



Manufacturing Growth Incentive

What is the Manufacturing Growth Incentive?

This discretionary scheme aims to support manufacturing businesses in East Lindsey to bring forward new investment through the provision of new premises or additional commercial floor space. The features of the East Lindsey District Council scheme are that it is designed to:

- increase local manufacturing activity in East Lindsey;
- enable additional business investment in the District by refunding an agreed share of Business Rates on new manufacturing floor space;
- sustain and increase future manufacturing employment in East Lindsey;
- reduce the number of vacant commercial sites in East Lindsey;
- support the growth of a key local industrial sector.

Who can apply?

- A manufacturing company which operates in East Lindsey;
- Applicants must have planning permission and approval of any

other consents required, in place for the proposed development at the time of submitting the application;

- In respect of expansions, this must represent a net expansion of business space. For example, if an existing employment site is sold off for residential development as part of any relocation or expansion, the refunded NNDR support will only apply to the net overall increase in manufacturing space;
- The net additional floor space to which the refund will relate must be at least 240m².
- Applicant must be able to demonstrate that the sum of the refund granted will enable a reciprocal investment that will create or safeguard manufacturing jobs and facilitate the development of additional employment floor space in East Lindsey;
- Applicants must not have received any State Aid over the sum of €200,000 over a rolling

three year period and shall notify the Council of any State Aid it has received during that period.

How much can we apply for?

Subject to a successful application, Business Rate refunds will be offered on the net additional floor space created only. Refunds will be based on a sliding scale of reimbursement over a three year billing period from the first financial year following completion of the associated works, as follows: Year One (50% refund of Business Rates); Year Two (40% refund of Business Rates) and Year Three (30% refund of Business Rates). Funding will only be granted if, when taken with any other aid during that period, the total does not exceed €200,000 over a three year rolling period.

How do we apply?

- There is an application form that will need to be completed and submitted.
- Application forms and guidelines can be downloaded from www.e-lindsey.gov.uk/mgi
- Applications must be accompanied by:
 - Audited accounts for the past two years;
 - A business plan outlining growth aspirations over the next three years;
 - Three year cashflow forecast;
 - Planning permission;
 - Proof of ownership or landlord's permission;
 - Site plan showing premises to which Business Rates refund relates.
- Only electronic applications and scanned attachments will be accepted.
- Applicants will need to clearly demonstrate how the refund will be used to help grow the business and create jobs.
- Applications must be made no later than 28th February 2020.

What happens then?

- Applications will be judged and scored by a Council panel.
- Applications will be judged on individual merit and on a case-by-case basis.
- As the refunded relief will be time limited, the applicant will also need to demonstrate how at the end of the award period the business will fund the additional rates then due.
- The Council reserves the right to reasonably request any further information it requires to ascertain whether any application is eligible for Business Rates refund.

- The Council will aim to notify the applicant of its decision within 20 working days of receiving sufficient information to make a decision.
- The Council reserves the right to refuse any application.
- Where the request for a refund is unsuccessful the Council will explain the reasons why the decision was made. The Council's decision on the refusal of an application is final.
- The refund scheme is administered under the Local Government Finance Act 1988 and awards are not subject to a statutory appeals process.
- Unsuccessful applicants are able to submit a revised application after three months of the original decision being made.

When can I start work?

If the Council, having evaluated the application, offer Business Rates relief, we will provide you with an offer letter setting out how much refund we are offering and detailing any specific conditions. If you are happy to accept this offer and associated conditions, you will then need to sign and return the copy offer letter to formally accept the funding offer. Once you have sent this back, you can then start work.

Processing of information

Please be aware that the information provided in the application by you will be utilised to establish whether you have any outstanding debts with the Council. The information will also be shared, on a confidential basis, with the individuals involved in the decision making process

associated with considering the application.

Payment of the Refund

All Business Rates refunds will be made by refunding the business account to which the Business Rates payable applies. Applicants will be monitored after 12 and 36 months against the delivery of the project as described in their application form. These outputs are the basis upon which the refunded relief will be awarded. Failure to deliver outputs may result in clawback or withdrawal of the aid provided.

Timescales

Application deadline
28th February 2020.

Offer confirmed
4 weeks following receipt of application. (The Council reserve the right to extend this should they require more applicant information etc.)

Final date for submission of claim for refund
12 weeks following billing payment.

Maintenance checks
All applicants will be contacted within 24 months of completion to ensure the outputs that the refund relates to have been achieved.

All applications under the Manufacturing Growth Incentive shall be subject to terms and conditions provided for in the application form and offer letter.

Terms and Conditions

1. Eligibility Criteria

Who can apply?

