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**StartEast Grants Scheme: Management Arrangements**

The StartEast Grants Scheme is managed, administered, and monitored by Norfolk Arts Service, Norfolk County Council.

StartEast grants are available to enterprises receiving StartEast Advice and Support.

Enterprises will be invited to apply for grants; this is not an open application scheme.

1. **Application Process**

If you are eligible to apply for a StartEast grant, you will be invited to apply by your StartEast Advisor.

Your Advisor will support you with completing the StartEast Grant Scheme Application. This will be reviewed by the StartEast Project Steering Group, which will decide whether a grant should be awarded.

The agreed award will be administered and monitored by Norfolk County Council.

Applications can be submitted at any time and applicants will be notified in writing of the outcome of their application within two weeks of Project Steering Group approval. Unsuccessful applicants will also receive feedback.

1. **Assessment Process**

Eligible proposals for grants will be assessed by StartEast Advisors and the Project Steering Group against the following criteria.

* Does the enterprise have a good cultural product or service?
* Does the proposal have the potential to generate growth?
* Does the enterprise have the skills, financial stability and capacity to implement and manage the proposal?
* Does the enterprise have the ability to successfully manage the grant and any necessary cashflow?
* Is the project accurately and appropriately costed?
* Will the project contribute successfully StartEast objectives? (see Annexe 1)
* Does the enterprise have a comprehensive understanding of the market place they are working/or planning to work in?

The criteria will be scored, 1-5 (see Annexe 2). Grants will only be awarded to applicants who score at least 18 points in total. We anticipate that applications to the fund will be very competitive.

1. **Procurement Compliance**

All grant recipients will be required to comply with the StartEast procurement rules. Recipients will be required to provide;

* Evidence of all project expenditure. This must include invoices and bank statements or equivalent to show the payments were made.
* Evidence of open and fair procurement of goods and services, including proof of advertising and quotations received. Grant recipients will be expected to show evidence of at least three quotes for each procurement. Failure to provide satisfactory evidence of this may result in the repayment of grant.
* Evidence of auditable, accountable match funding, including copies of match funding acceptance letters and bank statements showing receipt of match funding.
* Evidence of the outputs and results delivered through the grant funding

1. **Evaluation**

All grant recipients will be required to complete a full evaluation describing the impact of StartEast support on their business. Grant recipients will also be expected to contribute to the overall StartEast project evaluation.

1. **Grant approval – what happens next?**

If a grant application is successful, Norfolk County Council will send the applicant a formal Grant Offer Letter and Funding Agreement. This will include:

* A Grant Funding Acceptance Form which needs to be signed and returned before the applicant can commence delivery of the business proposal.
* The amount of grant awarded and the State Aid regulations under which it has been approved;
* A Statement of Previous Aid received under the De Minimis exemption which needs to be signed and returned before the applicant can commence delivery of the business proposal.
* Terms and Conditions of Offer - both standard conditions (including details of how funding will be released) and any specific conditions required by the StartEast Project Steering Group;
* The outputs and other results that must be achieved;
* Guidance on how the project will be monitored and evaluated by Norfolk County Council and external evaluators;
* Guidance on the documentary evidence and publicity requirements;
* Guidance on the registering and disposal of assets;
* Contact information for Norfolk County Council.

**A maximum of 50% of each award will be released within 6 weeks of the Grant Funding Agreement being signed. The remaining funds will be released on the completion of the project, completion of at least 12 hours of StartEast business support, a final monitoring visit, and receipt of a full and satisfactory funding claim and evaluation report.**

The Offer Letter, Standard Conditions, Grant Acceptance Form and any other attachments will form the Grant Funding Agreement between the applicant and Norfolk County Council. This will be a legally binding Agreement.

1. **Publicity**

Successful applicants will be expected to acknowledge the support and involvement of StartEast, Arts Council England (ACE), the European Regional Development Fund (ERDF), and the New Anglia Local Enterprise Partnership (NALEP) in any communications regarding their growth plans, as well as on all relevant marketing and promotional material. It will also be a requirement that the StartEast, ACE, ERDF and NALEP logos appear on all associated publicity materials and the following wording used. ‘*This project was supported by the StartEast Grants Scheme, funded by the European Regional Development Fund and the Arts Council England Creative Local Growth Fund.’*

1. **Data Protection**

Norfolk County Council will use the information provided by applicants to administer and analyse applications and for Programme Evaluation purposes. It may give copies of all or some of this information to individuals and organisations it consults when administering the grant schemes, monitoring grants and evaluating funding processes and impacts. These organisations may include, for example: external evaluators and other organisations involved in delivering the Programme. Personal information that applicants provide may be disclosed to a credit reference or fraud prevention agency, which may keep a record of that information. In addition, if false or inaccurate information is provided by applicants or at any point in the life of any StartEast Grants Scheme funding award and fraud is identified, Norfolk County Council will provide details to fraud prevention agencies. It will also be a requirement that any misused funds are repaid to Norfolk County Council in full.

