

## Tewkesbury Borough Rural England Prosperity Fund

### Business Grant Scheme

### Application Guidance Notes 2024-2025 (Round 3)

#### 1.0 Introduction

This guidance sets out the details on how to apply for the Tewkesbury Borough Rural England Prosperity Fund Business Grant Scheme, along with scheme eligibility criteria and details on how your application will be assessed.

Tewkesbury Borough Council (Council) has been identified by The Department for Environment Food and Rural Affairs (DEFRA) as an area eligible for the Rural England Prosperity Fund (REPF). This fund is a top-up to the UK Shared Prosperity Fund (UKSPF) to support activities that specifically address the particular challenges faced by rural areas.

REPF aims to improve productivity and strengthen the rural economy and rural communities. This Rural Business Grant Scheme has been developed in line with the REPF guidance and local need. Please see further details on the guidance here: <https://www.gov.uk/government/publications/rural-england-prosperity-fund-prospectus/rural-england-prosperity-fund-prospectus>

This scheme is administered by GRCC (Gloucestershire Rural Community Council) on behalf of the Council. Communication about the scheme and grant applications will be provided by GRCC.

It is the responsibility of the applicant to ensure that application information and supporting evidence is correct by following scheme guidelines. Incomplete or inaccurate applications will be rejected and there may not be an opportunity to reapply.

If you are unsure on what information to provide or have any questions, please contact GRCC who are administering the grant programme on behalf of Tewkesbury Borough Council on T: 01452 528491 or E: [louise@grcc.org.uk](mailto:louise@grcc.org.uk)

#### 2.0 The Grant Scheme

Grant Funding will be between £3,000 - £24,999 and the applicant will need to provide at least 20% of the total, eligible, capital project costs (Match Funding). All funding (total project costs) will need to be in place at point of application. All grants will be paid in arrears and subject to the appropriate evidence and documents being provided. (Please note that a Grant Funding Agreement will be required with each successful applicant – this agreement will be between the successful applicant and the Council.)

This is a competitive grant scheme and submission of an application does not guarantee funding will be awarded. Due to anticipated high volume of applications, we will be unable to provide feedback to all applicants.

##### Meeting the priorities and interventions of the REPF

Your grant application will need to demonstrate how it delivers against the following intervention, including: how it meets the objectives, outputs and outcomes for this intervention.

Intervention 1.1: Capital grant funding for small scale investment in micro and small enterprises in rural areas. This includes capital funding for net zero infrastructure for rural businesses, and diversification of farm businesses outside of agriculture to encourage starting up, expanding or scaling those businesses where this involves converting farm buildings to other commercial or business uses.

##### Objectives

1. Create jobs and boost community cohesion; and/or



2. Increase private sector investment in growth-enhancing activities, through targeted support for small and medium-sized businesses to:
  - undertake innovation; and/or
  - adopt productivity enhancing, energy efficient and low carbon technologies and techniques.

<u>Indicative outputs</u>	<u>Indicative outcomes</u>
Number of businesses supported	Jobs created
Number of farm businesses supported	Jobs safeguarded
Number of farm diversification projects supported	Number of businesses adopting new to the firm technologies or processes
Number of micro businesses supported	Number of businesses with improved productivity
	Number of businesses experiencing growth

Example projects

1. Creation and expansion of rural leisure and tourism businesses.
2. Purchase of equipment for food processing for non-farmer-owned businesses.
3. Net zero infrastructure for rural businesses.
4. Adoption of productivity enhancing, energy efficient and low carbon technologies.

For further information, examples of supported projects and guidance on the desired outcomes and outputs please use the following link. You will find listed examples:

[Rural England Prosperity Fund interventions objectives outputs and outcomes list.pdf \(publishing.service.gov.uk\)](#)

Please note that support for farmer-owned businesses is available under the Farming Investment Fund (FIF) – for further information on this funding stream please visit: [Farming Investment Fund - GOV.UK \(www.gov.uk\)](#)

All Applications must also demonstrate how they contribute to the UK’S commitment to cut greenhouse gas emissions to net zero by 2050; wider environmental considerations, such as resilience to natural hazards and the 25 year environment plan commitments (25 Year Environment Plan: [25 Year Environment Plan - GOV.UK \(www.gov.uk\)](#)).

