



## Business Growth Programme

This scheme is offering grants from £5,000 up to a maximum of £25,000 per eligible business to support businesses to develop growth plans which identify opportunities to accelerate growth, introduce new products, services and provide fair employment practices. The Growth Grant aims to support businesses in accelerating their growth, which would otherwise be unattainable due to cost constraints. By providing access to expert guidance from a business consultant, the grant helps improve productivity, drive employment growth, and ensure long-term sustainability, making years of potential growth achievable.

To support you with the preparation of your application, we have included details of the information that will be required for you to submit an application via the official grant application site:

- Declarations
- Documents
- Key Questions

We would suggest that you prepare your answers in an offline document first, before copying and pasting into the required boxes on the application site. This is to prevent any loss of information during completion.

If you need further information about the grant or would like support with the preparation of any of the growth plans and evidence needed, please do not hesitate to contact our dedicated grant support team.

Our team are available during normal office hours. Enquiries outside of hours will be responded to on the next working day.

t: 01270 310 001

e: [support@cebusinesshub.org.uk](mailto:support@cebusinesshub.org.uk)



## Declarations

- I can confirm that I am authorised to act on behalf of the business and have the relevant authority to apply for this scheme.
- I can confirm that I have a business growth plan which I will include as part of this application.

*Rejection message: If you do not have this in place then your application will not be eligible. Please contact our SME Support Hub at <https://www.cebusinesshub.org.uk/> for advice and support with this*

- I can confirm that I have read and understood the Scheme as detailed on Cheshire East website for the Growth Programme, including clawback for misrepresentation or error.

*Rejection message: The Scheme Policy can be accessed on our website here:*

<https://www.cheshireeast.gov.uk/business/business-growth-and-investment/supporting-business-growth-and-investment/support-packages-and-services.aspx>

- I can confirm that my business is an SME with fewer than 250 employees and less than or equal to £44m in annual turnover or a balance sheet total of less than or equal to £38m.
- I can confirm that my business is not insolvent, in administration or subject to a striking-off notice.
- I can confirm that my business will not reach subsidy allowance limits with this grant, exceeding £315,000 over the past three years.
- I understand that only one application per business and business owner is allowed and I can apply for only one of my businesses, I cannot submit separate applications for each business I own or have a stake in.
- I understand that priority will be given to businesses that have not previously received a UKSPF grant between April 2022 and March 2025.
- I understand that the grant is paid retrospectively, I can include evidence of full payment of eligible items for this application.



## Documents

**Bank Statements** - Please provide the businesses latest bank statement that clearly shows the name of the business, address, sort code and account number and transactions. Please note mobile banking screenshots are not acceptable.

**Accounts** - Please provide your last set of filed accounts. Make sure your accounts are full sets. All pages are required, including profit and loss, balance sheet, cover, title and notes pages. If accounts are more than 6 months old, management information may be required for period not in accounts up to present day. If you are a new business (trading for less than 2 years) and do not have a set of accounts reporting at least 12 months trading performance or are self-employed please submit latest tax returns, management accounts or an opening statement from an accountant that includes expected income and operating expenses.

**Permissions/consents** - Please upload appropriate consents and permissions that are required for the investment project. For example, planning permission, tenancy agreement, environmental consents, listed building consents, any other licences or consents required for the project.

**Identification** - Please upload evidence of identity. Please ensure that it matches the applicant details.

**Evidence of Expenditure** - Please upload invoices, copies of receipts and evidence of defrayal from business bank account to show payments made for eligible expenditure. Please ensure that the evidence is clear and correlates with the grant request.

**Supporting Documentation** - Please upload supporting documentation relevant to your application such as business strategy/investment plan.

**Growth Plan** - Please upload a Business Growth Plan that demonstrates the need for the project.

Our team are available to support you with the preparation of your business growth plan, or review your current plan prior to your application. We can also support you with identifying other areas of potential support.

This support is fully funded and at no cost to your business.



## Application Questions

1. What is the project name and provide a summary of the project.
2. Do you have a Business Growth Plan in place? Please upload to this application in the supporting documents section.
3. What growth objectives will this grant help you achieve?
4. What eligible items or activities will the grant be used for?
5. What is the Total Cost of the items you are seeking grant funding for (£) net of VAT (unless VAT is non recoverable)? Please ensure that you provide the necessary evidence in the form of paid invoice or receipt for the amount you are requesting.
6. What is the total value of the investment project? This is the overall investment figure, not just the grant funded items.
7. As the grant is paid to you retrospectively, please confirm how the cost of the project has been covered?
8. Are any of the project items subject to the grant request second hand? If 'Yes', please provide details and explain why you consider this to be appropriate
9. Will the project create any additional jobs? If yes, please tell us how many.
10. Will any jobs be safeguarded because of the support? If yes, please tell us how many
11. Does the project adopt new or improved product or services?
12. Does the project adopt new to firm technologies and processes?
13. Will the project improve productivity?

All grant applications must be made via

<https://grantapproval.co.uk>