- A manufacturing company which operates in East Lindsey.
- New companies born out of existing organisations are eligible for support if this represents a significant new economic activity for the company.
- Applicants must have planning permission and approval of any other consents required, in place for the proposed development at the time of submitting the application.
- In respect of expansions, this must represent a net expansion of manufacturing floor space. For example if an existing employment site is sold off for residential development as part of any relocation or expansion, the refunded NNDR support will only apply to the net overall increase in manufacturing space.
- The net additional floor space to which the refund will relate must be at least 250m².
- Applicants must be able to demonstrate that the sum of the refund granted will enable a reciprocal investment that will create or safeguard manufacturing jobs and facilitate the development of additional employment floor space in East Lindsey.
- Applicants must not have received any State Aid over the sum of €200,000 over a

rolling three year period and shall notify the Council of any State Aid it has received during that period.

Eligible applicants

- Owner of the premises – need to provide proof of ownership.
- Tenant of the premises – where the conditions of the lease do not prohibit such works. A letter of consent from the owner is also required, alongside a minimum three years lease.
- Must not have received any State Aid over the sum of €200,000 over a rolling three year period

Eligible premises

- Must be located in East Lindsey.
- Must be a manufacturing property.
- The construction of additional premises resulting in a net increase in manufacturing floor space.
- Must be at least 250m² of new manufacturing floorspace.
- Applicants must engage with the Council's planning team prior to submitting an application, in order to have all necessary consents and permissions in place for the planned works.

Assessment Criteria

In considering an application for a local discount, the applicants may be asked to provide certain additional information. This may include, but is not limited

to, the last two year's accounts, Business Plan and cash flow forecast. The applicant will have to sign a State Aid declaration to confirm that they have not breached the State Aid criteria.

In assessment of an application, the Council will consider:

- The employment impact, e.g. the quality and number of jobs created/safeguarded; skill levels required; opportunities for apprenticeships and the development of local supply chains;
- Whether vacant buildings or sites are brought back into use;
- The deliverability of the project and the credibility of the applicant to deliver;
- The financial need for the refunded Business Rates;
- The viability of the business after the period of the relief has ended and the ability to be able to pay the Business Rates following the refund.

2. Amount of Business Rate Refund

Subject to a successful application, discretionary refunds of Business Rates will be offered to a business owner or occupier that is able to demonstrate that the sum of the refund granted will enable a reciprocal investment to be made in the growth of the business.

Business Rate refunds will be offered on a sliding scale over a three year billing period from the first financial year following completion of the associated works, as follows: Year One (50% refund of business rates); Year

Two (40% refund of business rates) and Year Three (30% refund of business rates).

The Fund abides by State Aid regulations. The Council will notify all successful applicants that it complies with Commission Regulation (EC) No 1998/2006 OJ L 379 and the grant aid is de minimis in character and state the amount granted. All recipients of a Business Rates refund must declare in writing or electronic form, about any other de minimis aid received during the current and previous two fiscal years. Funding may only be granted if, when taken with any other aid during that period, the total does not exceed €200,000.

There will be no changes to the Council's current NNDR billing and collection processes. Approved applicants shall pay all Business Rates on the associated premises in the usual way. Successful applicants will then be provided with a refund on their respective annual payments, based on evidence of that the respective bill has been paid in full. Businesses awarded the grant will be required to contact the Council once they have paid their Business Rates bill to request their refunds.

3. The Grant Application – General Guidance

3.1 Applications for a Grant

The refund on Business Rates cannot be processed until the application has been evaluated in accordance with these terms and conditions and subsequently approved.

3.2 Evaluation of an Application

- A panel consisting of East Lindsey District Council and Compass Point Business Services colleagues will be responsible for evaluating each application and making the funding offer in accordance with these terms and conditions.
- Priority will be given towards investment that will create or safeguard jobs and facilitate the development of additional employment floor space. Where an existing business is expanding, the refund entitlement will be calculated on the Business Rates payable towards the additional business space only.
- Each application will be judged on its own merits with regard to how well it meets the scheme's aims and eligibility criteria and its ability to be implemented within the set timescales in accordance with the terms and conditions.
- We will not enter into a commitment until the formal acceptance of the offer of grant letter.
- Please note this is a discretionary grant and the decision of the panel is final.

3.3 Decision after Evaluation

Notification of decision on the application will be made in writing to the applicant. An offer of Business Rates refund shall be made by an offer letter, which will specify:

- The eligible applicant;
- The eligible premises;
- The eligible works;

- The approved Business Rates refund for the three year period, to be calculated in accordance with additional floor space to be created;
- The date by which the agreed outputs to demonstrate eligibility for the refund are to be completed by.

3.4 The Offer for Business Rates Refund

- An offer of Business Rates refund by the Council must be accepted by the applicant within fourteen (14) days of receipt of the offer letter. After this date the offer will have to be reconsidered and the applicant will have to re-apply if they still wish to undertake the works, following which, the application will have to be re-evaluated.
- Acceptance will be by means of returning a copy of the offer letter signed by the applicant.
- An appropriate date for completion of the works will be stated, any change to this date will need to be agreed in writing with the Council. Unless such a change is agreed in writing, the Council cannot guarantee to provide any grant aid for works completed beyond the date stated.

