

Sir Thomas White Loan Charity Business Grant

Eligibility Criteria and Application Process

Please ensure you read the full guidelines before you start your application to ensure you meet the eligibility criteria and are clear regarding the application process, including deadlines for submission.

Eligibility Criteria

To be eligible for a business grant from the Sir Thomas White Loan Charity, you and your business must meet the following criteria / provide the following information:

- The applicant (individual) **must** be 18 – under 45 years of age as at 29th August 2024. Proof of this will be required if you are not a current borrower (loan recipient) of the charity.
- The applicant **must** currently live in Leicester/Leicestershire or Rutland and operate their business from this area. Proof of this will be required if you are not a current borrower (loan recipient) of the charity.
- The business for which the grant is sought **must** have been running for at least 1+ year **and** no more than 5 years at the time of the application.
- The business **must** have an annual turnover (sales) of **between** £8,000 - £150,000.
- An application form **must** be completed in full. We will not accept an application in any other format / where our application form has not been used.
- To be considered you **must** be able to demonstrate a real need for the grant and the impact the grant will have for you / your business.
- Management or full trading accounts for a full 12-month period **must** be submitted with the completed application form. We **do not** accept bank statements or tax returns in lieu of these. If your trading accounts are more than 6 months old, please provide up to date management accounts instead.
- We are unable to accept applications from our borrowers who have had their loan recalled (casualty status) by the charity.
- We regret we are unable to accept applications from registered charities, community groups or CICs.
- We are unable to accept an application from you if you / your business received a grant from us in a previous year / round, even where the grant awarded was less than the maximum available.

Grant Request

- We can accept applications up to and including the maximum grant request of £5,000. You may apply for less than the maximum amount and are encouraged to apply for only what you need.
- You must specify what the grant will be used for and we can accept applications for most purposes. We are unable to accept grant applications where the grant is to be used for rent / mortgage or salary costs. Applications for costs associated with employing an additional employee will be considered.
- Only one grant application per individual and / or business will be permitted per application round.
- Unsuccessful grant applicants may reapply for a future round providing they are still eligible and grant funds remain to be distributed. Please note this cannot be guaranteed.
- The grant application process is competitive, with limited funds available and we therefore cannot guarantee all eligible applicants will be successful.
- Each grant awarded will be dealt with on a case-by-case basis, depending on requirements. As such there is no standard time scale / date by which a grant must be spent. We however expect successful grant recipients to confirm acceptance of the grant and provide any supplementary information as requested, so any grants no longer required can be reallocated accordingly.
- Payment to successful grant recipients will be dealt with on a case-by-case basis, depending on requirements. There is the expectation all payments will be made electronically.
- We reserve the right to settle an invoice directly on behalf of the grant recipient, rather than paying the grant recipient direct. This will be discussed with you if a grant is awarded.
- The Grant Committee reserves the right to offer a grant at less than the applied for amount.

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Application Process

- Please complete the application form in **full**, ensuring you have completed all sections including the consent section. If consent is not provided then we will be unable to process your application.
- Please ensure you include your most recent management or **full** trading accounts for the previous 12-month period. If you do not submit these then your application will not be considered.
- If you are a current borrower (loan recipient) of the charity, please ensure you provide your bond number and all information with the charity is up to date e.g. Revision of Records, submission of annual accounts etc. If your payments are in arrears and you are not currently making repayments, please contact us before submitting an application.
- If you are not a current borrower (loan recipient) of the charity, please ensure you attach with your application the following additional documentation as proof of your eligibility (age / location). Failure to do so will mean your application **will not** be considered:
 - Copy of the ID page of your passport or driving licence
 - Recent (no more than 3 months old) utility bill or bank statement showing your name and address
- Once you have all your documents ready, please submit electronically (preferred method) by email to Sarah Hope at sarah.hope@stwcharity.co.uk before the grant application deadline (see website for details). Postal applications can also be made to Sarah Hope, Sir Thomas White Loan Charity, Unit 5, Friars Mill, Bath Lane, Leicester, LE3 5BJ. Where posting, we recommend you post as registered or tracked documents, as we cannot accept responsibility for lost or delayed postal items.
- Grant funds are limited and once all funds have been fully allocated, grant application rounds will be closed until such time as further funds are available. Details of our current application round deadline and any future rounds can be found on our website at www.stwcharity.co.uk/business-grants.
- Once an application has been received, we will acknowledge receipt. On reviewing, we may ask for additional / supplementary information to enable us to make a decision and you may therefore be contacted by the Clerk or a member of the Grant Committee to discuss your application in more detail.
- All grant applicants will be advised of the decision regarding their application, whether successful or not. All application decisions are final and at full discretion of the Grant Committee. The charity will not enter into correspondence with applicants regarding why a grant has not been awarded.
- Successful grant recipients will be asked to sign grant terms and conditions prior to the grant payment being made and will be contacted as standard after the grant has been awarded / paid to ascertain impact and any potential mutually beneficial publicity opportunities.

Checklist for Applicant Use

	Yes	No	N/A
Do you / your business meet all eligibility criteria?			
Have you completed all sections of the application form?			
Have you provided your consent?			
Have you provided / attached your management / trading accounts?			
If you are a current borrower:			
Have you provided your bond number?			
Is all information up to date with us?			
If you are not a current borrower:			
Have you provided your copy ID (passport/driving licence)?			
Have you provided a recent utility bill / bank statement?			

If you have any queries regarding the grant process / submitting an application, please contact: Sarah Hope by email at sarah.hope@stwcharity.co.uk, telephone 0116 2046620.