



## HSUP Grant FAQs

Question	Answer
<b>Funding amount</b>	
How much funding will I receive?	The grant offering is between £500 and £3,000.00 and must be 'matched' by the applicant. So, the applicant will pay at least 50% of the total project cost. The contribution will be rounded down to the nearest £500. For example, if the applicant spends £1,300, the programme will refund £500.
What is the minimum spend amount?	The purchase needs to be a minimum of £1,000 (excluding VAT).
Can the total cost include VAT?	No, the grant excludes VAT so the minimum project spend would need to be £1000 excluding VAT.
Can I pay for several things such as insurance, website and accountancy advice?	No, you can only use the grant to pay for one project with one supplier.
Can I apply for funding for something I have already paid for?	Retrospective applications will not be acceptable. If you have already agreed or paid for a project, you will not be able to apply for funding. You must wait to receive an approval letter from Wenta before paying the supplier invoice or we will not be permitted to fund your project.
What happens if I can't afford to pay for the invoice upfront?	You will need to be in a position to pay the invoice in full before claiming the 50% match funding from Wenta.
<b>Eligibility</b>	
Does my business need to be registered?	You must provide evidence that the business has been registered with either Companies House or HMRC. This would be either a Companies House registration number or a letter from HMRC with your Unique Tax Reference (UTR) number and your date of registration.
If I registered more than 3 years ago but have been trading for less than that, am I eligible?	You must provide either companies house registration documents or HMRC registration which demonstrates that your business is less than 3 years old (from date of incorporation/registration). If you are a registered limited business which has not been trading for more than 3 years, you can provide dormant accounts information.
Can my business partner apply for a grant too?	We can only approve one grant per company.
Can I apply more than once?	There will be a limit of one grant application per client.



Can I use it to pay for equipment?	The grant is not for capital items and cannot be used for items such as equipment or vehicles
Can I just submit an application for the grant without coming to Wenta?	All clients must be signed up to be part of the ERDF funded Hertfordshire Start-Up Programme (ERDF funded) and must have completed to 12 hours advice/training. You will need to attend our workshops and/or business advice sessions and complete some paperwork.
<b>The Application</b>	
How do I write a business plan?	Clients must submit a basic outline business plan including financial projections. We can provide you with templates for this and a Business Adviser can talk you through how to complete it.
Can I use my spouse's business as one of the suppliers?	We do not accept applications for working with suppliers which are closely associated with the applicant's business.
Do the quotes have to be of a similar value?	The quotes need to be for a similar specification of services. Whilst the overall total costs would be expected to be broadly similar, they do not have to be very close in value.
Can the quotes be on email?	We will accept emailed quotes as long as they have the email address and contact details of the supplier as part of the email message.
Do I have to choose the cheapest quote?	You do not have to choose the cheapest quote but you will be required to state your reason for the decision.
Can I pay for training?	Training, which is a legal requirement for the business, is not included.  You are permitted to apply for funding for other training.
What kind of projects are covered by the grant?	The funding is to be used for start-up and development costs which can be attributed to the business taking on external support/resources in areas such as: -  <b>Marketing/promotional support</b> e.g. Brochures; flyers; signage; business cards; logo design; consultancy/ advice; creation of marketing plans;  <b>Website development</b>  <b>Professional/legal advice</b>



	<p>e.g. contract preparation; advice on purchasing an existing business.</p> <p><b>Financial planning/advice</b> e.g. Financial forecasts; creating business plans;</p> <p><b>Intellectual property advice</b> e.g. patents; trademarks; design registration; copyright.</p> <p><b>Software applications</b> e.g. financial software; CRM software;</p>
How much do I need to write in the application?	Please write a short paragraph to clearly explain under each section: What your business does; why you are applying for your funding and what the benefits will be.
Can I email it all through to you?	You can email your application through to a Business Adviser for review. For final submission you will need to sign your application form and either post it to us or drop in into our offices.
<b>Getting the funding</b>	
Can I pay for my items by credit card?	You can pay by credit card but we will need to see your credit card statement as proof of payment.
If I decide not to use the agreed supplier what happens?	You will not be permitted to change supplier once your application has been approved. Please contact us to discuss any issues with this.
If the grant is taking a while to get approved, can I go ahead and pay my supplier?	You will need to wait to receive an approval letter from us before making the purchase. We cannot accept proof of payment which is made before receipt of our approval letter.
How soon will I get the money?	Wenta's intention is to consider any grant application within 15 working days of submission. A second assessor will consider the application and countersign if approved. A grant offer letter will then be sent by post to the applicant confirming that the application has been successful. The applicant must not instruct a supplier, until this letter has been received. The applicant will then be required to provide proof of payment. The grant monies will only be released once a receipt and proof of payment have been provided.
Do I need to pay the full invoice before the grant funds are released?	The Grant Recipient will then be expected to pay 100% of the invoice costs. Proof of purchase and payment (as detailed in the offer letter) must then be



	<p>provided to the Grant Administrator (Wenta) along with any evidence required to ensure any grant conditions have been met. The Grant Administrator (Wenta) will then reimburse the applicant in line with the grant offer within 15 working days.</p> <ol style="list-style-type: none"> <li>1. Supplier Invoices can only be submitted to us once you have received a letter from Wenta confirming that they have accepted your grant application</li> <li>2. Supplier Invoices must be dated after the date of the letter from Wenta and need to clearly show that they have been paid (i.e. ask the supplier for a receipt) or provide separate proof of payment.</li> <li>3. Provide proof of the money going out of your account (i.e. copy of your bank statement)</li> <li>4. Invoices for the total amount (excluding VAT) must be submitted all together, so Wenta will make one payment into your bank account</li> <li>5. Provide us with your bank account name, sort code and number</li> </ol>
<p>Do I have to pay this funding back to you?</p>	<p>No, this is a grant rather than a loan. Once the funding has been paid out to you to refund your payment to the supplier, you do not have to repay it.</p>
<p>Will the grant funding come to an end?</p>	<p>There is an allocation of grants each month and if the month's allocation has been taken up in full then the applicant will be given the opportunity to submit their grant application for the following month's allocation.</p>

**For more advice and information on the business support and finance available to you, visit [www.wenta.co.uk/business-advice](http://www.wenta.co.uk/business-advice)**