

# Micro-enterprise Project Grant

Guidance notes



Mayor of  
Newham



# Micro-enterprise Project Grant

## Guidance for applicants

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From August – December 2013, Newham Council will be awarding grants to support people starting up or developing micro-enterprises in the borough. These grants are between £500 - £2,000 and can be awarded to:

- Local disabled entrepreneurs
- Entrepreneurs offering health and social care services to older or disabled people in Newham

## 1. Introduction

The aims of the Micro-enterprise Project are:

- To stimulate the development and growth of social care related micro-enterprises within the London Borough of Newham
- To support local disabled people to establish micro-enterprises.

This grant has been developed to support the start up of micro-enterprises, both general enterprises developed by disabled entrepreneurs and also health and social care enterprises benefiting older or disabled people in Newham. It is anticipated that at least 50 per cent of the grant fund available will be awarded to disabled entrepreneurs.

For the purposes of this project the definition of micro-enterprise is:

A very small (typically less than five full time equivalent workers) local enterprise and also independent of any larger organisation.

## 2. Grant available

A small pot of funding is being made available from August – December 2013 to support the development of micro-enterprises in Newham. Grants applied for can range between £500 and £2,000.



## 3. Application process and criteria

Applications will be through the co-ordinator of the Micro-enterprise project (Lisa Taylor) which is managed by the Adult Social Care Commissioning Team at Newham Council.

**Contact details:** [lisa.taylor@newham.gov.uk](mailto:lisa.taylor@newham.gov.uk) or 020 3373 0837

### a) Small grants of £500 – developing an enterprise idea

#### Funding criteria:

Social care enterprise ideas need to fit with Newham Council's commissioning plans. Any enterprise ideas should be discussed with the micro enterprise co-ordinator.

All applications must include a basic plan which will need to be approved by a panel before any grant is agreed (see page 8). The panel will verify that sufficient information has been provided to demonstrate a valid enterprise idea, with some evidence of skill, experience and research.

#### Applications could include funding to:

- access technical support to develop the plan to a final stage
- conduct a small market test of the plan
- pay for training to support the micro-enterprise
- support initial enterprise set up, such as costs of setting up as a small trader (eg registration or legal costs).

The application must clearly demonstrate how the funding will be used and what the anticipated outcomes will be.

### b) Grants of £500-£2,000 – supporting an enterprise plan

#### Funding criteria:

Applicants for grants over £500 will be expected to have a detailed enterprise or business plan, which will need to be approved by the panel before any grant is agreed. Applicants will be expected to have explored alternative sources of funding or partnership funding as part of their application. The panel will verify that sufficient information is included in the plan to demonstrate real evidence of research, skills, resources, market testing and financial planning.

#### Applications could include funding needed to:

- buy equipment or resources for further development of the enterprise
- pay for training, insurance or other regulatory requirements
- support enterprise set up, such as costs of setting up as a small trader (e.g. registration or legal costs).

#### Applications will not fund:

- entrepreneurs' own time
- services that are already available from the council or other authorities, health or social care providers
- household bills
- retrospective funding, where the applicant has already incurred the costs or spent the money before the application was made
- degree courses or other courses that are funded by other means.

Each applicant can apply for a maximum of £2,000 in total to develop their micro-enterprise. If an applicant is successful in receiving a £500 grant to develop their enterprise idea then they may only apply for a further £1,500 small grant funding if applicable.

#### 4. Who can apply?

Applications for grants to support the development of a micro-enterprise are welcome from anyone who is a resident in Newham and meets the following eligibility criteria:

- is 18 years old or over
  - has been a resident in Newham for the last 12 months
  - is a disabled entrepreneur currently in contact with and receiving support from Newham's Micro-enterprise project
- or
- is a health and social micro provider currently in contact with and receiving support from Newham's Micro-enterprise Project

#### 5. What do you need to apply?

In addition to your application you will be required to provide evidence of the following:

1. Proof of address
2. Personal identification
3. Proof of residency in the borough of at least 12 months

The following evidence is acceptable:

- One proof of address (no more than three months old): Council Tax bill, utility bill, driving licence, bank statement or benefit statement
- One proof of identification: Passport, driving licence, birth certificate, credit or debit card.
- One proof of residency (at least 12 months old): Council Tax bill, utility bill, driving licence, bank statement or benefit statement



## 6. Panel process

The award panel meets every month.

The panel includes the Micro-enterprise Project co-ordinator, representatives from Adult Social Care at Newham Council, co-production partners, finance officers and business colleagues.

Applicants will be asked to attend the panel to present their request for funding and demonstrate the business planning they have carried out.

## 7. Monitoring of the grant spend

This funding is made available from public money and the council needs to be able to demonstrate responsible use of public funds. Grants will be monitored and audited as outlined below.

