

## The Big House CDI Grant Guidance Note for Applicants

### About the Grant Programme

- The Big House Project recognises the difficulties that face existing Small and Medium Enterprises (SMEs) in the Creative & Digital Industries with little or no track record in accessing finance. The project can provide these businesses with financial support to facilitate their development and growth. A grants scheme is therefore running which can be used to help towards the costs of hiring in freelance expertise on a short-term basis to work on a set activity/project.

### Eligibility

- Companies must be based in the D2N2 area to qualify for this support. D2N2 is the Local Enterprise Partnership (LEP) for Derby, Derbyshire, Nottingham and Nottinghamshire and covers the following postcodes:

#### Derbyshire

DE1, DE2, DE3, DE4, DE5, DE6, DE7, DE11, DE12\*, DE13\*, DE14\*, DE15, DE21, DE22, DE23, DE24, DE45, DE55, DE56, DE65\*, DE72, DE73, DE74, DE75\*, DE99\*, LE65\*, S1\*, S8\*, S11\*, S12\*, S17\*, S18, S19\*, S21, S26\*, S31\*, S32, S33, S40, S41, S42, S43, S44, S45, S49\*, SK12, SK13, SK14\*, SK17, Sk22, SK23, ST14\*.

#### Nottinghamshire

NG1, NG2, NG3, NG4, NG5, NG6, NG7, NG8, NG9, NG10, NG11, NG12, NG13, NG14\*, NG15, NG16, NG17, NG18, NG19, NG20, NG21, NG22, NG23\*, NG24, NG25, NG70\*, NG80, NG90\*, DN9\*, DN10\*, DN11\*, DN21\*, DN22\*, LE6\*, LE12\*, LE14\*, LE65\*, S80, S81.

\*These postcodes crossover with other LEP areas, only those classified as being within the D2N2 area are eligible for support. If you are unsure please contact Kate Ling on 0115 848 4297 or [bighouse@ntu.ac.uk](mailto:bighouse@ntu.ac.uk) for further guidance.

- The business must fall within the criteria of an SME. Small and medium-sized enterprises (SMEs) are defined as non-subsiary, independent firms which employ fewer than 250 employees. They have either an annual turnover not exceeding €50 million or an annual balance sheet total not exceeding €43 million
- The business must have already commenced trading and be registered with either Companies House or HMRC
- The business must be trading in the Creative or Digital Sector

### Grant Amount Available

- Maximum of one grant per SME
- Grant funding will contribute a maximum of 30% of the total eligible project cost
- Businesses registered for VAT can only claim 30% of the project costs exclusive of VAT (only non-recoverable VAT is eligible)

## Match Funding

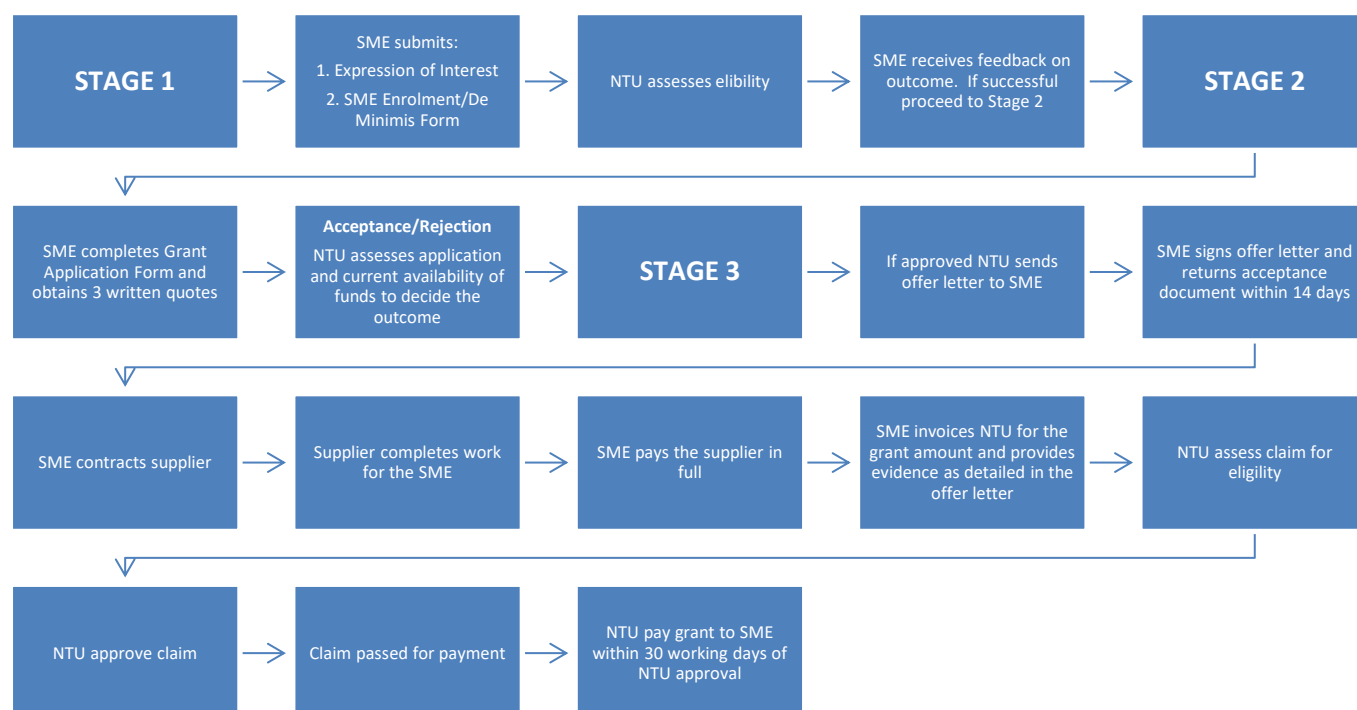
- All grants must be matched by the applicant to the amount of at least 70% of the total project cost.
- If the total project cost is over £7,500 then the beneficiary will have to fund the difference between the total project cost and the maximum grant award of £2,250.
- No grant will be paid if you have entered in to any third party finance agreement or used any other grant award to pay for the service with the supplier.

