

Keighley & Shipley Towns Fund Grant Scheme Guidelines

1. Purpose

The Keighley & Shipley Towns Fund Business Growth Programme is designed to help new business start-ups, small and medium-sized businesses and large businesses based in or looking to locate into the Keighley & Shipley Towns Fund designated area.

The Towns Fund business growth programme is funded by the UK Government under the levelling up agenda and referred to as the Towns Fund scheme.

This guidance is designed to support the enterprise in completing the expression of interest and full application form for the Keighley & Shipley Towns Fund grant schemes.

It is vitally important that all information provided is accurate and given in as much detail as possible, as failure to do so may result in the application being declined or lead to delays in the assessment process.

2. Background

The Keighley & Shipley Towns Fund grant scheme is being delivered by Bradford Council and is open to applications subject to the availability of funds. The scheme provides grant support to eligible businesses to undertake investment projects involving eligible expenditure, which is designed to create new businesses, improve productivity, expand or diversify existing businesses leading to sustainable growth and the creation of new jobs or safeguarding of employment.

3. Application process.

Grant applications may be submitted by the business that requires the grant after engaging with an adviser from the Invest in Bradford team. Businesses may apply more than once and may receive more than one grant where appropriate and within the remit of the UK's Subsidy Control rules.

Applications must be made using the Expression of Interest (EOI) Form which is available by contacting the Invest in Bradford team (info@investinbradford.com). All sections of the form must be fully completed before submission. Guidance and assistance are available from the Invest in Bradford team (01274 437727).

A full application with financial appendices will be invited if the EOI is approved. All parts of the application form must be completed, and all the supporting information specified needs to be provided for the application to proceed to assessment.

Applicants may receive grant offers provided they meet the eligibility and assessment criteria, subject to there being sufficient funding available.

Decisions to award or not to award grants are at the absolute discretion of Bradford Council and are final. There is no right of appeal against refusal of an application but applicants may re-submit an application in certain circumstances.

4. Geographic location.

To be eligible for the Keighley & Shipley Towns Fund the business must be or looking to move to the areas designated by the interactive map.

Please find below link to interactive map for Keighley & Shipley:

- <https://cbmdc.maps.arcgis.com/apps/webappviewer/index.html?id=9ea249855a9b4671a78430d1ca06e11b>



5. Eligibility:

The grant scheme may be used to support new business start-ups, SME's and large companies, subject to the prevailing Subsidy Control regulations.

Projects where the revenue which would result from the investment would be wholly or mostly derived from public funds are not eligible for support.

Projects seeking a grant must involve new investment by the applicant company and must be designed to achieve sustainable business growth within the company, leading to the creation of new, permanent jobs, safeguarding of existing and /or increase in productivity, new or empty space brought back into use, new & improved products or services to the business, that would otherwise be lost within the company.

Projects must not have commenced before a grant application is submitted to Bradford Council and no expenditure must be committed or defrayed until a grant offer has been issued by Bradford Council.

6. Levels of grant support available.

The grants range from £1,500 to £315,000 to adhere with the Subsidy Control Act 2022 and a grant intervention rate of between 10% to 30% dependant on size of business including number of employees within the business. In exceptional circumstances these intervention amounts may be varied at the absolute discretion of Bradford Council.

7. Subsidy Control.

The Keighley & Shipley Towns Fund are public funds and may constitute subsidies and must comply with the UK Subsidy Control regime. Under Subsidy Control Rules the Keighley & Shipley Towns Fund scheme grants may be awarded to enterprises who may receive small amounts of aid up to £315,000 in a three-year period. Any other state aid granted to the enterprise in the three-year period will count towards the Subsidy Control limit.

8. Due Diligence – Appraisal criteria

The business must be based or looking to locate to the Keighley or Shipley towns fund area. The business must operate from industrial, retail or commercial premises and be either the freeholder or have a lease with a minimum period of three years. The business must operate in one of these key growth sectors and/or their direct supply chains specially health & life sciences, digital & creative industries, low carbon & environmental industries, manufacturing, financial & professional services, business to business services, business to consumer in High Street retail commercial premises where empty premises are being brought back into use after being empty for a minimum period of one year. For businesses already in occupation either by way of a lease or freehold project applications may be considered at the sole discretion of Bradford Council.

The grant may be used to purchase of capital equipment, machinery, or tools. In addition, property development, property improvement and capital cost to make alterations to land and/or premises to meet the growing needs of the business. Property developments by themselves will not be funded. Fixtures and fittings where appropriate and applicable for business needs for example a new business. In certain circumstances applications may be considered for grant assistance for accounting software, CRM system, POS system, stock control systems, websites or other software systems. Justification will be required of the value of the software to the business alongside supporting the key aims and objectives of the grant fund. Grant contribution towards funding of software & subscription cost will be entirely at the discretion of the grant panel. Website hosting costs are not eligible for this fund. Applications for grant assistance will be considered where it will lead to an increase in employment, safeguard existing jobs, increase productivity, provide space for expansion or bring empty property back into use.



All applications will be assessed on a case-by-case basis. Some businesses will not be able to access this grant fund including vape shops, adult entertainment, amusement arcades, some class A5 takeaways. This list is not definitive and there may be other types of businesses which will not be supported.

Applicants must have private finance available either their own, from a bank or other commercial finance to invest alongside the grant. Proof of personal finance will be required on application.

9. Inclusive Growth commitments:

As part of Bradford Council's commitment to delivering inclusive growth that benefits everyone in the district, we encourage businesses to maximise its positive impact across the Bradford District. If you receive a grant of £25,000 or above, you will be expected to make additional commitments. A list of these can be obtained by contacting Invest in Bradford and will be explained to you if the application for grant is above this.

10. Procedure for re-submitting an unsuccessful application.

Applications that are rejected may be re-submitted if the following circumstances only:

- Where the project has changed fundamentally, or
- Where there is new information available which materially alters what was previously presented in the grant application.

For further information or access to the Expression of Interest application please contact Invest in Bradford on:

- info@investinbradford.com
- Tele No: 01274 437727