



## EXPORT GRANTS FUND – OVERVIEW

### SCHEME OVERVIEW

The Export Grants Funds is targeted at SME businesses based in the borough of Telford & Wrekin. This grant fund is being used to encourage business growth by seeking to support projects that enable businesses to:

- Become more aware of the opportunities presented by trading in overseas markets
- Address barriers to trading internationally
- Raise awareness of the Department for Business and Trade, and the export support that is offered via the Department for International Trade;
- Enhance the international trade capabilities
- Increase the value of goods and services exported

Grants of up to £3,000 are available to businesses looking to engage in new or enhanced export-readiness activity in overseas markets. The grant fund will do this by supporting 100% of the total eligible costs up to a maximum grant award of £3,000. The fund will achieve this by supporting business to become “export ready” through the access of additional resources, advice, overseas information, financial support; consultancy support.

This fund is open to business from B2B and B2C categories, however applications will be prioritised from businesses operating within the following sectors: manufacturing, engineering, digital, professional or other office services, logistics and distribution, wholesale, construction and environmental.

### HOW TO APPLY

Due to the level of funding available, the high volume of applications anticipated, and the competitiveness of each round, all applications will be required to go through a three stage process to evaluate project viability against the fund criteria. We will not be able to support all project that are submitted. Successful and early submission of a full application does not guarantee funding.

- Stage 1: Submission of the Export Grants Fund Expression of Interest form
- Stage 2: Applicants will then be required to discuss their project with a member of the Department of Business and Trade export team. The aim of this meeting is to make sure the proposed project aligns with the fund assessment criteria
- Stage 3: Potential applicants will then be invited to submit a full application

Full guidance on how to apply can be found in Export Grants Fund Guidance Notes

### TIMING OVERVIEW

The Telford Export Support Scheme will operate on a round schedule, and will run to the times listed below.

- Round 1 will run from **12<sup>th</sup> July 2023 – 31<sup>st</sup> March 2024**
  - Applicants will be able to submit an EOI from 12<sup>th</sup> July 2023.
  - It is expected that all project will be financially completed (paid for, and grant claimed) within this window.
- Round 2 will run from **1<sup>st</sup> April 2024 – 28<sup>th</sup> Feb 2025**
  - Applicants will be able to submit an EOI from 1<sup>st</sup> March 2024.



- It is expected that all project will be financially completed (paid for, and grant claimed) within this window.

Projects will be assessed on an ongoing basis, as and when a full application is submitted.

We reserve the right to close the fund early subject to demand and funding allocation committed.

Once the funding for Round 1 has been committed, we will not be able to support any additional projects until Round 2.

All applications will be assessed on an ongoing basis upon receipt of a full application. The Invest Telford team will then work to appraise all applications within a 6 week period from submission.

## **SCHEME CRITERIA**

The Export Grants Fund will support business with 100% funded grant of up to a maximum of a £3,000 grant award for businesses with an eligible export related project. For example, the types of project we will look to support are:

- Market Research
- Consultancy on Intellectual Property Rights (IPR)
- Translation / Cultural Advice
- Social Media and Search Engine Optimisation (SEO)
- Participation in trade shows
- Market development
- Routes to market
- Coaching and mentoring or meeting any training or upskilling requirements needed for a business to begin or recommence exporting
- Access to professional support – exploring and piloting use of freight forwarding etc.
- Production of an export strategy
- Undertaking research into an overseas markets
- Actively preparing a product or service for export

This list is not exhaustive as we are seeking business to develop a project that support business growth and development, whilst also aligning with the fund objectives below.

All eligible projects must meet one or more of the following objectives that directly enable business to:

- Increase export capabilities by supporting businesses to engaged in new or enhanced export-readiness activities.
  - New means activity that was not undertaken prior to the grant support
  - Enhanced means additional activity to deepen or widen activity already underway
- Create additional FTE and/or PTE posts within the company within C.12 months of the project being approved
- Safeguard jobs as a result of the support

The overall number objectives that can be supported by each project will be taken into account when assessing all applications.

Applicants should be aware that as funding is limited, we cannot guarantee that all applicants will be successful with their application. In addition, should there be an influx of strong applications which meet all assessment criteria, in an attempt to support as many Telford businesses as possible all



project may not get approved to their full grant request. Applicants should bear this in mind when submitting an application if their project is wholly dependent on receiving all their grant request.

The fund will not support the purchase, replacement, or upgrade of laptops, tablets or mobile phone, stock, running or operational costs, staff costs, mortgage or lease payments or other loans/finance, company cars or other road vehicles. For a full list of ineligible expenditure please read FAQ's.

All applicants will be required to adhere to strict procurement rules. Full information can be found on the Export Grants Fund Guidance Notes.

For businesses that are VAT registered, we will not cover the cost of VAT, however for non-VAT registered business we can cover the cost of VAT.

### **WHAT DOCUMENTS AM I REQUIRED TO SUBMIT?**

Applicants to the Export Grants Programme will need to provide the following document to support their application:

- The latest 3 consecutive months of bank statements
- Evidence of match funding
- Quotes in line with the procurement guidance requirements
- Additional information may be requested on a per applicant basis
- Evidence of existing staff numbers
- Applicants will also be required to submit evidence of their pre-intervention data, and post intervention data.

For full details regarding the application process, documents required, and timings please read the fund guidance notes.