

## Annex 1

### Terms and Conditions of a Business Incentive Grant

- The business must be a new start-up, not a business under new management, or registered under a new name, or with a new governance structure where it will continue the activities of an existing business.
- The business must be located within the borough of Test Valley.
- The owner must work for the business permanently on a full-time basis (minimum 30 hours per week) as their only job.
- The date of the application must precede the date the business starts trading.
- Any planning/building control/licence or other necessary consent must be obtained.
- Grants will only be paid to business bank accounts.
- Only one TVBC grant per business will be paid (workers may still qualify for skills grants).
- Only one TVBC business grant per applicant will be paid in any 5-year period.
- The business must show evidence that the business has been trading for a minimum of 6 months before the grant is paid.
- The applicant must contact the Council after 6 months of trading to arrange a Council visit and provide evidence of trading.
- The grant will be delayed if the business is on reduced rent; in these circumstances the payment will not be made until the business has been successfully trading for a minimum of 9 months.
- If no contact has been made a year after grant approval, the grant offer will be withdrawn unless a delay has been agreed.
- The successful applicant must agree to meet with a Councillor or their representative when the grant is paid, and have a photograph taken for a press release and promotional use by TVBC.
- If the business has a premises that is visited by the public, a window sticker confirming funding by TVBC, must be displayed for a period of a minimum of 1 year after the grant has been paid.
- No activity which may be construed as radicalising or encouraging people into terrorism will be permitted to receive any grant. Should any allegation be received, or if the Council has reason to suspect noncompliance, the Council will investigate and may decide to cancel, modify or withdraw any offer or grant made to ensure compliance with the Counter-Terrorism and Security Act 2015.
- Businesses are not eligible for a BIG if receipt of the requested grant from the Council will exceed the Minimum Financial Assistance (MFA) threshold for the business as specified in section 36(1) of the Subsidy Control Act (2022). The total amount of 'Minimum Financial Assistance' (MFA) received over a rolling period of three fiscal years should not exceed £315,000 per business at company group level (including the grant you are applying for).
- If awarded with a BIG, the business will be required to declare this funding in future applications for public funding over the following three fiscal years.
- Applicants on voluntary and temporary zero hours contracts may be considered for the grant at the discretion of the Test Valley Borough Council Officer.

## Data Protection

The Council is required by law to protect the public funds it administers and may share information provided in order to prevent or detect fraud.

Any personal data you supply on this application form will be used for purposes in connection with the grant scheme and to provide information or advice to support your business including the TVBC newsletter; it will not be transferred outside of the European Economic Area. Should you decide you do not wish to receive the TVBC newsletter, you can unsubscribe by clicking the unsubscribe option at the bottom of the newsletter. Further information on the Council's TVBC data protection policy can be found at [GDPR - General Data Protection Regulation | Test Valley Borough Council](#)