



EXPORT GRANTS FUND – SCHEME OVERVIEW

The **Export Grants Fund** supports SME businesses based in the **borough of Telford & Wrekin**, aiming to drive growth by enabling access to overseas markets. This initiative provides tailored funding to help businesses become more competitive globally.

KEY OBJECTIVES

The fund supports projects that help businesses to:

- Explore opportunities in international markets
- Overcome barriers to international trade
- Engage with the Department for Business and Trade and its export support services
- Enhance export capabilities
- Increase the value of goods and services sold abroad

GRANT DETAILS

- **Funding amount:** Up to **£3,000**
- **Coverage:** Supports **100% of eligible project costs** to boost export readiness

This support may take the form of:

- Access to international market insights
- Consultancy services
- Financial assistance with export-readiness activities
- Specialist advice or training related to overseas trade

ELIGIBLE APPLICANTS

The programme welcomes applications from both **B2B and B2C** businesses. Priority will be given to businesses operating within:

- Manufacturing
- Engineering
- Digital
- Professional and office-based services
- Logistics and distribution
- Wholesale
- Construction
- Environmental industries

HOW TO APPLY

Given the limited funding and expected high demand, applications will follow a **three-stage process** to assess viability against the fund's criteria:

1. **Stage 1:** Submit the **Export Grants Fund Expression of Interest (EOI)** form
2. **Stage 2:** Mandatory conversation with the funding team to make sure the project aligns with funding outcomes



3. **Stage 3:** If suitable, applicants will be invited to submit a **full application**

Early or complete submission does not guarantee funding. Projects will be assessed competitively.

Full details on the application process, assessment criteria, and eligibility requirements can be found in the **Export Grants Fund Guidance Notes**.

TIMING OVERVIEW – TELFORD EXPORT SUPPORT SCHEME

Stage & Action	Start Date	Deadline / Completion Date
<i>Expression of Interest window opens</i>	July 2025	5 September 2025
<i>Project discussions with the Invest Telford team</i>	July 2025	5 September 2025
<i>Full application submission deadline</i>	–	10 September 2025
<i>Application appraisal period</i>	11 September 2025	26 September 2025
<i>Notification of outcomes (successful & unsuccessful)</i>	–	29–30 September 2025
<i>Earliest eligible project start date</i>	–	29–30 September 2025 (or once the signed grant offer letter is returned)
<i>Project financial completion deadline (project expenditure paid, documentation submitted, and grant claimed)</i>	–	17 December 2025
<i>Job creation period for applicants committing to new roles</i>	29–30 September 2025	27 February 2026

APPLICATION NOTES

- Projects are **assessed on a rolling basis** upon submission of the full application
- The **Invest Telford team** aims to appraise applications within **6 weeks**
- The fund may **close early** if demand exceeds capacity or allocations are fully committed

SCHEME CRITERIA

The Export Grants Fund offers **100% grant funding up to £3,000** for eligible export-related projects aimed at strengthening international trade capabilities.

ELIGIBLE PROJECT EXAMPLES

- Market research or overseas intelligence gathering
- IP consultancy and protection strategies



- Translation and cultural adaptation services
- SEO and international digital marketing
- Attendance at international trade exhibitions
- Market development and entry strategies
- Exploring distribution or logistics options (e.g., freight forwarding)
- Coaching, mentoring, or training for export-readiness
- Drafting a formal export strategy
- Preparing products or services for foreign markets

This list is illustrative—not exhaustive. Projects aligned with the fund’s goals are strongly encouraged.

PROJECT OBJECTIVES

Projects must contribute to one or more of the following:

- **Export-readiness advancement:**
 - *New activity:* Not undertaken prior to funding
 - *Enhanced activity:* Expands or strengthens existing international trade efforts
- **Job Creation:** New full-time or part-time roles created within approx. **12 months**

Applications supporting multiple objectives will be favourably assessed.

FUNDING LIMITATIONS

- **Maximum grant:** £3,000
- Expenditure over this cap must be funded by the applicant
- Grant success is **not guaranteed**; if demand exceeds budget, not all applicants may receive full funding
- Be mindful if your project’s viability is fully dependent on receiving the full grant

INELIGIBLE COSTS

Grants will **not** support the purchase or upgrade of:

- Laptops, tablets, mobile phones
- Inventory or stock
- Running or operational costs
- Staff salaries or wages
- Mortgages, leases, loans or financing
- Company cars or road vehicles

Refer to the Fund FAQs for a complete list of exclusions.

DOCUMENTATION REQUIREMENTS

Applicants must provide:

- **Three consecutive months of recent bank statements**
- **Proof of match funding** (e.g. bank statements, loan, overdraft agreements)



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- **Three quotes** per item requested (as per procurement guidelines)
- **Evidence of current staff levels**
- **Pre- and post-intervention data** to measure impact
- Additional documentation may be requested based on the application

*VAT is not covered for VAT-registered businesses. However, **non-VAT registered businesses** may include VAT in their grant claim.*