



Funded by  
UK Government



RUGBY BOROUGH COUNCIL

# TOWN CENTRE GROWTH FUND 2023-2024

## GUIDANCE FOR APPLICANTS

VERSION 2.1  
NOVEMBER 2023



## TABLE OF CONTENTS

- 1. WHAT IS THE TOWN CENTRE GROWTH FUND? ..... 3
- 2. HOW MUCH FUNDING IS AVAILABLE? ..... 5
- 3. WHO CAN APPLY FOR A GRANT? ..... 5
- 4. WHAT ACTIVITIES ARE ELIGIBLE FOR FUNDING? ..... 7
- 5. WHAT COSTS ARE ELIGIBLE FOR FUNDING?..... 8
- 6. HOW TO APPLY FOR A GRANT? ..... 8
- 7. HOW ARE GRANTS AWARDED? ..... 13
- 8. OUTPUTS AND OUTCOMES ..... 15
- 9. MINIMAL FINANCIAL ASSISTANCE (MFA) ..... 16
- 10. PROCUREMENT ..... 17
- 11. BRANDING AND PUBLICITY ..... 17
- 12. GRANT PAYMENT, CLAIMS, MONITORING AND EVALUATION ..... 18
- 13. MORE INFORMATION ..... 19



**Funded by  
UK Government**



## 1. WHAT IS THE TOWN CENTRE GROWTH FUND?

Rugby Borough Council's Town Centre Growth Fund aims to support the development of the town centre and the open market. It offers revenue grants to small businesses in the retail and service sectors for projects that deliver business growth, increase footfall and/or reduce vacancy rates in the town centre and open market. It is funded through the UK Shared Prosperity Fund.

### **The aims of the fund are to:**

- Support the growth of the retail and service businesses in the town centre and open market.
- Increase footfall in the town centre and the open market.
- Reduce the number of vacant commercial units in the town centre and increase the number of stalls at the open market.
- Increase visitor numbers by improving the town centre as a visitor destination.
- Develop the open market in the town centre and support the creation and growth of new ones within the borough.

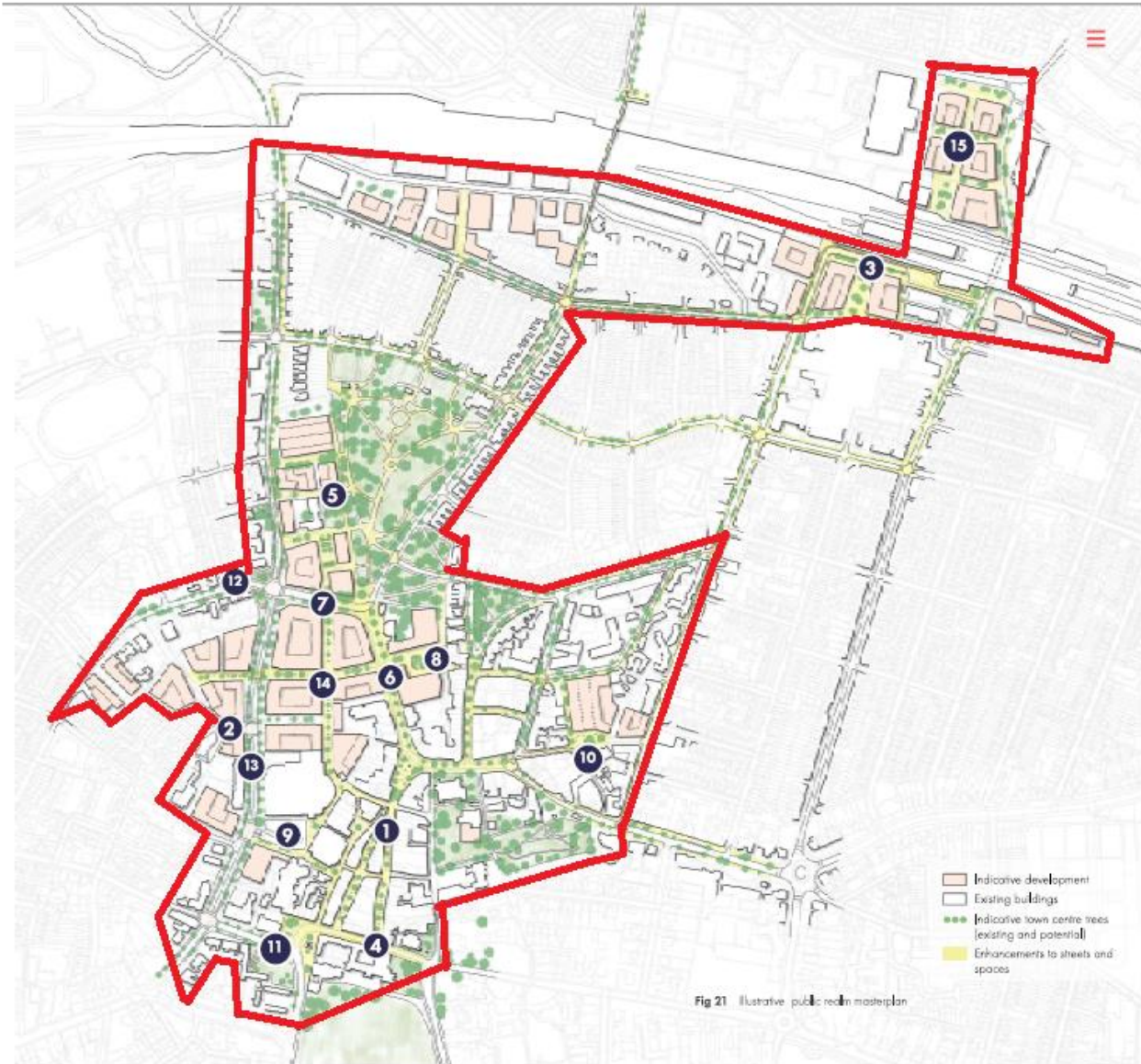
### **High scoring projects will be those:**

