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**GUIDANCE NOTES**

**BOOST AREA START-UP GRANT**

This discretionary fund can provide a grant to businesses that are starting to trade in the area where the applicant resides in SIMD postcode areas 1 or 2. Please verify eligibility with your Start-Up Business Adviser.

The grant can be used to cover up to a maximum of contribution of £1,000 for either **capital expenditure or as a contribution towards the start-up costs of the business, including working capital.**

**What can the grant be used for?**

To assist with either the purchase of capital equipment or as a contribution towards the start-up costs of the business, including working capital.

**Eligibility criteria**

Applicants are eligible if:

* they can demonstrate that their business has started trading from an address in Inverclyde in the last six months and they reside in SIMD postcode areas 1 or 2. Please verify eligibility with your Start-Up Business Adviser
* open to all businesses with the exception of those involved in politics, religion, multi-level marketing / pyramid selling or any business that may bring Inverclyde Council into disrepute
* the applicant will be expected to be working full-time for the business within 12 months from receipt of the grant
* they have attended a 1-2-1 meeting with a Business Adviser from Business Gateway Inverclyde

**Application process**

Applicants must submit:

* business plan
* proof of identity (passport, driving licence or birth certificate)
* one year cashflow projections
* evidence of trading status
* if the business is operating from commercial premises, evidence of ownership of a lease and that it still has at least two years left to run on it
* an unredacted copy of a bank statement, dated within the past 3 months. The statement

must also clearly show the name of the account holder, the account number and sort code

There is also an application form which will be issued following a meeting with a Start-up Business Adviser from Business Gateway Inverclyde.

**How long does this take?**

Following a meeting with a Start-Up Business Adviser, the length of time from submission of application to payment is usually 20 working days.

**Next steps**

For further information E-mail: businessdevelopment@inverclyde.gov.uk