### 3.0 Timeline for Grant Scheme 2024-2025

The timeline for the applications, grant awards and claims are outlined below:

Activity	Date
Grant application window open	15 <sup>th</sup> October 2024
Grant application window deadline	9am 18 <sup>th</sup> November 2024
Final claim deadline	28 <sup>th</sup> February 2025

Disclaimer: Timescales shown in the table above are subject to change at the Council’s discretion.

The claim deadline for submission of all approved expenses, evidence of spend and defrayal is the 28 February 2025. Please note that if you submit your grant claim after this date, we will not be able to pay it.



## 4.0 Scheme Eligibility

All organisations must meet the following eligibility and qualifying criteria to be eligible to make an application and receive grant funding:

- The organisation and project must be based within the eligible geographical areas of Tewkesbury Borough. Please use the link to this map [Magic Map Application \(defra.gov.uk\)](https://defra.gov.uk/magic-map-application) to ascertain as to whether your organisation meets the location eligibility criteria for this grant programme. This link should be used in Google Chrome.
  - Select the '+' sign on 'administrative geographies'.
  - Then select the '+' sign on 'other administrative boundaries'.
  - Then select the option 'Rural England Prosperity Fund'.
  - Once you reach this command, insert the postcode of your project into the search bar at the top left-hand side of the page and press enter.
  - Your searched location will appear in a highlighted blue shape.
  - Use your cursor to click on the 'i' symbol in the tool bar at the top of the page.
  - Now use your cursor to click on the highlighted blue shape.
  - A pop-up box will appear informing you whether your project is within the eligible REPF area.
  - Please see [REPF-Magic-Map-Visual-Guide.pdf \(tewkesbury.gov.uk\)](https://tewkesbury.gov.uk/REPF-Magic-Map-Visual-Guide.pdf) for visual instructions.
  - A screenshot of the pop up box will be suitable evidence to upload to the application form
- Businesses must be categorised as either a Micro or Small Enterprise, as per the Government's definition: Micro (2 or more of the following: less than 10 employees, a turnover of £632,000 or less, £316,000 or less on its balance sheet) or Small (2 or more of the following: less than 50 employees, a turnover of £10.2million or less, £5.1million or less on its balance sheet).
- Only capital items and projects are eligible. Revenue costs (e.g., Running costs or promotional activities) cannot be funded under this grant scheme.
- Grants can only fund capital projects to be delivered, completed and paid for by 28<sup>th</sup> February 2025.
- Grants must be for business purposes and the business must be trading from business premises in Tewkesbury Borough. Evidence the business has been registered with Tewkesbury Borough Council for Business Rates is required, or be an agricultural premises that is exempt from business rates.
- Businesses that work from home must be registered for business rates with Tewkesbury Borough Council to be eligible.
- Your business must be viable or have a credible plan to return to viability.
- Applicants must not have started the proposed activity they are seeking funding for. If work on a project has started, then it is ineligible for financial support.
- Retrospective project costs/costs that are incurred before the date of the Grant Funding Agreement are not eligible.
- Applicants must be able to evidence that the required match funding (a minimum of 20% of the total, eligible, capital project costs) is in place to deliver the project and the source(s) of this funding.
- Match funding can only be capital. It cannot be revenue or in-kind. It cannot include VAT.
- The match funding needed for the project must be in place at the time of applying. If this is unachievable then the project will not be eligible.
- Applicants must be able to evidence that all project costs are in place at the time of applying.
- Where **any** relevant permissions or consents (e.g. planning, tenancy) are required for a project proposal, these must be in place and approved before an application is made and evidence provided with the application. If the project does not require permissions, evidence of checks with the relevant authority must also be provided.
- The applicant (Business) must have a UK based bank account that is in the name (or trading name) of the applicant (Business) applying for the fund.
- There is a limit of one grant award per business.



