

# Innovation Support for Business Go-Create and eScalate Grant Q&As

Last updated: 20<sup>th</sup> November 2020

## 1. Can grants be used for marketing, e.g. Facebook advertising campaigns?

Yes, in certain cases. eScalate Social Enterprise grants can be used for advertising campaigns. Although an eligible activity, it is hard to see how it would be a good fit to an eScalate Access to Finance grant. For an ISfB Go-Create grant, marketing would have to be shown to be an important part of the innovation project; marketing cannot form an entire Go-Create grant project.

## 2. What if we do not have accounts for a previous year as we are in our first year of trading?

You should provide a forecast for your first year of trading in place of accounts.

## 3. Do technical specifications have to be submitted or will a product summary suffice?

We do not require technical specifications. A summary or description of your product will be sufficient, provided it gives enough information for grant assessors/Panel members to understand it.

## 4. Do suppliers have to be paid before the grant can be paid? What if supplier payment terms are 90 days?

Yes. We can only pay the grant based on defrayed expenditure, i.e. costs you have paid out of your bank account. Until this happens the costs cannot be claimed. This means that if your payment terms are 90 days you cannot submit a claim until after the 90 days have elapsed, i.e. once the supplier has been paid.

## 5. We will be looking for a grant of less than £25,000, do we still need to get three quotes for the project?

Yes. You should provide three quotes for each item of expenditure in your application. As we have accelerated the process, we accept that this may not always be possible, but we cannot issue a Grant Offer Letter until you have received all three quotes.

If you are purchasing anything that costs more than £25,000 you do not have to seek written quotes, but you must run an open procurement process, as described in the guidance notes.



**6. Can we apply for a grant for two distinct projects, i.e. £25,000 each, total cost £50,000?**

You cannot receive two grants under the same programme. In other words, you could potentially receive a Go-Create grant from ISfB and an eScalate grant, but you cannot receive two Go-Create grants or two eScalate grants. If you apply under both programmes, the grant projects must be clearly and quantifiably different and cannot include the same activities or quotes.

In theory you could apply more than once to each programme, however we strongly recommend that you do not do this as the assessors and grant panel have no way to know which application is your priority. If you have more than one potential project under one of our programmes, you would be better to apply with your preferred project and, if that is unsuccessful, to then submit your second application.

**7. Can we start working on the project before we are notified, providing we do not pay any subcontractors or third parties?**

No. Activity, including signing contracts and starting work, cannot commence before the grant is awarded. If you are willing to start working without the grant, it is questionable whether the grant is needed for the activity. From the point at which we notify you that you have been awarded the grant and with our approval, you can commence working. However, this will be at your own risk until the Grant Offer Letter is issued and signed.

**8. We are a business based outside Oxfordshire, are we still able to apply?**

Any eligible SME based in the England ERDF Operational Programme area can apply. However, we are looking to prioritise projects that deliver an economic benefit to Oxfordshire.

**9. Where the guidance states staff costs are not eligible, it is not clear whether this includes consultancy?**

Sub-contracted consultants are not staff costs and consultancy costs are therefore eligible.

**10. Do I need to include 3 quotes for all procurement under £25,000? For example, small items, and items with only one obvious supplier e.g. Facebook advertising, which can only be done through Facebook.**

Where only a single provider is possible, e.g. Facebook advertising, you will only be able to obtain a single quote. In areas where this is less obvious, you should attempt to obtain three quotes. Ideally you should have responses confirming that suppliers cannot offer that service and in an ideal world, which we accept is very unlikely, they suggest you contact the supplier you have chosen as the only business that can offer those services.

For small items, e.g. items costing less than £100, it will not be a requirement to see three quotes, although the Grant Panel may request them as a condition of the grant offer. However, this does not mean that procurement can be disaggregated or split up into smaller elements simply to avoid seeking three quotes. If you have specific questions about procurements, we suggest you speak to the relevant programme team.

### **11. Do my suppliers need to be registered and/or trading in the UK?**

No, suppliers can be based overseas. You will need to demonstrate that they have been selected on merit in exactly the same way as any other supplier.