- where the applicant pledges match funding (if they are start-ups or sole traders) or pledges more than the minimum match funding (if they are established micro or small businesses).
- submitted by a start-up business or a partnership of two or more businesses, working together to deliver a larger project than they could individually.
- that contribute to three or more of the aims of the fund.
- that include activities and/or services which can and will be continued after the project has ended.

### **Examples of projects:**

- Expanding your business presence in the town centre or open market by developing and promoting new product/service ranges.
- Expanding your café/restaurant by opening a pop-up location or moving from your current location to the town centre.
- Growing your business by attending the open market more times than you currently are.
- Partnering with neighbouring shops to run a monthly event to attract more visitors to your town centre shops.
- Running a marketing campaign to increase the number of potential customers and build a brand for your shop.

Please note this list is not exhaustive.



Map of Rugby Town Centre



Funded by  
UK Government



## 2. HOW MUCH FUNDING IS AVAILABLE?

The amount of funding available for grants through this fund in 2023/24 is £130,000.

### Grants can range from:

- a) £1,000 up to £5,000 for sole traders, start-up micro and small businesses, and social enterprises (read the definitions [here](#)).
- b) £1,000 up to £10,000 for established micro and small businesses (read the definition [here](#)).

Match funding will be required as per the table below:

TYPE OF BUSINESS	GRANT OFFERED	MATCH REQUESTED
Start-up businesses, sole traders, social enterprises	100%	0%
Established micro and small businesses	90%	10%

Each business can only receive one grant in this programme.

We are looking for projects that can be delivered by December 2024. This avoids applicants benefitting from allocations of funding only to return them unspent as they are unable to deliver. This is in no-one's interest and is something we would wish to avoid.

## 3. WHO CAN APPLY FOR A GRANT?

### Eligible organisations:

- Sole traders, micro and small businesses, and social enterprises, both as start-up and established businesses, that are registered and/or trading within the Borough of Rugby.

A **start-up business** is a business that has been registered for less than 24 months, with less than 10 employees. It can be either a sole trader or, a micro or small business.

An **established business** is a business that has been registered for more than 24 months, irrespective of the number of employees. It can be either a sole trader or, a micro or small business.



**Funded by  
UK Government**



A **social enterprise** is an operator in the social economy whose main objective is to have a social impact rather than make a profit for their owners or shareholders. It operates by providing goods and services for the market and uses its profits primarily to achieve social objectives.

A **micro business** is a business that has less than 10 employees and whose annual turnover OR balance sheet does not exceed €2 million (about £1.6 million). Relationships with other enterprises are also considered when determining whether it meets these criteria. It can be either a start-up (if it has been registered for less than 24 months), or an established business (if it has been registered for longer than 24 months).