- Applications may be made by a business on behalf of a group of businesses / organisations (as a partnership or consortium) who wish to collaborate on a project. There must be a single lead applicant who is responsible for receiving and spending the full grant award directly with suppliers. The grant monies cannot be distributed to the other businesses / organisations to spend as part of the project.
- An applicant will not be eligible under this scheme if they have received or have been awarded funding from another UKSPF/REPF Grant scheme in Tewkesbury Borough (community or business).
- The grants are not available to organisations that are predominantly public funded.
- If the site of your project is leased/rented/tenanted and Tewkesbury Borough Council (in its sole discretion) considers the project will have a permanent impact on the premises, your business must have 3 years or more remaining on the lease or other occupational document. You will also need to include a copy of the lease or other occupational document when submitting your grant application.
- If your project is taking place on rented/leased/tenanted land or premises, please ensure you submit a letter of authority from the land or premises owner. If you do not own the building/land you will be required to supply written permission from the landlord/landowner to confirm you are legally entitled to carry out the works.
- If the business ceases to trade for whatever reason or relocates outside the boundaries of Tewkesbury Borough within a 24 month period from receipt of a signed grant offer letter, the Council reserves the right to recover all or part of the grant provided by the Council.
- Public authorities, Town and Parish Councils and the Voluntary and Community Sector are not eligible to apply under this scheme.
- Franchise businesses and national chains are not eligible to apply under this scheme.
- Any business activity that is illegal or deemed unsuitable for public support by Tewkesbury Borough Council is not eligible to apply under this scheme.
- Businesses whose registered address is in Tewkesbury Borough but have no trading activity in in the Borough are not eligible to apply.
- All successful applications will be assessed against the UK Subsidy Control Regime (see section 11.1 below). Applicants are required to complete the Subsidy Control declaration in order to assist the Council in its assessment (Section 9 of the Application Form).

## 5.0 Ineligible projects and expenditure

Only capital items and projects are eligible. Revenue costs (e.g., Running costs or promotional activities) cannot be funded under this grant scheme.

The information below details examples of expenditure which are NOT eligible for REPF grant support (this list is not exhaustive and subject to change/refinement):

- Direct staff/salary costs.
- Working capital e.g. rent payments, hire costs, stock purchases.
- Any motorised vehicles intended for road use. Plant machinery may be considered.
- Any statutory or legislative obligations, duties, or requirements.
- 'Like for like' replacement of obsolete equipment with little or no added value.
- Activities which would contradict, duplicate or undermine HM Government domestic initiatives.
- Ongoing normal business costs (i.e., business rates, overheads, travel and subsistence required to undertake the economic activity, etc.).
- Reclaimable VAT.
- Payments for activity of a political nature.
- Purchase of financial investments.
- Hire purchases and/or asset finance arrangements.
- Minor repairs and routine maintenance.
- Funding domestic property improvements.



- Retrospective project costs /costs that have already been incurred by the business.
- Contingencies, contingent liabilities, debts and re-financing.
- This scheme cannot support projects that have received funding from other Defra schemes. This includes: The Farming in Protected Landscapes Programme, The Farming Investment Fund and The Platinum Jubilee Village Hall Improvement Grant Fund.)
- Businesses who are in administration, insolvent or where a striking-off notice has been made are ineligible for this grant (historically known as an ‘undertaking in difficulty’).
- Under the UK Subsidy Control Regime, some elements of activity cannot be supported. Therefore, Rural Business Capital Grants cannot be:
  - dependent on export performance – for example linking the grant to a specific export performance.
  - contingent on the use of domestic content – for example stating that the grant recipient must use a minimum percentage of UK inputs in their product.
  - or a grant provided to a non-viable business unless that business has a valid plan in place to return the company to viability.

**We strongly recommend that if you are unsure whether your project has eligible capital costs you check with the grant administrator at [louisef@grcc.org.uk](mailto:louisef@grcc.org.uk) for clarification before submitting your application.**

## 6.0 The Application Process

To apply, you must submit the application form found on the GRCC or Tewkesbury Borough Council website, by post or email. Details are found at the bottom of this document. Please ensure you upload **all** of your supporting documents at the same time as submitting the application form.

**The deadline for all applications, is by 9am 18<sup>th</sup> November 2024. If it is not received in time, it will not be considered.**

An initial check will be made by the grant administrator to ensure that all questions have been completed on the application form, the eligibility criteria is met and the accompanying supporting documentation needed has also been received.

