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Aberdeen City Council
Business Start-Up Grant Scheme Guidelines

Introduction

Aberdeen City Council has announced a new grant scheme to help support business creation within Aberdeen city and overcome the barrier of accessing funds to start a business. We hope this will turn ideas into reality and make a lasting regional impact to the economy.

A fund has been made available to provide grants of £1,000 to business start-ups or £3,000 to business start-ups taking on a premise or commercial space within Aberdeen city.

To apply, a completed application form and supporting documents should be emailed to BusinessSupport@aberdeencity.gov.uk.

All applicants should have an **allocated business advisor** from Business Gateway Aberdeen City & Shire in order to access funding. If you do not have a Business Gateway Advisor, please contact Business Gateway on aberdeen@bgateway.com or 01224 472844.

The grant scheme will launch on 8 July 2024, with the closing date for application being 28 February 2025 or earlier, if funds have been exhausted. Please note we are unable to accept any applications from businesses who started, or registered, prior to 1 January 2024.

This project is funded by the UK government through the UK Shared Prosperity Fund.

Eligibility

- Sole Trader, Partnerships or Limited Companies
- All business sectors excluding illegal businesses, or those that may bring the Council into disrepute. UKSPF guidance also restrict payments for activities of a party political or exclusively religious nature
- The business must be based within the Aberdeen City Council boundary area
- The business must be engaged with the Business Gateway service and have a named advisor
- The business must commence trading as a micro, small or medium enterprise (up to 250 employees)
- The business must not be trading, registered or have sold goods prior to 1 January 2024
- The business must demonstrate a viable and thought-through business idea
- New businesses setting up as part of a group or franchise will be considered on a case-by-case basis (evidence of financial and decision-making autonomy will be requested)
- Only one application per business and/or per individual, will be accepted over the duration of the Scheme
- We are unable to award any grant payment to any organisation where the business owner/director within the business has been disqualified as a director or business owner. We are unable to award any grant

payment where the business owner/director within the business that has been on the AIB Register of Insolvencies

- We are unable to award any grant payment to any organisation where the business owner/director has debts outstanding to Aberdeen City Council

*No application will be approved if the business is out of the Aberdeen City Council boundary. If you are taking on premises these must be registered with Aberdeen City Council Business Rates Team. If you are a home-based business, then you must live within Aberdeen City and be registered with the Aberdeen City Council Tax Team. UK residents and those 'granted leave to remain' in the UK are eligible to apply for support. A passport copy or a letter from the Home Office would be required.

What is required

Applicants will be asked to submit an application for either the £1,000 or £3,000 grant award, and only one grant per business / person is allowed. Please submit:

- Completed application form in full including business, address & contact details, business bank details, business overview and what the grant award will be used for. Business bank account details must link to the name in your application and documentation.
- Evidence of Trading - Business Bank Statement. This must demonstrate that no trading took place prior to 1 January 2024 and must show at least 1 business related item paid in or out. Please note personal bank statements and details may only be accepted in exceptional circumstances for sole-traders.
- Evidence of Registration (registration date not before 1 January 2024) – for limited companies, Companies House registration number, or for sole traders, a copy of your HMRC UTR letter.
- Proof of identity – copy of passport.
- Proof of applicant address - recent Council Tax bill or utility bill dated within last 3 months.
- 12-month Cashflow Projection – a template can be provided by your Business Gateway Advisor.
- In addition to the above, to be eligible for the £3,000 grant award for taking on a commercial property - copy of lease or property purchase is required. Please note home businesses do not qualify. You must be paying business rates on the property, which will be verified with the Business Rates team at Aberdeen City Council.
- Any other supporting documents or additional evidence the applicant wishes to upload.

Monitoring and Evaluation

The following outputs and outcomes will be monitored in relation to this Grant Scheme. Applicants will be contacted to gather relevant information about the award before 31 March 2025 and are required to provide this as a condition of the grant award.

- Number of jobs created
- Number of new businesses created
- Number of businesses introducing new products
- Number of businesses adopting new technologies or processes
- Number of businesses engaged in new markets

Applicants should retain copies of receipts related to expenditure for a period of up to 12 months. Aberdeen City Council will undertake auditing spot checks and retains the right to ask for copies of receipts as evidence of eligible expenditure. Failure to provide evidence may result in recipients having to repay part of, or the entirety of, the grant.

Additional information

All applications will be assessed and verified against the eligibility criteria by Aberdeen City Council and Business Gateway Aberdeen City & Shire, and successful applicants will be informed by offer letter. All decisions will be made at the discretion of Aberdeen City Council and are subject to the availability of funds. Details of payments made will be recorded and shared with relevant departments throughout Aberdeen City Council on a regular basis. The grant payment is 100% and no part funding is required. The grant must be used for intended outlined business purposes otherwise the Council has the right to reclaim the grant.

Subsidy Control

Any Grants awarded through the Business Start-Up Grant Scheme will be awarded under subsidy scheme made under the Subsidy Control Act 2022 – Subsidy Control Number SC11114.

Applicants will be asked to disclose whether any other public subsidy has been received.

Appeals

The applicant can appeal an unsuccessful application up to 4 weeks after the rejection notification by submitting a written request to appeal to BusinessSupport@aberdeencity.gov.uk. The application will then be reviewed by a second member of staff at Aberdeen City Council.

If you require any information, please email BusinessSupport@aberdeencity.gov.uk.