A **small business** is a business that has less than 50 employees and whose annual turnover OR balance sheet does not exceed €10 million (about £7.9 million). Relationships with other enterprises are also considered when determining whether it meets these criteria. It can be either a start-up (if it has been registered for less than 24 months), or an established business (if it has been registered for longer than 24 months).

**To be eligible to apply for the grant:**

**All applicants must be in the retail and service sectors.**

**1. Start-up sole traders must:**

- a) be registered and/or trading within the borough of Rugby; **and**
- b) have a UK bank account in the trading name of the business; **and**
- c) provide financial records (a summary of their financial situation regarding cashflow, profit and loss and assets) for the entire period they have been trading.

**2. Established sole traders must:**

- a) be registered and/or trading within the borough of Rugby; **and**
- b) have a UK bank account in the trading name of the business; **and**
- c) provide financial records (a summary of their financial situation regarding cashflow, profit and loss and assets) for the previous *two years*.

**3. Start-up micro and small businesses, and social enterprises must:**

- a) be registered and/or trading within the borough of Rugby; **and**
- b) have a UK bank account in the registered or trading name of the business; **and**
- c) provide annual accounts/financial records for the last financial year (for businesses that have not yet submitted their first set of accounts we will accept a summary of their financial situation regarding cashflow, profit and loss and assets for the entire period they have been trading).



**4. Established micro and small businesses must:**

- a) be registered and/or trading within the borough of Rugby; **and**
- b) have a UK bank account in the registered or trading name of the business; **and**
- c) have sufficient funds to match fund the project; **and**
- d) provide annual accounts/financial records for the last two financial years (for businesses that have not yet submitted their accounts for the previous financial year we will accept a summary of their financial situation regarding cashflow, profit and loss and assets for the previous financial year and full accounts for the year before).

**Ineligible organisations:**

- Businesses whose business activity is illegal or deemed unsuitable for public support by Rugby Borough Council
- Businesses that are not in the retail or service sector
- Not for profit-making organisations
- Individuals who are not sole traders

## **4. WHAT ACTIVITIES ARE ELIGIBLE FOR FUNDING?**

**Eligible activities:**

- Events, campaigns, promotional activities, etc. taking place in the town centre/open market, or aiming to grow businesses that are trading or will start trading in the town centre/market, or are aiming to attract more visitors to the town centre/market
- Developing new product/service ranges (including market research) if these will be offered at a venue in the town centre/open market
- Expanding market presence in the town centre/open market
- Relocating the business to the town centre/open market
- Opening new points of sale (additional shops, stalls, etc.) within the town centre or market

**Ineligible activities:**

- Activities aiming to train up or up-skill or otherwise develop the workforce
- Religious or political activities, or activities promoting religious or political beliefs
- Activities taking place outside the borough of Rugby
- Activities that took place before the project began or after the project ended, as detailed in the Grant Offer Letter
- Activities that have already been funded through other public funding sources
- Illegal activities
- Activities deemed unsuitable for public funding by Rugby Borough Council





## 5. WHAT COSTS ARE ELIGIBLE FOR FUNDING?

### Eligible costs:

- Venue hire
- Equipment purchases and hire (with a total value of under £10,000)
- Publicity, marketing, branding, public relations services costs
- Consultancy costs
- Entrance costs to relevant sales conferences
- Printing, stationery, and consumables costs (for project activities only)
- Revenue costs relating to organising events, except food and beverages costs
- Any other revenue costs relating to eligible project activities
- VAT that **cannot** be recovered (i.e., if your business is not registered for VAT then the entire value of your project purchases is eligible for funding).

### Ineligible costs:

- Products/services/works with a total value of over £10,000, excluding any match funding.
- Travel and subsistence costs
- Overhead costs
- Business rates, bank fees, penalties or similar
- Costs relating to the day-to-day activities of the business
- Costs relating to services/activities already funded from other public sources
- Costs incurred before the start of the project, or after the end of the project, as detailed in the Grant Offer Letter
- Costs relating to ineligible activities
- VAT that **can** be recovered (i.e., if you are registered for VAT, then only the net value of the project costs is eligible for funding)

## 6. HOW TO APPLY FOR A GRANT?

The closing date for applications is 29/01/2024 or when we have received sufficient eligible grant applications, whichever is sooner.

Applications will **not** be accepted after the closing date or the date when it is announced the fund has been sufficiently oversubscribed.

Applications will be assessed on a 'first come, first served' basis.