## 6.1 Supporting Documents Checklist

Applicants will need to provide:

- 3 formal quotes for each item you are seeking funding for. Please read the procurement section below for full details on the submission of quotes)
- Evidence that (i) any necessary statutory and legal permissions (including but not limited to; planning permission, building regulations, advertising consent, lease agreements, landowner permissions) have been granted for the project and copies of these are provided when submitting your application, or (ii) that you have checked that no necessary statutory and legal permissions are needed and evidence of this is provided when submitting your application.
- Copy of your leasehold or freehold documents
- Optional: Any relevant photographs, maps, architect’s drawings, plans, or other evidence for your project.
- Evidence of at least 20% match funding of the total, eligible, project costs. This must be in place at time of applying. Match funding can only be capital costs. It cannot be revenue or in-kind.
- A copy of the most recent bank statement to the date of the application.
- A copy of the most recent financial accounts for the applicant business or organisation. (If business accounts are not available provide latest tax returns.)



- Subsidy Control Declaration
- Evidence your project is within an eligible area (Magic Maps application).
- Evidence the business has been registered with Tewkesbury Borough Council for Business Rates.

A check will be made by the grant administration team to ensure that all questions have been completed on the application form, the scheme eligibility has been met and all the accompanying paperwork needed is also received.

An applicant found to unduly influence a panel member by contacting them to discuss the application will be removed from the process. Applications must be processed and awarded in a fair and transparent way and no applicant has an advantage over any other.

All grants are made at the discretion of Tewkesbury Borough Council and are subject to available funds.

The decision of Tewkesbury Borough Council is final and reserves the right to vary the level of grant or reject an application.

## 7.0 Procurement

Applicants are required to demonstrate best value when procuring goods, works or services. Applicants (noting the requirement to demonstrate best value) may directly award goods, works or services where the value of such is £2,499 or below. Otherwise, applicants are required to obtain at least three competitive quotations for all goods, works or services with an anticipated value of £2,500 to £24,999 purchased in connection with this project. Any procurement with an anticipated value of £25,000 or above, that is being awarded to one contractor must be discussed with the Council prior to award. For further information on this contact: [ukspf@tewkesbury.gov.uk](mailto:ukspf@tewkesbury.gov.uk) or visit: [UK Shared Prosperity Fund: procurement \(8\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/uk-shared-prosperity-fund-procurement-8)

## 7.1 Quotes

Quotations must be provided for all items of expenditure, including those funded by your 20% match funding contribution.

Quotes must be submitted with the application.

Quotes must be submitted as received from the supplier/contractor. There will preferably be a visible logo, breakdown of items/services provided and the cost of those items/services.

All quotes should be 'like for like'. This means that they are comparable with each other in terms of quality, size, quantity, units, and specification for each item. The quotes should have been obtained within the last 3 months.

Applicants should ensure that there is no conflict of interest when selecting potential suppliers of goods, works and services. Conflict of interest refers to situations in which personal interest (which may include financial interests) may compromise, or have the appearance of, or potential for, compromising the selection of a supplier.

Any documents provided by the Applicant for the purpose of demonstrating compliance with this section shall be considered by the Council and the Council reserves the right to require the Applicant to obtain formal quotations or further information where such documents are deemed inappropriate to demonstrate compliance with the Applicant's procurement obligation.

Applicants should not undertake to make any prior commitments to suppliers prior to funding being awarded and confirmed. Any costs that have been committed to prior to the date of grant approval and award will not be eligible for grant support.

## 8.0 The Assessment Process

A panel of representatives from the business sector and Tewkesbury Borough Council will assess each application and make a recommendation concerning the funding. The recommendations will be signed off



by the Council. Applications will be scored against the assessment process detailed in the section below.

Question	Points to consider/cover	Score	Weighting
1. Grant project proposal and delivery	Outline the proposed project. What does the project aim to achieve? How will it benefit your business? Provide details on your track record/experience in delivery?	0 -100	20%
2. What is the need for the proposed project?	Explain the need for the project? How will/how likely is the project to improve productivity and strengthen the rural economy and rural communities.	0-100	20%
3. How does the project meet the objectives, outputs and outcomes of the REPF Intervention	How does the project meet the objectives of the intervention? How does the project meet the outputs and outcomes of the Intervention?	0-100	30%
4. Contribution to Nature Recovery and Net Zero Objectives	The UK commitment to cut Greenhouse gas emissions to net zero by 2050. Wider environmental considerations, such as resilience to natural hazards and the 25-year environment plan commitments.	0-100	10%
5. Value for money	How does this project provide value for money? How would this grant investment provide added value? What would happen without the grant investment?	0-100	20%

The Panel will be scoring based on how comprehensive the answers are as follows:

Score	Comment
100	Excellent - Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides details of how the requirement will be met in full.
70	Good - Response is relevant and good. The response demonstrates a good understanding and provides details on how the requirements will be fulfilled.
50	Acceptable - Response is relevant and acceptable. The response provides sufficient evidence to fulfil basic requirements.
20	Poor - Response is partially relevant and/or poor. The response addresses some elements of the requirements but contains insufficient / limited detail.
0	Unacceptable - Nil or inadequate response. Failed to provide confidence that the proposal will meet the requirements. An unacceptable response with serious reservations.