Once successful the grant will be paid to the enterprise and quarterly monitoring meetings will be set up between the project co-ordinator and the enterprise lead for a minimum six month period.

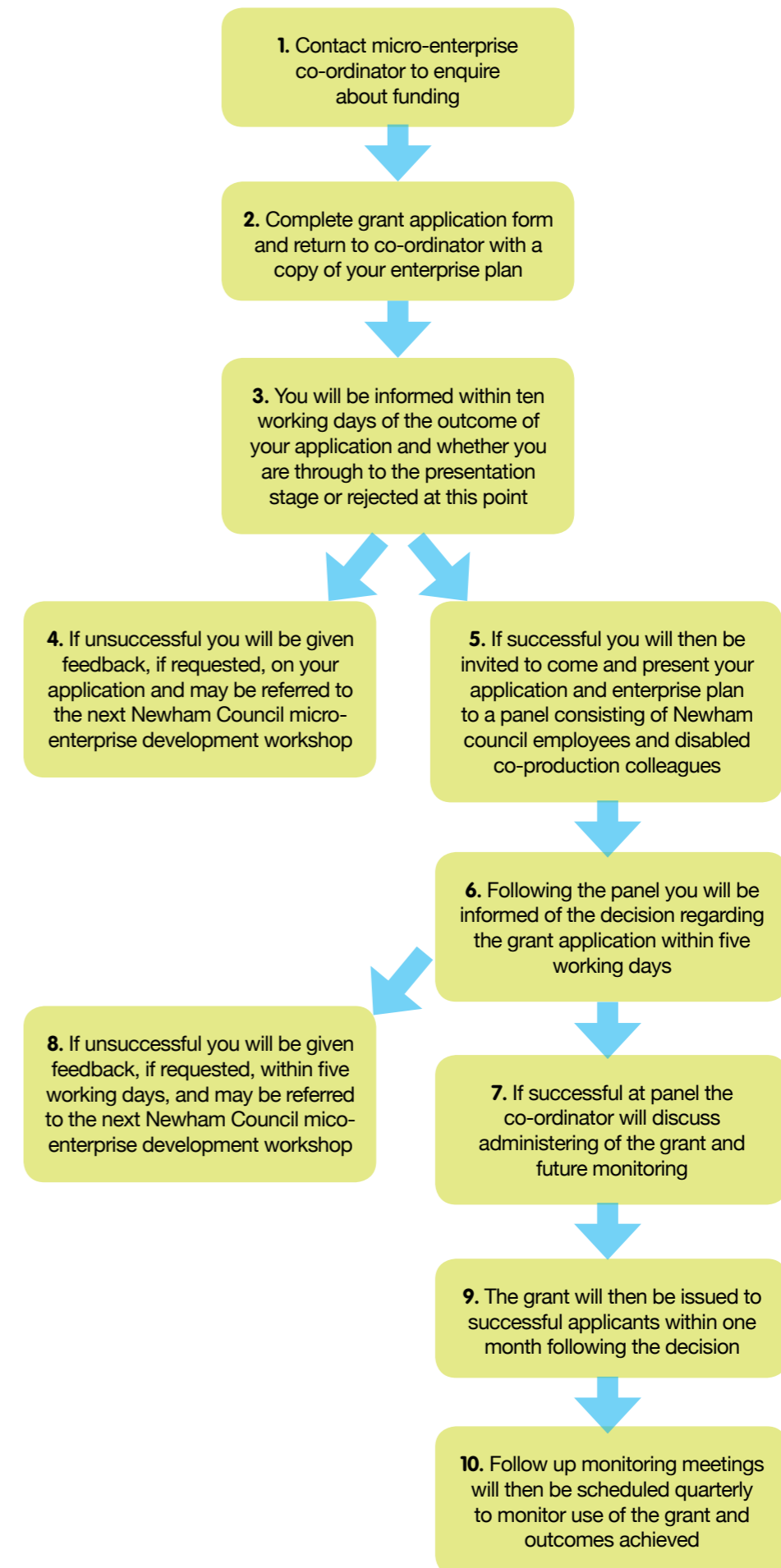
You will need to keep all your receipts and account information for the project co-ordinator to check against the proposed expenditure detailed in the enterprise plan and at the assessment stage (see appendix 1).

There will be an expectation of evidence of how the grant has been used and the difference it has made (see appendix 2).

If receipts and accounts are not made available then Newham Council will ask for repayment of the grant.

# Appendix 1.

## Micro-enterprise grant funding process



## Appendix 2.

### Micro-enterprise Project Grant monitoring form

Name of entrepreneur  
or micro provider

Amount of grant

What the grant was  
spent on with details  
of receipts / accounts  
provided

Details of how the  
grant has supported  
your micro-enterprise

Evidence of future  
sustainability of the  
micro-enterprise

Completed by:

Name .....

Signature ..... Date .....

**For further information and support, please contact:**

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