**Funded by  
UK Government**



**To apply for a grant:**

1. Download the application form available at [www.rugby.gov.uk/sharedprosperity](http://www.rugby.gov.uk/sharedprosperity)
2. Fill in the application form.
3. Gather your supporting documents.
4. Submit your application form together with supporting documents by
  - a. Email to [ProjectsTeam@rugby.gov.uk](mailto:ProjectsTeam@rugby.gov.uk) or
  - b. Post to **Rugby Borough Council, Town Hall, Evreux Way, Rugby CV21 2RR** for the attention of **Economic Development** or
  - c. Hand in at the reception desk in the Town Hall at **Rugby Borough Council, Evreux Way, Rugby CV21 2RR** for the attention of **Economic Development**.

**Typed applications are preferred.**

After you have submitted your application, you will receive a submission confirmation email or letter from our team. If you have not received this within 2 working days, please reach out to us via email [ProjectsTeam@rugby.gov.uk](mailto:ProjectsTeam@rugby.gov.uk).

#### **SUPPORT WITH WRITING YOUR APPLICATION**

Warwickshire Community and Voluntary Action (WCAVA) will run two free grant application drop-in sessions which will also have representation from the Coventry and Warwickshire Chamber of Commerce, Federation of Small Businesses and Coventry and Warwickshire Growth Hub:

Wednesday 6th December, from 10am till 12pm at Rugby Art Gallery and Museum  
and

Tuesday 9th January, from 10am till 12pm at Hill Street Community Centre

**No need to book.**

If you are a start-up, please note that the Coventry and Warwickshire Chamber of Commerce and the Coventry and Warwickshire Growth Hub may be able to provide support with developing your project idea through their non-financial start-up business support programme.

To contact the Chamber for more information via [businesssupport@cw-chamber.co.uk](mailto:businesssupport@cw-chamber.co.uk)

To contact the Growth Hub for more information via [support@cwgrowthhub.co.uk](mailto:support@cwgrowthhub.co.uk)



**Funded by  
UK Government**



**IMPORTANT NOTE:** If your proposed project involves the Council's land or assets in any way, you should contact the following, for advice, ahead of making your application:

Corporate Property Unit:

Email: [corporateproperty@rugby.gov.uk](mailto:corporateproperty@rugby.gov.uk) or telephone (01788) 533558

**IMPORTANT NOTE:** Your organisation shall have regard to and comply with the requirements of the Health and Safety at Work Act 1974 and all other relevant Acts, Regulations and Directives.

Please note that there is no guarantee that your application will be successful, or if it is that you will receive the full amount applied for.

## SUPPORTING DOCUMENTS LIST:

You will need to submit copies of the following along with your completed application form:

**All applicants:** if you are registered for VAT, you will need to submit a copy of your VAT Certificate.

### 1. Start-up sole traders:

#### a. HMRC (HM Revenue & Customs) registration letter

We will need a copy of your HMRC registration letter from when you first notified HMRC that you began trading.

The letter must clearly display your UTR number and the date the letter was issued (this will be considered the date of registration for your business).

The address mentioned on the letter will be considered your registered address.

#### b. Proof of Rugby trading address (if not registered within the borough of Rugby)

If you are not registered at an address within the borough of Rugby, you must send us proof that you are trading within the borough, such as a copy of your most recent invoice/receipt for premises rent in the borough, or other documents showing you regularly trade within the borough.

#### c. Bank statement

We will need evidence that your business has a UK bank account open in its trading name.

Please send us a copy of a bank statement from the current or previous month showing the trading name and bank details.



**d. Annual accounts/financial records**

You will need to send us a summary of your business's financial situation (regarding cashflow, profit and loss and assets) for the entire period you have been trading.

**2. Established sole traders:**

**a. HMRC registration letter**

We will need a copy of your HMRC registration letter from when you first notified HMRC that you began trading.

The letter must clearly display your UTR number and the date the letter was issued (this will be considered the date of registration for your business).

The address mentioned on the letter will be considered your registered address.

**b. Proof of Rugby trading address (if not registered within the borough of Rugby)**

If you are not registered at an address within the borough of Rugby, you must send us proof that you are trading within the borough, such as a copy of your most recent invoice/receipt for premises rent in the borough, or other documents showing you regularly trade within the borough.

**c. Bank statement**

We will need evidence that your business has a UK bank account open in its trading name.

