. A credit check may also be undertaken on the client and/or client’s business, plus any Know Your Customer and Anti-Money Laundering precautions as required. If the consultant is happy they will forward the application securely to the GetSet Accelerate Programme Director.
- 2) The GetSet Accelerate Programme Director will then review the application and make a decision whether to approve or reject.
- 3) Sent to the Growth Coaching Managing Director for final approval and sign off

At any stage, your application may be deferred pending further information or revision, in which case, you will be notified and asked to consider re-submission following suitable changes as appropriate. If your application is approved at these 3 stages, it will then pass to stage 4:

- 4) YTKO’s Financial Controller - on approval, the Financial Controller will authorise the issue of the Grant Offer Letter which will confirm the terms and the value of the GetSet Accelerate grant on offer.

If you have any questions, please contact GetSet Accelerate at enquiries@growthworks.uk

7

How to claim

For each of the items listed on your Grant Claim Form, we require:

- Certified copies of invoices from suppliers who provided the procured services. This should be on the supplier's headed paper and include an address and contact details.
- Certified copies of bank statements clearly showing that supplier invoices have been paid. Payment should be made from your registered business account, not from personal accounts. Bank account details should be visible so that the holder of the account can be verified.

Certified copies of any document provided do not have to be certified by a lawyer.

The following words (in italics below) can be hand-written or stamped on a document and signed by the grant applicant.

I certify that this is a true copy of the original document:

Signed:

Date:

Position in organisation:

Name of organisation:

For purchases of £25,000 and above, you must also provide:

- A certified printout of the websites showing the published tender document.
- A certified copy of the invitation to tender.
- A list of tenders received (business name, value and date received) and list of constituent submission documents.
- A completed certified evaluation form confirming the highest scoring supplier has been selected.
- Certified copies of the feedback letters to the unsuccessful applicants.
- A certified copy of the signed contract.

If you have any questions, please contact GetSet Accelerate at enquiries@growthworks.uk

Other conditions to note

You must:

- make available any and all documents relating to any grant provided, its implementation and financing; if and when required to do so by YTKO Limited, Gateley Economic Growth Services (GEG), the Secretary of State for Communities and Local Government, the European Court of Auditors, the European Commission auditors, the National Audit Office (and also their respective authorised agents and auditors);
- provide YTKO Limited / Gateley Economic Growth Services with such other information as we may require in connection with your application for GetSet Accelerate grant support;
- co-operate fully and promptly with any future monitoring and audit activities.

Monitoring

Your project will be monitored on a regular basis throughout to ensure you are achieving the outcomes and outputs that you outlined in your GetSet Accelerate Grant Application Form.

YTKO Limited and Gateley Economic Growth Services reserve the right to contact any grant recipient to ensure that the grant has been used for the purpose intended, as stated in the Grant Offer Letter. Grant recipients are obliged to cooperate with this process.

You may be required to allow follow up reviews including potentially at the end of the GetSet Accelerate programme which may be via visit, telephone interviews or on-line communications.

The review may form part of the evaluation and audit of the GetSet Accelerate programme, which will be conducted by an independent contractor.

The latest date of monitoring will be 30 September 2023.

Auditing

Auditing may be carried out by YTKO Limited / Gateley Economic Growth Services (GEG) and Ministry of Housing, Communities and Local Government (as The Managing Authority and agent / representative of the European Commission).

The potential latest date of auditing will be December 2033. All paperwork relating to the Grant you receive must be retained until this date unless you are informed otherwise.

If you have any questions, please contact GetSet Accelerate at enquiries@growthworks.uk

Clawback

If you breach the Prevention of Corruption Acts 1889 to 1916 or the Bribery Act 2010 in relation to this agreement or any other agreement with YTKO Ltd, we will withdraw this grant offer by written notice with immediate effect and/or recover payments made to you.

There is a risk of clawback of your GetSet Accelerate grant but this only happens in very rare circumstances in cases for example, where applicants have been found to have willfully or knowingly found to have provided incorrect or untruthful information in support of their GetSet Accelerate grant application, in subsequent claims or by failing to procure or purchase GetSet Accelerate grant assisted services through a process that complies with ERDF regulations. There may be other reasons for clawback such as non-compliance with the grant fund agreement, non-completion of the project, outputs and outcomes not achieved.

Appeals process

If you are unsuccessful in your GetSet Accelerate grant application and wish to appeal, please contact Bev Hurley, Managing Director of Growth Coaching for Growth Works in the first instance to discuss your application by emailing bev.hurley@growthworks.uk with the subject heading “GetSet Accelerate Revenue Grant Application Appeal”

If your application is declined, you may re-apply after three months have elapsed. We would encourage you to use this time to take on board any feedback that has been provided and take a little time to review your application and any supporting information.

We may at our discretion, defer your application, pending further information or revisions to your Grant Application Form or supporting documents. If this is the case, we will invite you to immediately re-submit your application.