

**UKSPF Business Growth and Productivity Grants**

**Application Form**

**2025 – 2026**

**Newark and Sherwood**

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| **Important Information****You must read the UKSPF Business Growth and Productivity Grants Guidance before completing this application form.**Applications and all supporting documents must be submitted to UKSPF@newark-sherwooddc.gov.uk no later than **23:59 on Wednesday 16th July 2025**. Applications received after this time will not be accepted. |

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## Introduction

Thank you for your interest in applying for Newark and Sherwood District Council’s UKSPF Business Growth and Productivity Grants.

Please complete this application form in full, including the submission of any supporting documents.

Any relevant questions left blank are subject to score zero in the appraisal process. The submission of supporting documents is the sole responsibility of the applicant and failure to submit documents where required could result in the application failing the gateway criteria and therefore being unsuccessful.

For any queries relating to the application process, scoring criteria or funding arrangements please email UKSPF@newark-sherwooddc.gov.uk or for additional accessibility requirements call the Council’s general enquiries number on 01636 650000. However, support for completing the application form will not be given. Officers will aim to respond to your query within 5 working days and cannot offer support by any other means.

Please use this checklist below to ensure you have completed and submitted all aspects of the application. Please note that this will not be scored.

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| **Task** | **Complete** |
| Answered all relevant questions in the application form. | [ ]  |
| Read and signed the agreement in Section 6. | [ ]  |
| Enclosed copies of quotes or included links in the funding table in this application. | [ ]  |
| Enclosed a copy of financial records/statements.  | [ ]  |

## Section 1: Applicant Details

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| Business Name: |  |
| Business Address: |  |
| Lead Contact Name: |  |
| Position Held: |  |
| Contact Telephone Number: |  |
| Email Address: |  |
| Is your business able to reclaim VAT? | Yes [ ]  | No [ ]  |
| VAT Registration Number (if applicable): |  |
| Company Reference Number if applicable): |  |
| Number of full-time employees: |
| [ ]  0 – 4[ ]  5 – 10 | [ ]  11 – 20[ ]  21 – 50 |
| Unique Tax Reference Number (if applicable for current Sole Traders): |  |

###  Please complete the table below

### Please agree to the following by marking each of the boxes below with an ‘x’, or leave blank if not applicable.

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| Where the project may include improvements to commercial premises, the applicant has engaged with the Council’s planning department prior to submitting this application and, where applicable, has been granted planning permission. | [ ]  |
| Where the project may include improvements to commercial premises, the applicant is the owner of the land/property where the project would take place, or the applicant is the Tenant with confirmation of a minimum of 5 years security of tenancy from 16 July 2025, with permission to undertake the work. | [ ]  |
| Where the applicant is not the land or property owner and does not have a confirmation of a minimum of 5 years security of tenancy and permission to undertake work, please declare and provide details in the box below: |
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## Section 2: Background

### Please clearly explain the nature of your business, the services provided, and the markets targeted (max 150 words).

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### Please provide details of the current challenges or opportunities your business is facing that could be addressed by grant funding (max 250 words).

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## Section 3: Project Details

### Please provide a summary of the project/item(s) you are requesting funding for (max 250 words).

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### Please explain how the project described above will enable your business to increase employment opportunities, productivity or become more environmentally sustainable including the long-term benefits and impacts for the business and wider economy (max 250 words).

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**Please complete the table below by selecting one or more of the following** [**Economic Growth Strategy**](https://www.newark-sherwooddc.gov.uk/media/newark-and-sherwood/images-and-files/economic-development/Newark-%26-Sherwood-Economic-Growth-Strategy-2021-2026.pdf) **/** [**Community Plan**](https://www.newark-sherwooddc.gov.uk/media/nsdc-redesign/documents-and-images/your-council/our-policies/policies-and-procedures/council-strategies/Revised-Community-Plan-23-27.pdf) **priority themes that your project may align to.**

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| **Priority Themes**  |
| Accelerating economic growth and resilience in key sectors including manufacturing, construction, accommodation, food, retail, digital economy, aerospace, education, innovation, health or social care. | [ ]  |
| Diversifying Town Centres to have increased footfall and an increased diversity of offer. | [ ]  |
| Raise peoples’ skills levels and/or create employment opportunities  | [ ]  |
| Improving local business productivity and encouraging innovation | [ ]  |
| Improving digital connectivity and infrastructure to areas with poorest connectivity or potential for impactful growth with the local economy | [ ]  |
| Reduce the impact of Climate Change. | [ ]  |

### Please identify the expected outcomes the project would deliver by completing the table below. You do not need to be able to demonstrate against all of the outcomes, only those relevant to your project.

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| **Outcome** | **Unit/Measure**  | **Amount project will achieve** |
| Jobs created | No. of full-time equivalent (FTE) employees (30 hours or more) |  |
| Enterprise with new to the firm technologies or processes | No. of new technologies or processes |  |
| Enterprise with new products or services | No. of new products or services |  |
| Enterprise experiencing growth | Increased forecasted turnover per annum (£) |  |
| Enterprise with improved productivity | Forecasted gross value added per hour worked or gross value added per worker (£) |  |
| Enterprise with improved sustainability | Tonnes of CO2 saved per year or other measurement to be specified by applicant |  |

### Please explain how your business recognises and considers wider environmental sustainability, equality and diversity implications through project delivery and in day-to-day business operations (max 200 words).