Please send us a copy of a bank statement from the current or previous month showing the trading name and bank details.

**d. Annual accounts/financial records**

You will need to send us a summary of your business's financial situation (regarding cashflow, profit and loss and assets) for the previous two years.

**3. Start-up micro and small businesses, and social enterprises:**

We will need a copy of your Certificate of Incorporation. The date on the certificate will be considered as the date of registration. The address on the certificate will be considered the address of registration. Social enterprises may present alternative governance documents, such as, but not restricted to, a formal constitution.

If you are not registered at an address within the borough of Rugby, you must send us proof that you are trading within the borough, such as a copy of your lease contract or most recent invoice/receipt for premises rent in the borough, or other documents showing you regularly trade within the borough.



**c. Recent bank statement**

Please send us a copy of a bank statement from the current or previous month showing the registered name and bank details.

**d. Annual accounts/financial records**

You will need to send us a copy of your annual accounts/financial records for the last financial year (for businesses that have not yet submitted their first set of accounts we will accept a summary of their financial situation regarding cashflow, profit and loss and assets for the entire period they have been trading)

**4. Established micro and small businesses:**

We will need a copy of your Certificate of Incorporation. The date on the certificate will be considered as the date of registration. The address on the certificate will be considered as the address of registration.

If you are not registered at an address within the borough of Rugby, you must send us proof that you are trading within the borough, such as a copy of your lease contract or most recent invoice/receipt for premises rent in the borough, or other documents showing you regularly trade within the borough.

Please send us a copy of a bank statement from the current or previous month showing the registered name and bank details.

**d. Annual accounts/financial records**

You will need to send us a copy of your annual accounts/financial records for the last two financial years.

If you have not yet submitted your accounts for the previous financial year, you need to submit a summary of their financial situation regarding cashflow, profit and loss and assets for the previous financial year, and full accounts for the year before.

**e. Evidence of match funds**

You must send us a copy of either a bank statement, a loan letter/statement, or a grant letter reflecting the amount of match funding for your project.



Funded by  
UK Government



## 7. HOW ARE GRANTS AWARDED?

Applications are assessed on a ‘first come first served’ basis. Assessment of applications is continuous, until all the money has been awarded, in the order complete applications were received.

If, after the deadline has passed and we have assessed all the applications, we were not able to award all the funds to projects that have scored high enough for automatic award, we will award the remaining funds to projects placed on the Grants Waiting List, in order of their scores, from the highest to the lowest, until all the money has been awarded.

Each application goes through several stages:

### Stage 1 – Completeness and Eligibility Assessment

Your application will be assessed to check if:

- all the required supporting documents have been submitted with the application **and**
- the applicant (your business) is eligible.

If you have not submitted all the required documents i.e., your application is not complete, we will write to you to ask for these to be submitted within 5 business days or the application will be rejected. All applicants will be offered the same opportunity. **Please note that only complete applications will be placed in the queue for eligibility assessment and project appraisal.**

If you do not send us the missing documents in time, we will regrettably have to reject your application on the grounds of it not being eligible. We will write to let you know your application has been rejected and why.

If your business is not eligible, we will inform you straight away and the application will not be progressed.

### Stage 2 – Project Scoring/Appraisal

After your application has passed the first stage, it will enter the appraisal stage.

A Council officer will score the project against the published appraisal criteria for the Fund. The appraisal criteria and associated scores will be published together with this document.



**Funded by  
UK Government**



**IMPORTANT NOTE:** Please note that your project must include only eligible activities. If your project includes ineligible activities, it will be deemed ineligible. Please check the list of ineligible activities in Section 4 of this document or contact us in advance to check the activities you want to include are eligible.

Projects can score a maximum of 100 points.

If your project has scored:

- over 80 points, it will be automatically awarded a grant. The amount of grant it will be awarded will depend on whether all the costs included are eligible.
- between 60 and 80 points, you will be offered a place on the Waiting List.
- less than 60 points, it will be automatically rejected.

**Projects will be scored based on:**

- how well they meet the aims of the Fund.
- how well they demonstrate additionality i.e., how the grant will contribute to a project being delivered faster, at a larger scale, with less disruption, or be significantly reliant on the grant to happen, etc. than if the organisation would not have had the grant.
- how well they show value for money i.e., how they optimise the use of the grant to demonstrate the maximum number of outputs, and outcomes possible.