4. The Eligible Works

- Works must be completed and claimed by the dates specified in the offer letter unless agreed otherwise in writing by the Council.
- Despite the offer of Business Rate refunds, the Council reserves the right to refuse to release any Business Rate refunds if the agreed outputs

are not delivered within the timescales set out in the offer letter.

- The applicant must inform the Council immediately if any deadline cannot be met. The Council will then consider the most appropriate action but is under no obligation to alter the conditions in the original offer letter, and therefore is under no obligation to release the Business Rate refund for works undertaken after the original deadline date.

5. Access to Works

Members of the Council's evaluation panel may inspect the works that have been approved for grant aid during the time that work is being undertaken and will inspect them at completion. The applicant shall arrange for any licence or access to the Works as the Council considers reasonably necessary.

6. The Business Rate Refund

- Successful applicants are required to pay for their annual Business Rates bill in full, before any refund will be processed. It is therefore important that enough funds are in place to cover project costs.
 - The applicant must inform the Council when the works and agreed outputs have been completed. The Council will then arrange a final site visit to inspect the works.
 - The applicant must submit the claim for assistance by the date stated in the offer letter.
- Following a satisfactory inspection of the completed works, the Business Rates refund will be paid in arrears. Payment will be made directly to the applicant's bank account on production of bank statements showing prior payment of the Business Rates bill in full, to which the agreed refund will relate to.
 - Any Business Rates incurred before the date of the offer letter will not be eligible for refund.
 - The Council reserves the right to withhold payment of the grant in whole or in part if any condition of the offer letter has been breached, or the applicant has committed any prohibited act as defined under the Bribery Act 2010, or any offence under legislation creating offences in respect of fraudulent acts or at common law in respect of fraudulent acts in relation to the grant or defrauding or attempting to defraud or conspiring to defraud the Council.
 - In considering whether the works have been carried out to a satisfactory standard, the Council will have regard as to whether the applicant has complied with, amongst others, the relevant Listed Building consents, planning permission, building regulations and conservation area consents. The Council reserves the right to withhold part or all payment if the applicant fails to comply with any required consents.
 - A check will be made to ascertain whether the applicant and/or trader have any outstanding debts owed to the Council. If it is found that such debts do exist, the

Council reserves the right to withhold payment until such debts are cleared.

- The Council may withdraw the scheme and the offer of Business Rate refund at any point if the source of funding for the scheme and grant ceases or reaches the maximum amount allotted to it by the Council.

7. Repayment of Grant

The Council reserves the right to recover all or a percentage of the refund, as it shall in its sole discretion determine, within a period of 24 months from the date of the respective annual refund, if the aided works are changed, altered, closed, sold or not properly maintained or not delivering the agreed outputs set out in the offer letter.

8. Data Protection

East Lindsey District Council is a Data Controller and can be contacted at Tedder Hall, Manby Park, Louth, Lincolnshire LN11 8UP, Tel: 01507 601111. The Data Protection Officer can be contacted at the same address.

We are collecting your personal data under a contractual obligation as you have made an application to East Lindsey District Council's Manufacturing Growth Initiative.

Your personal data will not be shared with third parties but may be used for Council purposes, in order to prevent or detect crime, to protect public funds or where we are required or permitted to share data under other legislation.

Your personal data will be stored securely for 48 months after a

grant offer has been made, if your application is unsuccessful your details will be stored until the end of the financial year of application.

You have the right to access the data we process about you and you should contact the Data Protection Officer if you wish to do so. You also have the right to ask for your data to be corrected, erased, restricted or made portable in certain circumstances. Please contact the Growth and Promotions Service on 01507 613119.

If you are not satisfied with our processing then you can complain to the Data Protection Officer in the first instance or if the matter is not resolved, the Information Commissioner's Office at: Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF, Tel: 0303 123 1113.

We cannot process your application unless you complete the application form in full. Failure to do so will lead to an unsuccessful application.

For full details of our Privacy Policy please visit our website.

- Personal data provided by the applicant will be used to administer and analyse funding applications. Personal data will be shared internally within the Council and Compass Point Business Services for the purpose of validating the application and assessing eligibility.
- Personal data will only be shared with third parties where there is a legal requirement to do so.

9. Liability

- The Council shall have no liability to any applicant or any other party whatsoever in respect of any liabilities, damages, costs, charges, expenses, losses, claims, demands or proceedings suffered, or liabilities incurred by an applicant or any other party in respect of the Business Rates relied and/or the delivery of any agreed outputs or the works.
- The recipient of the Business Rates refund shall indemnify, and keep indemnified, the Council from and against all liabilities, damages, costs, charges, expenses, losses, claims, demands or proceedings suffered by the Council including, but without limitation, losses arising in respect of any death or personal injury or in respect of damage to property, caused by or arising out of any default, negligent act or negligent omission, breach of the these terms and conditions by the recipient of the Business Rates refund including any person it is responsible for.
- Neither the Council nor any applicant excludes or limits liability for death or personal injury caused by its negligence, fraud; and/or fraudulent misrepresentation.