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## Section 4: Financial

### Please complete the table below. Please exclude VAT from the figures, unless you are unable to reclaim VAT.

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| **Total project costs** |
| This is the total of all costs associated with the delivery of the project. This should include both the grant funding request, and all other budget required to deliver the project. | £ |
| **Grant funding request** |
| This is the total amount of funding requested through this grant application and must not exceed 60% of the overall project costs above. This must be a value between £2,500 - £10,000 and must be matched funded, as below. | £ |
| **Match – funding contribution** | **Source of funds** |
| This amount is the total project costs, minus the grant funding request.This must be at least 40% of the total project cost. Additional match funding above 40% will recognised in the appraisal process. See guidance for details.This may include applicant contributions, loans and other funding sources to deliver the project. Please detail the source.  | £ |  |

### Please provide details of the grant funding request by completing the table below.

Please note:

* You must submit one recent quote to support the request for any purchase. You can either submit the quote via email with your application or supply a link to a website online in the right-hand column of the table below.
* Grant funding cannot be used to reimburse purchases that have already taken place prior to confirmation of funding.
* We cannot fund VAT that is reclaimable by HMRC therefore your request in the middle column should exclude VAT if you are able to claim this back.
* For more information, please see the guidance document.

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| **Item/Service** | **Funding Requested (£)** | **Weblink (if applicable)** |
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| **Total Project Costs (£)** |  |

### Please explain why the project is unable to be funded through private finance in the long-term, including details of potential restricted funds held by your organisation (max 200 words).

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### Please indicate and attach to your application *one* of the following to demonstrate your organisation’s financial standing:

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| A copy of audited accounts for the last two years. | [ ]  |
| A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation. | [ ]  |
| A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position. | [ ]  |
| Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status, a recent bank statement). | [ ]  |

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### Payment of grants are usually paid promptly and in arrears and can be claimed after the expenditure is paid for by the business. If you are unable to pay for the project upfront, there may be the opportunity to arrange grant payment upon receipt of a supplier invoice, however this is subject to due-diligence checks.

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| I confirm that the business would be able to pay for the project upfront and reclaim the grant funding from the Council. | [ ]  |
| The business would require grant payment before being able to pay suppliers for goods and services received/works completed. | [ ]  |

### All grant requests must be compliant with the [UK Subsidy Control Regime](https://www.gov.uk/government/collections/subsidy-control-regime). You must provide details below of any EU or public funding your organisation has received in the previous 3 years, from April 2022, including the date, source and value. (max 150 words).

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## Section 5: Delivery

### Please explain how you will capture, measure and evaluate the identified outcomes of the project, as answered in Section 3 (max 250 words).

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**Please explain how you will ensure the project is delivered within budget and complete by 31st January 2026. Examples of this may include engagement undertaken with suppliers to ensure works can be completed or goods received within the timescales, as well as obtaining confirmation of any permissions required to deliver the project (max 250 words).**

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**Where appropriate, we may offer applicants a partial grant award due to the availability of funding. This is only possible where projects can be scaled back or completed in impactful phases. Please explain if there is scope for your funding request to be reduced including associated values, and the impact this would have on the outcomes of the project (max 250 words).**

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## Section 6: Agreement

### The following section must be completed by the lead individual responsible for this project application:

1. We confirm that the information entered in this application form is correct and accurate to the best of our knowledge and that the outputs and outcomes entered in Section 3 are true representations of the expected results of the project.
2. We acknowledge that grant funding approval is at the discretion of Newark and Sherwood District Council (NSDC). NSDC reserves the right not to allocate some, or all, of the indicative allocated funding through this process.
3. We acknowledge that any agreement submitted after the deadline of 23:59 on Wednesday 16th July 2025 will not be considered or taken forward.
4. We acknowledge that failure to submit required supporting documentation may result in our application not passing the gateway criteria and hence not being appraised.
5. We acknowledge that unsuccessful applicants will only be eligible for limited feedback on their applications.
6. If successful, we will enter into a grant funding agreement with NSDC detailing the terms and conditions of the grant.
7. NSDC can use our name and the name of the project in its own publicity.
8. We will fully complete the paperwork required for NSDC to report on progress and performance to Government and return to NSDC as required.
9. We acknowledge the processing of our data in relation to applying for and delivering projects, as per the privacy notice available [here](https://www.newark-sherwooddc.gov.uk/media/nsdc-redesign/documents-and-images/your-business/business-information/business-growth-and-support-/UKSPF-privacy-notice-April-2025.pdf).

I confirm that the organisation named in this application form, has authorised me to sign this agreement on their behalf. The information given in this application is correct and I agree to abide by the agreement terms and conditions which will form part of any subsequent grant funding agreement if successful in our application.

The application will not be finalised until a signed copy is received.

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| **Signature:**  | **Job Title:**  |
| **Print name:**  | **Date:**  |