



Funded by
UK Government



Prosperous Denbighshire - **Social Enterprise
Growth and Innovation Grant Scheme**

Guidance Notes

**Funded by the UK Government through the UK Shared
Prosperity Fund (UKSPF)
Delivered by Denbighshire County Council / Cadwyn Clwyd**



1. What is Prosperous Denbighshire?

The Prosperous Denbighshire project is funded by the UK Government through the Shared Prosperity Fund (UKSPF), which is focused on the following investment priorities:

- 1) People & skills
- 2) Supporting local businesses
- 3) Community and place

The project aim is aligned to the UKSPF aims to boost productivity, pay, jobs and living standards by growing the private sector, with focus on supporting micro and small enterprises including social enterprises within Denbighshire. The objectives are:

- Creating jobs and boosting community cohesion, through investments that build on existing industries and institutions, and range from support for starting businesses to visible improvements to local retail, hospitality and leisure sector facilities.
- Increasing private sector investment in growth-enhancing activities, through targeted support for micro and small businesses to undertake new-to-firm innovation, adopt productivity-enhancing, energy efficient and low carbon technologies and techniques; and start or grow their exports.

The [UK Shared Prosperity Fund Prospectus](#) provides a comprehensive overview of the fund.

The Prosperous Denbighshire - Social Enterprise Growth and Innovation Grant Scheme will offer funding up to 90% on eligible **CAPITAL** expenditure for projects with awards offered from £1,000 up to £9,000.

This enhanced grant scheme is discretionary and will be operated on a first come first serve basis dependent upon availability of funds and completion of the project within the detailed timeframe.

All offers of funding will be subject to approval of applications by a Grants Review Panel

Following confirmation of award all offers will need to have been accepted and have drawn down funds no later than **14th September 2026**.

2. Eligibility

The scheme is open to new and existing trading social enterprises based in Denbighshire.

To apply, your organisation must:

- Be based in Denbighshire (have an operating address in Denbighshire)
- Deliver social and/or environmental benefit
- Earn income through trading (selling goods and/or services)
- Show the organisation is financially viable
- Have appropriate governance in place (e.g., board/committee and proper decision-making)

- Have a business bank account in the organisation's name
- Have been actively trading for at least 6 months and be registered with HMRC

To be considered, your project must:

- Fit within one or more of the scheme's interventions and support growth, innovation and/or sustainability.
- Introduce productivity-enhancing, energy-efficient and/or low carbon technologies or techniques.
- Help your enterprise introduce new processes (new ways of working).
- Help your enterprise develop and produce new products.

Your project should aim to deliver:

- **Jobs created** as a result of the support (new roles).
- **Jobs safeguarded** as a result of the support (existing roles protected).

This grant is for social enterprises that are based in Denbighshire and have been trading for at least 6 months. Your project must help your organisation improve how it operates (e.g., new equipment, digital systems, low-carbon/energy-efficient improvements), introduce a new process or develop a new product/service—and should ideally lead to jobs being created or safeguarded.

Organisations That Are Not Eligible

The following are not eligible:

- Organisations that do not trade
- Individuals applying in a personal capacity
- Political organisations
- Organisations primarily distributing profits to private individuals
- Statutory public sector organisations
- Organisations in financial distress or insolvency

What is a Social Enterprise?

A social enterprise is “a business with primarily social objectives whose surpluses are principally reinvested for that purpose in the business or in the community, rather than being driven by the need to maximise profit for shareholders and owners.”

For the purpose of the grant, a social enterprise must be an enterprise which is involved in trading activity.

Eligible Costs

Eligible costs must support the one of the following:

- **Costs for enterprises to address the business impact on climate change and net zero ambitions.** For example, this could include purchasing productivity-enhancing, energy efficient and low carbon technologies and techniques.
- **Costs that enable enterprises to introduce new processes.** For example, it could include software for inventory management, or payment for services to develop new e-commerce processes for making bookings, or for buying services. Capital purchase examples could include: (1) a point-of-sale (POS) till system (hardware) with barcode scanner/receipt printer to introduce a new sales and stock-control process; (2) tablets/laptops and a booking/field-service device set-up (hardware) to introduce a new digital booking, check-in, or job-management process.
- **Costs for an enterprise to develop and produce new products.** For example, this could include hire or lease costs for equipment and machinery to design or produce new products.

A key priority for the project is supporting enterprises to address their net zero ambitions; introduce new products and/or new processes that the enterprise has not delivered before. There will be a focus on supporting the introduction of innovative technologies and new ways of doing business. Innovative proposals in grant applications will score highly in the application appraisal process. New processes can improve productivity, increase turnover, profitability and market share, by making the business more competitive. Qualifying projects would typically include expansion, diversification and modernisation of an existing business. Expenditure could be new investment in assets, such as small items of equipment, or implementation of carbon reduction technology to enhance existing business green credentials.

