



SMALL GRANTS FUND – SCHEME OVERVIEW

The **Small Grants Fund** is designed to support SME businesses located within the borough of **Telford & Wrekin**, helping to drive business growth and development. This capital-focused funding aims to assist eligible projects that enable businesses to:

- Expand into new markets
- Adopt new-to-firm technologies or processes
- Improve productivity
- Launch new products or services
- Create jobs

GRANT DETAILS

- **Funding range:** £500 to £2,000
- **Grant coverage:** Up to **100%** of the total eligible project costs to a maximum of £2000

ELIGIBLE APPLICANTS

The programme is open to both **B2B and B2C** businesses. However, priority will be given to those operating in the following sectors:

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

HOW TO APPLY

Due to limited funding availability and anticipated high demand, applications will be evaluated through a **three-stage process**:

1. **Stage 1:** Submit the Small Grants Fund **Expression of Interest (EOI)** form
2. **Stage 2 (Optional):** Applicants may discuss their proposal with a member of the **Invest Telford team**
3. **Stage 3:** Selected applicants will be invited to submit a **full application**

Note: Submission of a full application does not guarantee funding. All projects will be assessed for viability and alignment with fund criteria. If demand exceeds grant availability the fund will close early.

TIMING OVERVIEW

- The fund **opens for applications July 2025**



- Priority funding will be awarded to applicants who can **fully complete their projects**—including purchasing goods, submitting all grant claim documents, and drawing down the funding—**within 6 weeks** of grant approval.

SCHEME CRITERIA – SMALL GRANTS FUND

The **Small Grants Fund** offers **100% funded grants** ranging from **£500 to £2,000**, supporting eligible capital purchases designed to fuel business growth and innovation.

EXAMPLES OF ELIGIBLE CAPITAL INVESTMENTS

Projects may include (but are not limited to) the purchase of:

- Equipment that supports diversification
- Tools and systems that introduce new processes or ways of working
- Technologies that improve productivity
- Resources that allow the business to access new markets
- Tooling and equipment
- Automation solutions
- New software or digital systems

This list is not exhaustive—innovative projects aligned with the fund's objectives are strongly encouraged.

FUND OBJECTIVES

All eligible projects must demonstrate alignment with at least one of the following:

- **Job Creation:** Create additional full-time (FTE) or part-time (PTE) roles during the fund lifecycle
- **Adoption of New-to-Firm Technologies/Processes:** Must be fundamentally different or provide new functionality not previously used
- **Improved Productivity:** Direct gains in operational efficiency
- **Market Expansion:** Launch a new product/service or enter a new geographic market (regional or international)
- **Innovation:** Deliver a product/service not previously offered by the business

Projects aligning with multiple objectives will be assessed favourably.

FUNDING LIMITATIONS & RESPONSIBILITIES

- Maximum grant amount: **£2,000**
- Any project costs exceeding this amount must be covered by the applicant
- Funding is **competitive and limited**, so approval is not guaranteed
- In cases of high demand, full grant requests may not be awarded to all eligible projects

Ineligible items include laptops, tablets, mobile phones, stock, operating costs, salaries, lease or mortgage payments, company vehicles, and other loan/finance arrangements. This list is not exhaustive.



Funded by
UK Government

Applicants must comply with strict procurement guidelines. For full details, refer to the **Small Grants Fund Guidance Notes**.

REQUIRED DOCUMENTATION

To complete the application, businesses will need to provide:

- Latest **3 consecutive months of bank statements**
- **Evidence of match funding** (e.g. bank account, loan, overdraft)
- **Quotes** aligned with procurement rules (usually 3 per item requested)
- **Staffing records**
- **Pre- and post-intervention data** related to project impact
- Additional info may be requested on a case-by-case basis

For VAT-registered businesses, grant support excludes VAT costs. For non-VAT registered businesses, VAT may be covered.