Example 1		Example 2		Example 3	
Total Project Cost	£4,000	Total Project Cost	£7,500	Total Project Cost	£15,000
Grant Available (30%)	£1,200	Grant Available (30%)	£2,250	Grant Available (Max)	£ 2,250
Match Required (70%)	£2,800	Match Required (70%)	£5,250	Match Required	£12,750

## What the grant can be used for:

- Grant applications can only be made to buy in expertise and skills for a one off project/activity that the business is currently lacking to grow.
- The following are NOT eligible for grant funding:
  - Essential running costs i.e. insurance, statutory obligations, utility bills, salary costs, overheads, recruitment fees, tax, audit fees etc.
  - Stock
  - Accredited training
  - Costs for items that go beyond the period of the grant
  - Capital expenditure

## Grant Process



## **Important information for Applicants to be aware of when completing the application form**

It is important to make sure that you fully understand all obligations placed on you as part of the grants process.

### **Funds**

- You will be required to pay the supplier for the **full** cost of the project before claiming the grant element and therefore it is imperative that funds are in place to cover these costs prior to submitting your application.

### **Obtaining Quotations**

- There is a requirement for you to submit three quotations for the service you wish to purchase.
- The quotes must be on letter headed paper or via an email/web-based quotation detailing the name and address of the supplier and dated within 3 months of the application.
- Quotations must clearly evidence the skills, expertise or networks that the supplier has and respond to a set advertised brief of requirements for the one off activity/project.
- Decision for the chosen supplier must be based on a fair transparent comparison. For example, it must be reviewed on things such as value for money and expertise, not on whether the supplier is well known to the business etc.

### **Time scale for purchasing Goods**

- Once you have received the offer letter, you will then have a nominated period of time to purchase the service before the offer expires as detailed in the offer letter.
- If you expect that you will not be able to purchase the service before the offer is likely to expire a request for an extension can be made via email to Kate Ling at Nottingham Trent University no later than 14 days prior to the expiry date.
- If you have not purchased the service outlined in the grant offer, and no written application for an extension has been made the file will be closed down and the grant amount allocated to you will be re-allocated back into the Grant Programme.

### **When to make Payment to the Supplier**

- You **MUST NOT** pay for any service until you have received the Offer Letter formally confirming that you have been awarded the grant.
- No grant offers will be made retrospectively for services already purchased as this will invalidate the offer of the grant.

### **Proof of Payment**

- You **must not** make payment to the supplier via cash or credit card
- You will need to produce a **certified** copy of your bank statement (this must be from a business account in the same name as the grant applicant) which clearly shows the funds being paid to the supplier. The grant will not be paid until we have received this evidence. The bank statement must also clearly show the:
  - Bank logo
  - Business account name, number and sort code
  - Value paid
  - Supplier name or unique reference number that can be clearly traced to that supplier
- We cannot accept receipted invoices simply marked `paid with thanks` as evidence.

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- If you pay the supplier by cheque, we will also require a photocopy of the full cheque (a copy of just the stub will not be accepted), along with a copy of the bank statement showing the cheque leaving your business bank account so that we can clearly cross reference the cheque number.

### **Payment to SME**

- Once all the relevant documentation and evidence has been received from you and it is complete and there are no queries, Nottingham Trent University will endeavour to pay you within 30 working days.
- The payment from Nottingham Trent University will be made by BACS to you. Therefore, it is very important you enter the correct bank details on the Grant Claim Form.
- The account information provided by you must be for a business account that matches the business applying for the grant. No grant payment will be made into a personal account or subsidiary company.

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