

Tips on successfully applying for a South East Creatives Grant

- The smallest grant you can apply for is £1,000 – so the smallest project you can put forward is £2,859 (we've used £3,000 just to make it easier to work out). The highest amount for Top Up grants is a project of £4,000 (£1,400 grant). As we come to the end of the grant funding we are no longer able to offer larger grants.
- Remember you will have to be able to afford to buy the product or service you want and then to **claim back up to 35% of the cost** (the grant). We normally pay this to you within 3 weeks of getting evidence you have paid the money out of your account.
- for any purchase made via credit card, **we require a full credit card statement and bank statement** to show the credit card balance has been paid in full.
- If you're not VAT registered you **claim 35% of the full cost** of the product or service bought.
- **We can't fund anything that you've paid for before** the grant panel approves your application.
- We may be able to offer you **more than one claim**, as you spend on your project.
- You **can't use 'in kind' funds as part of your project costs**: you must be able to evidence actual spend i.e. money leaving your bank account to be able to claim.
- The project **does not cover the cost of membership fees** and any monthly payments can only be covered up to November 2020.

So how do the grant panel review your application?

All grants go through a standard scoring process.

The panel are looking for companies that are using the funding to bring **new products or services** to their business, to **become more efficient** and to demonstrate that you anticipate the funding **will help your business grow**. If you can provide some monetary estimate of this growth the panel will find this helpful (you'll see that the application form asks you these types of questions).

You must provide quotes for all the items you want to buy.

From the 1st September we will only be able to approve grants where you expect to spend and claim **within 2 months** from the date you are approved for funding.

What is the easiest way to tackle my grant application?

- If you have **applied via our website 'APPLY HERE' form and passed eligibility**, we will send you a **Word version of our grant application form**. We strongly suggest you use this to prepare your answers to key sections.
- Make sure you have your quotes available (we can accept emails, letterheads, screenshots of websites or formal quotations).
- Use the **link supplied by the South East Creatives team** to access a part prefilled application and complete all the sections. Remember that you **cannot submit the form and then change it at a later date!**