**Points for added value will be awarded to projects:**

- where the applicant pledges match funding (if they are start-ups or sole traders) or pledges more than the minimum match funding (if they are established micro or small businesses)
- submitted by a start-up business or a partnership of two or more businesses, working together to deliver a larger project than they could individually
- that contribute to three or more of the aims of the fund
- that clearly show how the activities and/or services delivered as part of the project can become self-sufficient and will be continued after the project has been completed.

After the project has been appraised by a Council officer against the appraisal criteria, the Grant Appraisal Report will be reviewed and then approved by a Council Manager and the Growth and Investment Chief Officer.

### **Stage 3 – Grant Offer Letters**

After approval,

- **If your project has scored over 80 points**, a Grant Offer Letter will be sent to you. To accept the grant, you will need to read, sign, and return a copy of the letter to us within 3 business



days. If we do not receive this from you, we reserve the right to offer the grant to another applicant. After you have accepted, the project will be added to the ***Awarded Grants List***.

- **If your project has scored between 60 and 80 points**, we will write to ask if you want the project to be added on the ***Grants Waiting List***. If you decline, the project will be added to the ***Projects Not Funded List*** and will not be considered for funding if any funds will remain available after the deadline has passed and all the projects have been appraised (Stage 4).
- **If your project has scored less than 60 points**, it will regrettably be rejected. If this is the case, we will write to let you know as soon as possible after the appraisal process for your project has finished. Your project will be added to the ***Projects Not Funded List***. The decision is definitive.

#### Stage 4 – Waiting List Awards

If, after the deadline has passed and all the projects have been scored, the funds have not been fully awarded to projects with scores over 80 points, the remaining funds will be awarded to projects from the ***Grants Waiting List***, beginning with the one that scored the highest and working our way down the list, until all the money has been awarded.

If you are awarded a grant at this stage, we will send you a Grant Offer Letter. To accept the grant, you will need to read, sign, and return a copy to us within 3 business days. If we do not receive this from you, we reserve the right to offer the grant to another applicant.

#### Publication of appraisal results

We will publish appraisal results on a rolling basis on [www.rugby.gov.uk/sharedprosperity](http://www.rugby.gov.uk/sharedprosperity), until the funds have been exhausted and the Fund is declared spent.

#### Three lists will be published:

- **Awarded Grants List**, which will include all the projects that have been awarded grants.
- **Grants Waiting List**, which will include all the projects that have scored between 60 and 80 points and applicants have agreed to be considered after all the projects have been appraised.
- **Projects Not Funded List**, which will include all the projects that have not received funding, irrespective of the reason.

## 8. OUTPUTS AND OUTCOMES

- **Number of local markets created or supported**
  - Created means the market did not previously exist.





**Funded by  
UK Government**



- Support may include capital costs to improve the attractiveness or viability of a market or create new market infrastructure in a new location.
- Support may also include revenue costs to assist stallholders (and adjacent businesses) to develop and grow. This may include business support and events.
- **Increased footfall**
  - Increased footfall is the increase in count of people within the town centre over a given time (e.g., how the support will increase the number of people into the town centre).
- **Increased visitor numbers**
  - The increase in number of visitor admissions to the local area.
  - The count of attendance can be based on tickets / entry figures, where applicable.
- **Reduced vacancy rates**
  - The number of commercial units within the town centre that are filled as a result of support.
    - Vacant means that the unit is not occupied and is empty.
- **Improved perception of markets**
  - The number of individuals who report their perception of open-air market(s) as good or very good. Measurement should directly relate to the perception change through the project (e.g., the market impacted). As this is aiming to measure change, it will only be relevant where the individual could experience it previously (i.e. it existed previously and isn't new).

## 9. MINIMAL FINANCIAL ASSISTANCE (MFA)

Minimal Financial Assistance (MFA) is a mechanism put in place by the UK Government after the 4<sup>th</sup> of January 2023, through The Subsidy Control Act 2022, to allow public authorities to provide grants that are considered small enough to support individual businesses without giving them an unfair advantage.

Minimal Financial Assistance subsidies can take several forms, including, but not limited to grants, loans at favourable rates, guarantees, free or subsidised services, rates relief, HMRC investment schemes, etc. The MFA also includes any awards made as De Minimis under the European state aid regulations before the 4<sup>th</sup> of January 2023, or under the Trade and Cooperation Agreement from the 1<sup>st</sup> of January 2021. Any subsidy or state aid given under other schemes that do not count as De Minimis (which includes any funding provided under the Temporary Framework during the coronavirus pandemic) will not count towards your MFA total.



