



Shop Unit Business Grant

Applicant Terms and Conditions

If you are offered a Shop Unit Business Grant, the following terms and conditions will apply. **You should read them carefully and make sure you can agree to all of them.**

1. About the grant:

- 1.1 In order to meet the aims of the Shop Unit Business Grant, you are required to complete the SUBG Grant Application Form SUBG - 02 in line with the SUBG Application Guidance SUBG - 01.
- 1.1 The contract for service that you enter into with your chosen provider must be sufficient to deliver the outcomes desired.
- 1.2 Your business can apply up to the maximum 100% grant value of £10,000 excluding VAT. Anything over the £10,000 threshold will attract 50% match funding.
- 1.3 A person within the business who has the authority to make decisions on behalf of the company will need to sign the Application Form, Grant Offer Letter and the Grant Claim Form. This will be a Director/CEO/Owner (Director must be listed on Companies House).
- 1.4 You will choose your provider in line with the public procurement regulations
- 1.5 You must not enter into a contract with a supplier that has links to your business, and/or has a relationship with a director/owner of your business. If a link/relationship is identified at any point in the application process, including after a grant is offered or paid, you will be subject to withdrawal of grant offer or clawback of the grant payment.
- 1.6 You must enter into a contract with your supplier within 2 months of the date of the offer of grant. After this time, we reserve the right to withdraw the offer and reallocate the funding.
- 1.7 Business tenants: You must have the written permission of your landlord if the proposed project should affect the premises in any way.
- 1.8 This grant is considered a financial aid to your businesses under the Subsidy Control framework. You should expect to receive a notification letter providing further detail on the subsidy received.

2 Payment of Grant

- 2.1 Payment of grant will be made directly to your business/organisation following an authorised claim and you will be required to supply your bank details if your application is successful. You must send a claim form along with a copy of the supplier's fully itemised invoice and evidence that that invoice has been paid in full (bank statement entry).
- 2.2 Claims must not include VAT. You will need to pay your supplier directly for any VAT charged.



- 2.3 The grant offered will have a maximum value of 100% of the total project cost, excluding VAT. If the project is over £10,000, the remaining balance (excluding vat will be subject to 50% match funding. To note when submitting your claim:
- 2.3.1 If the actual cost is less than quoted, you can claim the full 100% grant total up to the value of £10,000.
 - 2.3.2 If the actual total project cost exceeds the quote you will be responsible for paying the difference to the supplier. We are only committed to pay out grant up to the value stated in the grant offer letter.
 - 2.3.3 The total project cost must not exceed the procurement threshold applicable to your project at the time you obtained quotes. For example, if your application was for £24,999 and the actual cost at the point of purchase was £30,000, you cannot submit a grant claim for £12,499 and pay the difference of £17,501 as this is not in line with the maximum for single tender procurement and any spend above £24,999 would be outside the procurement thresholds and make the total cost ineligible under this scheme.
- 2.4 You should not enter into contracts, commitments or expenditure prior to receiving a formal offer of grant. The Grant Offer Letter must be issued, signed and returned before any contracts can be entered or any spend is incurred. Anything you spend before the date of your grant offer letter cannot be claimed back.
- 2.5 The Shop Unit Business Grant cannot pay for any cancellation charges incurred either for early termination of an existing contract or for cancellation charges associated with a supplier quote that you choose not to accept.

3 My Application

- 3.1 You are responsible for providing all the information requested in the SUBG – 02 Application Form
- 3.2 You are responsible for checking that you meet the eligibility requirements for the scheme.
- 3.3 If required to do so you must provide evidence of your status as an organisation. Documentation we will accept includes: VAT registration; Charity Registration: HMRC notification; sole trader UTR number; certification of incorporation (Limited Companies); business bank account statement issued within the last three months; non-domestic rates reference. Other documentation, such as business-related utility bills, may be acceptable in special conditions if combined with other documentation.
- 3.4 Information submitted on the application form will be shared with other associated organisations for the purposes of processing the application. You will have the right to request to see this information under data protection laws.
- 3.5 You must be willing to help us with promotion of the Shop Unit Business Grant, including providing information for a case study and taking part in any evaluation surveys to measure the impact of the programme.
- 3.6 You will be required to retain original documentary evidence of the support received, which must be made available for inspection by an auditor. You must retain the original documentation about the grant until 2034. More information can be found in the Application Guidance document SUBG - 01 or by contacting your Key Account Manager/Business Advisor.



4 General Conditions

- 4.1 Rotherham Council is not liable in any way for incomplete, false or misleading information given by applicants or suppliers. Where incomplete, false or misleading information is given, the programme reserves the right to either decline the application or reclaim the grant in full.
- 4.2 Rotherham Council reserve the right to discontinue or otherwise vary the terms of the scheme in any way without further notice.
- 4.3 Rotherham Council reserves the right to end the scheme when funds run out, or otherwise end the scheme before 31st March 2026. Final claims must be received by 31st January 2026 at the very latest.
- 4.4 Rotherham Council does not endorse any particular supplier or service/product and you should undertake all normal checks to satisfy yourself of the standing of the supplier and suitability of the service/product before placing an order directly with the supplier of your choice.
- 4.5 Rotherham Council accepts no liability for any work undertaken.
- 4.6 Claims for payment can only be made once all the relevant documents have been received to support the claim form. Details of these are listed on the application form and the claim form.
- 4.7 Interim claims will not be accepted. The grant can only be claimed when all purchases listed in the application/offer letter have been made and evidence is provided as per the requirements listed in the offer letter.

Please submit any queries to clairelouise.green@rotherham.gov.uk.