



1. What is SEBB?

The primary objective of SEBB is to support businesses in the SELEP region to grow. Its focus is on Small and Medium Sized Enterprises (SME's) and small start-up companies. The objective is to boost companies and increase employment through support and guidance, and also grants. This guide focuses on the grants process.

SEBB has been designed to tackle the major barriers that many small companies face in accessing finance for growth. The grant programme will primarily focus on relatively low value interventions that tackle a specific barrier to growth, enable an SME to access a new market or facilitate innovation in products or processes.

The project will provide 'growth grants' to South East Local Enterprise Partnership (SELEP) based businesses, creating new jobs and 'new to the firm' products. It will also support 'pre-start' companies and 'start-up' companies.

Please be aware that grants can only be provided for projects that begin **after** the grant application approval.

2. The Type of Funding That is Available

The programme can fund up to 30% of the cost of qualifying projects, with the remaining 70% being met by the business. The minimum grant that can be awarded is £1,000. The maximum grant amount is £10,000.

Projects must demonstrably lead to business growth.

Grant funding from SEBB **may** be used to cover the following types of expenditure:

Business Development: funding required enabling expansion of the business (for example, new technology and related processes)

Plant, Machinery & Equipment: costs of and installation of machinery and hardware, and training required to operate it.

Intangible Items: including costs of purchasing new IT software and training



3. Who Can Apply?

To be eligible for a grant, businesses must:

- Be considered small or medium enterprises (i.e. employ fewer than 250 people, and have an annual turnover not exceeding €50 million or a balance sheet not exceeding €43 million);
- Spend the full value of the SEBB grant on a project taking place within the SELEP region (East Sussex, Essex, Thurrock, Southend-on-Sea, Kent or Medway)
- Secure 70% of the costs of the project in cash from private sector sources before the SEBB grant agreement is concluded;
- Not be engaged in a restricted sector according to the state aid regulations and ERDF requirements. Sectors that are not eligible are:
 - Fishery and Aquaculture
 - Agriculture
 - Coal, Steel and Shipbuilding
 - Synthetic Fibres
 - Education
 - Banking and Insurance
- Not have either already exceeded the *de minimis* state aid limit (€200,000 over three years) *or* to be in a position where the *de minimis* state aid limit would be exceeded were the application to be approved.

4. Other support received

ERDF funded programmes, and therefore the SEBB programme, fall under the De Minimis aid scheme. Therefore the value of any support received from this project will count toward the De Minimis ceiling, which is €200,000 within 3 fiscal years. You must be able to confirm that the business has not exceeded this limit, and will not exceed the limit if the proposed support is given.

Any individual project cost can only be supported by one ERDF funded programme. This means that if you are already being supported by another ERDF programme for the same proposed project cost, your SEBB application will not be approved.

Any other involvement with ERDF programmes must be disclosed.



5. Ineligible Project Costs

Travel Expenses / Subsistence

- Accommodation
- Car parking
- Company vehicles
- Courier services
- Flights
- Food and drink
- Mileage
- Petrol, diesel or other fuel
- Travel abroad

General Business Expenses

- Adverts
- Exhibition attendance/entrance fee
- Forwarding of post for a change of address as part of relocation
- Ink/toner cartridges or printer ink
- Internal employee wages/time
- Monthly bills/annual charges (i.e. telephone, internet, utilities, servicing of equipment, computer packages or web hosting)
- Newspapers/journals
- Printing of current promotional material
- Postage
- Service/maintenance charges on office equipment
- Stock items
- Subscriptions to magazines, etc.

This includes all 'business-as-usual' costs.

Professional Fees

- Accountancy fees
- Consultancy fees relating to completing the application
- Membership of professional trade organisations or bodies
- Recruitment
- Training
- Writing of a business plan, marketing strategy, etc.

Please note: this list is not exhaustive and may be subject to amendments



6. Paying for Purchases

The approved grant contribution will be made by SEBB once the full purchase price for your agreed item(s) has been paid, and evidenced by the business.

Eligible business payments include:

- Bank loan or overdraft facility
- Company own funds (including Owners/Partners/Directors/Members' loan)
- Private investor/New Share capital/New equity investors

Sources regarded as ineligible payments include:

- Costs already incurred
- Purchases made with cash
- Loans or overdraft facilities which have been committed to cover previous expenditure and potential future profits
- Purchases made with credit card.
- Lease/HP Agreements

Applicants should aim to have secured match funding by the time that they submit their application.