**Funded by  
UK Government**



The MFA is subject to cumulation rules. This means that no business can receive more than £315,000 in small subsidies over 3 consecutive fiscal years.

As part of your application, we will ask you to tell us what subsidies your business has received over the last 3 fiscal (financial) years (consisting of the current financial year and the two previous financial years). If you have received UK public sector support in the past, your award letters or other documentation should confirm if any of the funding can be considered Minimal Financial Assistance. A fiscal or financial year is a 12-month period beginning 1 April and ending 31 March, irrespective of when your own company financial year starts and ends.

We need to know this so we can make sure that the amount of grant we are offering will not take you over the limit of £315,000. This limit applies to a group of businesses that are owned or controlled by the same person or group of people, even if the businesses have different names.

If you are part of a group or company structure that is considered an enterprise, then any Minimal Financial Assistance received by other companies within that enterprise could count towards your limit. If you have questions about the Minimal Financial Assistance mechanism, please contact us.

When we send you the Final Grant Offer, we will also send you a Minimal Financial Assistance (MFA) Notification letter, which will tell you how much grant we expect to give you through this Fund.

**After you have finished the project, we will send you a Minimal Financial Assistance (MFA) Confirmation letter, which will tell you the final amount of grant we have paid to you. This may be different from the amount on the Notification letter. This last letter is the one you will need to keep and use when asked in the future about what MFA subsidies you have received.**

## 10. PROCUREMENT

As part of your application, for all the purchases you intend to make, we will ask you to provide quotes to show you have done market research and achieved value for money with your selected product/service provider. We reserve the right to ask you to seek more quotes for larger purchases, to ensure you secure good value for money.

## 11. BRANDING AND PUBLICITY

All communications materials and public facing documents relating to your project activities – including print and publications, through to digital and electronic materials - will need to be approved by the Council before being used.



**Funded by  
UK Government**



You will need to include the Government logo and the Rugby Borough Council logo on all your communications relating to the project, which will be supplied to you after you have been awarded the grant.

All press releases relating to projects supported by funding must include:

1. A text reference to the funding provided by the UK Government
2. The funded by UK Government logo and
3. The Rugby Borough Council logo

More detailed publicity guidance will be provided once the grant has been awarded.

## **12. GRANT PAYMENT, CLAIMS, MONITORING AND EVALUATION**

### **a. Grants for sole traders, start-up micro and small businesses and social enterprises**

These will be paid upfront, in full.

We will then expect you to send us monthly updates on the progress made by the project.

At the end of the project, you will submit a short Final Report, detailing:

- what outputs and outcomes have been achieved
- what activities have been delivered
- if the project was delivered on time
- if the stated objectives were met
- what went well and what could have gone better

We will provide you with templates for these short reports after you have been awarded the grant.

**All projects (activities delivered and expenditure incurred) must be completed by 31/12/2024.**

### **b. Grants for established micro and small businesses**

These will be paid upfront, in full.

We will then expect you to send us monthly updates on the progress made by the project.

At the end of the project, you will submit a short Final Report, detailing:

- what outputs and outcomes have been achieved
- what activities have been delivered
- if the project was delivered on time



**Funded by  
UK Government**



- if the stated objectives were met
- what went well and what could have gone better

We will provide you with templates for these short reports after you have been awarded the grant.

**All projects (activities delivered and expenditure incurred) must be completed by 31/12/2024.**

#### **IMPORTANT NOTES:**

Changes to projects can only be made with the approval of Rugby Borough Council.

If we learn that the grant was spent on activities or items/services/works that are different to those stated in the application form, we may ask for the funding to be returned. Please check with us before making any changes to your project.

All projects (activities delivered and expenditure incurred) must be completed by 31/12/2024 and all claims must be submitted by 31/01/2025.

## **13. MORE INFORMATION**

If you have any queries, please contact us via email on [ProjectsTeam@rugby.gov.uk](mailto:ProjectsTeam@rugby.gov.uk)

These Guidelines for Applicants and the Grant Application Form are available in electronic format at [www.rugby.gov.uk/shared\\_prosperity](http://www.rugby.gov.uk/shared_prosperity).

An FAQ list will also be published at the above internet address with answers to questions sent to us regarding this Fund.