To meet StartEast reporting, audit, and compliance requirements Norfolk County Council may share any information provided by applicants with the Department of Communities and Local Government (DCLG), Arts Council England, and the New Anglia Local Enterprise Partnership.

1. **Freedom of Information**

The Freedom of Information Act 2000 gives anyone the right to request access to information held by Norfolk County Council. It is designed to promote democracy by allowing people to gain a greater understanding of how the Council works and how we make our decisions. In the vast majority of cases, NCC is legally obliged to inform the requester whether it holds the requested information and, if so, to communicate it to them, subject to any exemptions that may apply. If any applicant thinks that information they are providing may be exempt from release if requested, NCC will ask them to let us know as part of their application.

1. **Application Submission**

This is a rolling grants scheme and applications can be submitted at any time.

As part of Norfolk County Council’s carbon saving targets, an email copy of the application form is acceptable, and we will accept an electronic signature as your formal confirmation that the information in the application is true and accurate. You can also email us copies of any background documents (e.g. accounts). However, where it is not possible to send these electronically, we will still need hard copies to be posted to accompany your application. It is, of course, still acceptable to receive hard copies of your application as well, if you do not have access to email.

Applicants must read the StartEast Grants Scheme Eligibility Criteria thoroughly before preparing an application.

Information will be available in large print, audio, Braille, alternative format or in a different language via Norfolk Arts Service on 01603 222941 or email [arts@norfolk.gov.uk](mailto:arts@norfolk.gov.uk).

All applications must be submitted on the enclosed form to:

**Norfolk Arts Service, Norfolk Record Office, The Archive Centre, Martineau Lane, Norwich NR1 2DQ or emailed to:** [**arts@norfolk.gov.uk**](mailto:arts@norfolk.gov.uk)

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|  | If you need this form in large print, audio, Braille, alternative format or in a different language please contact the Norfolk Arts Service on: Telephone 01603 223262  Email [arts@norfolk.gov.uk](mailto:arts@cultural.norfolk.gov.uk) and we will do our best to help. |

**Annexe 1: StartEast Grant Scheme Objectives**

The StartEast Grants Scheme will expect applicants to demonstrate how their proposal meets one or more of the following objectives:

* Building resilience and generating growth;
* Increasing competitiveness;
* Developing new products;
* Reaching new markets;
* Securing/extending current and new contracts;
* Promoting entrepreneurship;
* Engaging in innovation practices;
* Promoting and enabling sustainable practice.

**Annexe 2: StartEast Grant Scheme Scoring Mechanism**

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| 5 Points | **Outstanding**  Outstanding skills, knowledge and ability. Demonstrated by original ideas, thorough understanding of the market place, backed up outstanding track record and sound evidence.  Full confidence in the enterprise’s ability to deliver. |
| 4 Points | **Excellent**  Excellent skills, knowledge and ability. Demonstrated by strong ideas, a clear understanding of the market place, backed up excellent track record and relevant evidence  Gives real confidence that the enterprise can deliver. |
| 3 Points | **Good**  Good skills, knowledge and ability. Demonstrated by sound ideas, an understanding of the market place, backed up with good track record and some relevant evidence.  Gives confidence that the enterprise can deliver. |
| 2 Points | **Acceptable response**.  Acceptable skills, knowledge and ability. Acceptable ideas, some understanding of the market place, backed up with an acceptable track record, some basic evidence.  Some confidence that the enterprise can deliver. |
| 1 Point | **Less than satisfactory response.**  Reservations on the skills, knowledge and ability. Little or no understanding of the market place. Little or no evidence. No track record.  Little confidence in the ability to deliver. |
| 0 Points | **Unsatisfactory skills, knowledge and ability.**  Lacks of understanding of what is required. No evidence. No track record.  No confidence of the enterprise’s ability to deliver. |