

## Merthyr Tydfil County Borough Council Start-Up Grant Scheme

### Guidance Notes

The purpose of this grant is to help start-up businesses in Merthyr Tydfil County Borough set up a full-time business for the first time, who are not able to access any other sources of funding. The grant provides financial support to help eligible new businesses (up to 12 months of trading) develop and grow.

- The grant offer is based on up to 90% of reasonable eligible project costs normally up to a maximum of £1,000
- From receipt of completed application and **all** supporting information, grant decision should be reached within 3-4 weeks
- Grants will not be offered or paid if the business or applicant is in arrears with any payment to the Local Authority. Checks will be made as required.
- Grant money will be paid by BACS into the business bank account after receipt of original paid invoices and corresponding bank statements or, in exceptional circumstances based on a business case assessment, on receipt of invoice.
- Projects will need to complete by 18<sup>th</sup> December 2023 with all evidence of spend submitted

### Eligible Expenditure

The following items are examples of what can be supported through the grant scheme:

- Capital equipment
- ICT equipment
- Building Works

### Ineligible Expenditure

The following items cannot be supported through the grant scheme:

- VAT
- Staff costs (including SME staff costs to attend exhibitions for delivery of the project)
- Hire Purchase/Lease Purchases
- Contingency fees
- Costs such as rent, rates, admin, vehicles
- Cost of works being carried out as a legal statutory requirement
- Utilities

### Supporting Documents

All applicants will be required to submit the following documents with the application:

- Business Plan or Project Plan
- Proof of business bank account
- Tenancy Agreement (if applicable)
- 12 months financial forecast
- 2 quotes – Quotes from online auction sites will not be accepted
- Evidence of match funding

**For further information, please contact the Enterprise Team on  
[economic.development@merthyr.gov.uk](mailto:economic.development@merthyr.gov.uk)**