All grants are made at the discretion of the Council and are subject to available funds, execution of a Grant Funding Agreement and compliance with the grant terms of such agreement.

The decision of the Council is final, and the Council reserves the right to vary the level of grant, reject an application and/or require that funds are repaid to the Council should the applicant breach any of its obligations.

### 9.0 The Grant Offer

The Grant Offer is time limited. The applicant shall provide the Council with the signed Grant Funding Agreement within 10 days of receipt (including receipt by email). It is the applicant’s responsibility to ensure that the Grant Funding Agreement is signed and returned to The Council within the deadline. Grant Funding Agreements will be sent to successful applicants via email therefore it is important that you share the right





email address on your application.

The Grant Funding Agreement MUST be signed by an authorised signatory of the applicant in accordance with its governing documents. By signing this Grant Funding Agreement, the applicant acknowledges that the Council is subject to its own funding agreement in accordance with the UKSPF and REPF and that the grant is subject to the applicant assisting the Council with compliance of its obligations under the same.

The grant is approved only for the purposes stated in the Grant Funding Agreement. Please note that the Council reserves the right to require repayment of the grant from the applicant should the applicant fail to comply with its obligations under the Grant Funding Agreement (including for the avoidance of doubt, failure to achieve the outcomes and breach of subsidy control).

Applicants will be required to keep all receipts and maintain an asset register of all purchases using this grant funding. We may ask to see this register at any time and may also visit your premises to verify the purchase(s) and record identification details. If you dispose of any interest in any asset without the prior written consent of the Council for a period of 6 years from grant award, the Council reserves the right to reclaim a proportion of the grant in accordance with the terms of the Grant Funding Agreement.

## 10.0 VAT

VAT may be an eligible cost under this grant scheme; however, this will vary on a case-by-case basis and the Council cannot give VAT advice to applicants.

It is the responsibility of the applicant to include VAT if an applicant needs to claim it. If you do not include eligible VAT at the time of application, the grant will be awarded based on net costs and VAT cannot be claimed. Incorrect VAT treatment could lead to penalties from HMRC and the applicant having to repay the VAT element of the grant that should not have been claimed.

If the business is VAT registered, the percentage match funding should be calculated on the costs exclusive of VAT.

For businesses that are not VAT registered, please calculate the percentage match funding inclusive of VAT.

## 11.0 Declarations Section

You will be required to complete a declaration section on the application form, including: subsidy control commitments, fraud, conflict of interests, sharing consent and data processing.

### 11.1 UK Subsidy Control Regime

The Council, as a public authority, is required to consider and ensure compliance with the UK Subsidy Control Regime enacted through the Subsidy Control Act 2022. This places an obligation on public authorities to consider the provision of support to an enterprise which conveys an economic advantage. Further information about this may be found at [UK subsidy control regime - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/uk-shared-prosperity-fund-subsidy-control-7).

Applications will therefore need to demonstrate that they are not contravene the UK's obligations on subsidy control and as such submit a Subsidy Control Declaration with its application. Please use this link for the definition of this: <https://www.gov.uk/guidance/uk-shared-prosperity-fund-subsidy-control-7>.

### 11.2 Fraud

The Council will not accept deliberate manipulation and fraud. Any business caught falsifying their records to gain grant payments may face prosecution and any funding issued will be subject to claw back, as may any grants paid in error.

The business owner, partner or company director with due authority to submit the application will need to sign a declaration to confirm that they are the liable party, that the business is eligible in accordance with the criteria and to confirm the accuracy of all information within the application form. By submitting the application, you will be agreeing to the declaration.

### 11.3 Data Privacy /Protection





This scheme is funded by the REPF which is provided to Local Authorities to support businesses as part of the levelling-up agenda. The terms of the grant require the Council/the appointed intermediary (GRCC) to collect and process a range of personal data about the project's beneficiaries.