### **12. Can you clarify what the grants for scale ups under eScalate can be used for?**

eScalate grants for scale up SMEs must be spent on projects that support the SMEs to access finance or to become investment ready. Activities can include specialist consultancy and support related to:

#### Access to finance consultancy

- Preparation for access to finance sector focused events
- Analysis of potential financing routes for businesses
- Investment readiness reviews and action plans
- Accountancy advice incl. SEIS, EIS to help access finance

#### Specialist consultancy to help get business investment ready

- Business plan
- Feasibility study
- Market research
- Competitor analysis
- Partners and suppliers research
- Viable growth-forecasts and research
- Robust cash-flow projections
- Legal Advice incl. company structure, employment law, GDPR, IP
- Coaching/mentoring support to build an investment ready leadership team

These lists are not exhaustive, but your application must demonstrate that your project relates to getting your business ready to access finance or become investment ready.

### **13. Can you clarify the maximum value Go-Create grant you provide? On slide 8 of the presentation it states that Max Grant is £50,000 (anticipated) yet later in the presentation it states £10,000 as a maximum.**

For Go-Create the maximum grant we anticipate giving to an applicant is £50,000 (slide 8), although this is our expectation not a maximum. If your grant request is going to be larger you must speak to a member of the project team.

Slide 11 refers to a Go-Create grant of £10,000 as an example to demonstrate how the maximum grant awarded and grant rates work together in an example project.

**14. Please can you clarify the procurement thresholds, in the webinar, the amount of £25k is listed, but is this the match funded grant, or the total amount? The maximum eScalate grant that OxLEP will provide is £25,000, but at what point do we need to advertise via OJEU, and below which amount do we simply obtain 3 quotes?**

The procurement threshold is £25,000. Below that you must obtain three written quotes and above £25,000 you must run an open procurement process. Whether the £25,000 is grant or match funding makes no difference, if you are buying anything that costs £25,000 or more you must run an open process and anything below that requires written quotes.

It is very unlikely that a grant will require an OJEU process as the current procurement threshold for this is £189,330 and we do not expect the total value of any grant project to reach that figure.

**15. I am applying for an Innovate UK grant which will cover 70% of eligible project costs. Can I obtain the balance of the funding from Go-Create?**

No, the Go-Create grants are already matched with ERDF and therefore need to have “clean” match (i.e. funding not already matched elsewhere). Innovate UK funding will not meet that requirement as it is usually awarded under the General Block Exemption Regulation and a Go-Create grant cannot act as match against that.

**16. Is it possible to use other grants as match against an eScalate or Go-Create grant?**

The grant match must be private money, i.e. it cannot come from a public source such as local or national government.

**17. Is there a checklist for the open procurement process that we can have?**

We have not developed a specific checklist, but the team can advise if needed. At a high level this process needs to be as follows:

- Create a specification document setting out the detail of the procurement, deadlines and selection criteria (e.g. how you will score responses, or other selection process)
- Advertise the opportunity on your website and Contracts Finder (<https://www.contractsfinder.service.gov.uk/Search>) which is free to register as a buyer for at least ten days, but preferably longer for higher value or complex procurements (and at this time of the year not counting the bank holidays)



- Select from responses received on or before your deadline using the criteria set out in the specification, keeping scoresheets
- Summarise the process and results in an award report (this is not essential but is best practice and keeps auditors happy)
- Inform the successful and unsuccessful respondents

**18. Where do we need to advertise an open procurement process tender other than on our website?**

You are required to advertise the opportunity on Contracts Finder: <https://www.gov.uk/contracts-finder> for any procurement over £25,000.

**19. Is the ISfB funding in any way regarded as State Aid? If it is, will it affect a business' ability to claim tax credits for R&D?**

We must reiterate that we are not tax advisors, and this is a complicated area and we strongly recommend that you seek expert advice.

