



Start-Up Membership Support - Application Guidance

Please read the guidance **before** preparing your application



What is Enterprising Worcestershire?

Enterprising Worcestershire provides support to start, develop and grow your early stage business. For a limited time, we can fund £150 towards your choice of business membership. This will provide you with on-going support and access to a wide range of business services, critical for your early stage business. Memberships can cover access to a range of services, covering everything from legal and tax support, employment legislation, webinars and masterclasses and networking opportunities.

Important Application Notes

- Membership costs can be reimbursed up to the value of £150.
- Membership options must include support for the business **not** the individual e.g. memberships for CPD are excluded
- All purchases may only commence after the funding has been agreed; any invoices issued/paid before this will not be eligible.
- The membership cost must be specified on the application and a written quote or website screenshot must be provided.
- Purchases must be made from a business bank account (a 'trading as' account is acceptable)
- 100% of the funding must be covered upfront by the business, £150 of which may be claimed retrospectively; evidence of costs incurred must be supplied as instructed.
- For businesses that are VAT registered, VAT cannot be included or claimed as part of the funding, all costs must be given NET.
- For business that are not VAT registered, VAT can be included and claimed as part of the funding, all costs must be given GROSS (up to the value of £150).
- Purchases cannot be paid for by credit card or by PayPal.
- All costs must be claimed within one month of the funding being agreed.
- Any changes made to the preferred membership supplier must **first** be agreed by the Enterprising Worcestershire Project manager.
- The applicant must give consent for the partner Councils to involve the business in publicity, e.g. press releases and photographs.
- The applicant must agree to take part in any monitoring following activation of the membership
- The funding cannot be used to continue an existing membership. The funding is for first-time membership of the chosen organisation.
- The business is responsible for confirming any auto-renew options as part of their membership
- Businesses must commit to actively using their membership

Who can apply for Enterprising Worcestershire membership funding? Applicant eligibility:

Eligible Applicants:

- Eligible applicants must be operating within Worcestershire and have a Worcestershire business address
- The business must have started and have been trading **for less than 36 months**;
- The applicant must hold a business bank account (a 'trading as' account is acceptable);
- The business must have the ability to purchase the membership upfront
- The applicant must have all the necessary permissions and licenses to operate their business;
- The applicant must not have any other outstanding debts payable to partner Councils;
- A business with **less than 5 employees**
- A sole trader, ltd or partnership;
- A charity.

The Funding Application Process

STAGE ACTIVITY

1	Contact Harry Lonsdale to discuss your Enterprising Worcestershire membership support
2	Read the application guidance and complete the application form and BACS form. Submit the application (including supporting documents) via email to Harry Lonsdale
3	The Enterprising Worcestershire team at WCC will check documents.
4	Harry Lonsdale will inform you of the outcome.
5	The Enterprising Worcestershire team at WCC will generate an acceptance letter via email for successful applicants
6	Once the funding is agreed, you may purchase the agreed membership from the agreed supplier. If you need to change any of the details included in your application, you must first contact Harry Lonsdale.
7	After you have made a purchase you can retrospectively claim funding for £150 towards the invoice costs. Your acceptance letter will detail exactly how to do this.
8	The Enterprising Worcestershire team will process the funding claim. Once approved, the invoice will be sent to WCC's central finance team for payment.
9	When you have completed the spend and reclaimed your funding, the Enterprising Worcestershire team at WCC will conduct a follow-up call to get information about the benefits of the membership to your business.

NAME	ROLE	EMAIL	TELEPHONE
Harry Lonsdale	Project Support Officer	Hlonsdale@worcestershire.gov.uk	01905 845593



De Minimis State Aid Declaration

Under European Commission De Minimis State Aid Rules and General Block Exemption Regulations (GBER) in order for applicants to be eligible for Enterprising Worcestershire funding, they must not have received more than €200,000 of state funding during the preceding 3 year period; *including* the total amount of the Enterprising Worcestershire funding for which they are applying.

Due Diligence Process

Applicants are subject to additional checks as part of Enterprising Worcestershire due diligence policy. The Enterprising Worcestershire team may independently investigate applicants above and beyond the material contained in the application form. This may include, although not exclusively, the following areas:

- Eligibility- including company formation, ownership, trading history, and State Aid payments.
- Directors' backgrounds- including criminal records, disqualifications, and historic relations with other funds.
- Trading history, accounts, and match funding.
- All paperwork relating to the grant must be kept until 2033.