Further details about this data processing and applicant rights will be set out in the Privacy Notice on the Council's website.

By submitting an application to this scheme, you are consenting to any Personal Data collected being processed by the Council and the appointed intermediary (GRCC) and also shared with partners involved in the delivery of UKSPF and REPF. This includes the Ministry of Housing, Communities & Local Government (MHCLG) and its contractors. The Personal Data will be held for the purposes of contacting applicants and assessing forthcoming applications. For more information, please see the privacy notice [REPF-UKSPF-grants-Privacy-Notice-GH-15.11.23-.docx \(live.com\)](#)

For more information about how the appointed intermediary and partners use your information, please see the corresponding privacy notices.

Appointed intermediary GRCC - <https://www.grcc.org.uk/about-us/privacy-policy>

Department for Ministry of Housing, Communities & Local Government (MHCLG) - <https://www.gov.uk/government/organisations/ministry-of-housing-communities-local-government/about/personal-information-charter>

## 11.4 Insolvency

Applicants are required to provide the Council with a declaration as to its solvency. The Applicant must declare an insolvency event where the applicant (please note that this is not an exhaustive list):

- (a) being unable to pay its debts as they fall due or admits inability to pay its debts or is deemed unable to pay its debts within the meaning of section 123 of the Insolvency Act 1986 or is deemed either unable to pay its debts or as having no reasonable prospect of so doing, in either case, within the meaning of section 268 of the Insolvency Act 1986 or has any partner to whom any of the foregoing apply;
- (b) commences negotiations with all or any class of its creditors with a view to rescheduling any of its debts, or makes a proposal for or enters into any compromise or arrangement with its creditors;
- (c) a petition is filed, a notice is given, a resolution is passed, or an order is made, for or in connection with the winding up of that other party;
- (d) an application is made to court, or an order is made, for the appointment of an administrator, or if a notice of intention to appoint an administrator is given or if an administrator is appointed, over the Applicant;
- (e) the holder of a qualifying floating charge over the assets of the Applicant has become entitled to appoint or has appointed an administrative receiver;
- (f) a person becomes entitled to appoint a receiver over the assets of the Applicant or a receiver is appointed over the assets of the Applicant;
- (g) the Applicant is the subject of a bankruptcy petition or order;
- (h) a creditor or encumbrancer of the Applicant attaches or takes possession of, or a distress, execution, sequestration or other such process is levied or enforced on or sued against, the whole or any part of the other party's assets and such attachment or process is not discharged within 14 days;
- (i) any event occurs, or proceeding is taken, with respect to the other party in any jurisdiction to which it is subject that has an effect equivalent or similar to any of the events mentioned in (a) to (h) (inclusive); or
- (j) the Applicant suspends or ceases, or threatens to suspend or cease, carrying on all or a substantial



## 11.5 Conflict of Interests

Applicants should ensure that there is no conflict of interest when selecting potential suppliers of goods and services. Conflict of interest refers to situations in which personal interest (which may include financial interests) may compromise, or have the appearance of, or potential for, compromising the selection of a supplier. By signing the application form you will be declaring no conflict of interest, or connection directly or indirectly with the preferred provider.

## 12.0 Contact Us

Please ensure you have read these guidance notes in full before submitting any queries. If you have any questions, please contact GRCC: T: 01452 528491 or E: [louisef@grcc.org.uk](mailto:louisef@grcc.org.uk)

Application forms and guidance can be found on the GRCC or Tewkesbury Borough Council website. An application can either be completed by emailing your completed form and accompanying documentation to [louisef@grcc.org.uk](mailto:louisef@grcc.org.uk), or by sending it to GRCC by post. For email, you should put the name of the organisation applying and 'TBCGA' '**Tewkesbury Business Capital Grant Application**' as the subject. If you prefer, you may post your application form to GRCC, Community House; 15 College Green, Gloucester. GL1 2LZ. Please mark the envelope with the letters 'TBCGA' (Tewkesbury Business Capital Grant Application). If you have any problems accessing or completing the form please also contact: [louisef@grcc.org.uk](mailto:louisef@grcc.org.uk).

**The deadline for all applications, however submitted, is by 9am 18<sup>th</sup> November 2024. If it is not received in time, it will not be considered.**