ISfB funded support (grant and business support) is a State Aid but is managed as a De Minimis aid and it is therefore not a notifiable aid. We believe that means that if an SME receives a Go-Create grant from ISfB, the grant money itself could be considered under RDEC. But the fact that they have received the grant would not prevent the rest of their R&D spend being considered under the SME R&D tax credit scheme.

However, we are not tax experts and therefore before making a claim for R&D tax credits you should seek expert advice.

**20. Can Go-Create or eScalate grants be used to support a pre-start?**

No, we can only award a grant to an existing undertaking (e.g. a limited company, sole trader, etc.). However, pre-starts may apply but must have formed a business, i.e. become start-ups, by the time the grants are awarded.

This is because in the case of a pre-start, the only possible grant recipient is the founder(s) and an ERDF grant cannot be given to an individual, only an undertaking.

**21. Can this funding be used to cover the cost of training from the provider on the new software?**

ERDF cannot be used to fund training. However, if this forms part of the installation and implementation of the software, it would be eligible. It cannot lead to any form of accreditation.

**22. Can this funding be used to cover the cost of a data migration service provided by a supplier to help initially set us up with new software?**

Yes.

**23. The software we hope to purchase has a yearly fee for the platform and user licences. Is this funding intended to cover the initial cost of getting the software installed and up and running therefore just one year of the software cost, or can we apply for funding to cover a 2-3 years of this yearly fee?**

The grant can only cover costs that you have defrayed during the grant project. We cannot leave a grant open for 2-3 years. If you were to purchase a three years license alongside the installation that would be an eligible cost as it would be defrayed during the grant project. You would not be able to include costs for years two and three if you pay for them at the start of years two and three.

**24. What reporting do you require on this funding?**

We require grant claims supported by evidence of defrayal, e.g. invoices and bank statements, and reporting on the output and impact deliverables achieved, e.g. employment increase, new products to firm and to market, etc. There are templates for the reporting and the team will be able to guide you through the process if your application is awarded a grant.

**25. We note in the guidance that businesses engaged in the ‘primary production, processing and marketing of agricultural products’ are not eligible. How do we know whether our business falls into that category?**

This is a complicated area, although it seems simple. You will need to work out whether you produce an Annex 1 product. Annex 1 products are not eligible for support under these projects. Each type of product has a number according to the Combined Nomenclature. To work out whether a particular product is Annex 1:

1. Go to <https://www.uktradeinfo.com/TradeTools/ICN/Pages/ICNBySection.aspx>
2. Enter your product type and you will be given a code.
3. Your code is Annex 1 if it begins with any of the following numbers: 01, 02, 03, 04, 0504, 0515, 06, 07, 08, 09, 10, 11, 12, 1302, 1501, 1502, 1503, 1504, 1507, 1512, 1513, 1517, 16, 1701, 1702, 1703, 1705, 1801, 1802, 20, 2204, 2205, 2207, ex 2208, ex 2209, 2210, 23, 2401, 4501, 5401, 5701.

(<https://www.gov.uk/guidance/state-aid-for-agriculture-and-fisheries#what-constitutes-an-agricultural-product> gives more information on State Aid for agriculture and fisheries.)

**26. Can a consultancy firm outside of the UK supply the support for a grant project if successful?**

Yes, provided they have been procured in line with the guidance, either with three quotes or an open process if the value of the procurement is above £25,000.

**27. should my business receive government support due to COVID-19 in the form of a grant or support for furloughed staff does this count towards my De Minimis State Aid limit?**

We do not believe so. COVID related state aid is delivered through the *Temporary Framework for State aid measures to support the economy in the current COVID-19 outbreak (2020/C 91 I/01)* which is separate to and does not cumulate with De Minimis. Therefore, we do not believe this support would count towards your De Minimis limit.

If it would count, you would be informed that you were going to receive a De Minimis aid at the point you are awarded it.

**28. Do we need to follow the ERDF branding and publicity requirements, i.e. use the ERDF logo on our website?**

Yes. Grant recipients are required to adhere to the ERDF branding and publicity requirements and this requirement forms part of the conditions of the grant. However, this should not be taken to mean that, for example, marketing materials for your new product should all include the ERDF logo.