All eligible costs must relate to the introduction of new products or processes. Example eligible costs may include:

CAPITAL Costs – the fund will only support capital investment in the enterprise, on items such as:

- Equipment and machinery
- Physical works and improvements
- Professional services (architects fees for capital build)
- Carbon reduction or sustainability works
- Accessibility improvements

Projects should demonstrate clear social or environmental impact together with a focus on ensuring sustainability or growth of the social enterprise.

Ineligible Costs

The following costs are not eligible for funding:

- Revenue Costs

- Salaries or staffing costs
- Core operating costs (rent, utilities, insurance)
- Stock or consumable items
- Debt repayment
- Retrospective costs
- VAT reclaimable from HMRC
- Gifts or donations
- Fines or legal penalties
- Political or religious campaigning
- Costs funded by another public grant
- Working capital

The grant cannot be used to refinance organisational liabilities.

3. Match Funding Requirements

Applicants applying for the Social Enterprise Growth and Innovation Grant Scheme must provide a minimum of 10% match funding toward total project costs.

Match funding must be:

- Cash funding
- From eligible sources
- Available at the time of application

Match funding cannot be:

- In-kind contributions
- Another public grant

4. How to Get Advice and Apply

Applicants must contact the Grant Programme Team before submitting an application.

The team can:

- Confirm eligibility
- Provide guidance on project development
- Support application preparation
- Signpost to additional support

Contact details:

Helen Williams

Phone: 01490 340500

Email: helen.williams@cadwynclwyd.co.uk

Applications must be submitted electronically through the approved grant system.

Only one application per organisation will be accepted.

5. Completing the Application Form

Applicants must complete all sections of the application form and provide supporting documentation.

Applications must include:

- Organisation details
- Project description
- Financial information
- Evidence of social impact
- Project budget
- Quotes for project costs
- Business plan
- Cashflow forecast
- All statutory, legal and regulatory requirements relevant to the project (such as but not limited to; planning permission, food standards agency, licensing or safeguarding policy).

Quotations

Original estimates/quotes for project items/works (2 itemised quotes for items/works costing up to £2,500, 3 itemised quotes for any item/works costing in excess of £2,500 or more)

The quotes should follow the same template and where applicable be broken down into parts to show the costs of individual elements of work

Cash Purchases - No funding will be paid where cash transactions have been undertaken.

Retrospective funding will not be awarded.

Projects must not begin before formal approval is received.

STATE AID / SUBSIDY CONTROL

The grants will be awarded under Minimal Financial Assistance (MFA)

Minimal financial assistance (MFA) allows public authorities to award low-value subsidies (up to £315,000)

Additional MFA cannot be given to a beneficiary that has already reached their MFA threshold.

As part of the application process you will be required to:

- Declare your understanding the funding is offered as a subsidy under MFA
- Declare the MFA threshold specified in section 36(1) of the Act will not be exceeded by the enterprise receiving the proposed assistance

When making your declaration you should take into consideration all subsidy support (including grants) received through the following schemes during the previous 3 fiscal years

De Minimis, 'Special Drawing Rights' (SDR), UK de minimis, 'Small Amounts of Financial Assistance' (SAFA, the current name), 'Small Amounts of Funding Exemption' (SAFE) and 'Minimal Financial Assistance' (MFA).

6. Processing Your Application

On receipt of your full application form Cadwyn will:-

- Check that all the details provided are in order and if not inform you of what further information is required.
- Undertake checks if necessary.
- Refer the application to the Grants Panel for a decision. *Each application shall be considered on merit and in accordance with the scheme's aims and objectives.*

7. Advising of the decision

You will be informed of the decision by email. If successful you will be advised of the amount of funding offered and any specific conditions relating to the award. Attached to the letter will be the 'Terms & Conditions' contract that you must adhere to. This has to be *signed and returned within 14 days* as acceptance of the funding offer.

8. Making a Claim

All of our funding is on a defrayed basis (i.e. the claimant must spend the money first and they then claim the agreed amount back as stated in the grant offer letter.

We would usually do this in 1 / 2 instalments depending on the project and its spend profile.

Following confirmation of award all offers will need to have been accepted and have drawn down funds no later than **14th September 2026**. This deadline cannot be extended.

As a limited time fund all grants offers (in whole or in part) not drawn down in line with the above will automatically expire.

When submitting a claim, proof of expenditure will be required. This must include

- All relevant receipted accounts/invoices (*invoices must not pre-date the signed and returned offer letter/contract*).
- Copies of corresponding bank statements showing payments going out of the company's accounts will also be required.

No cash transactions will be accepted as part of a claim.

Cadwyn will satisfy itself that the activity for which the funding was awarded (works undertaken or purchases made) has been carried out fully in accordance with the proposal made within the application and any conditions attached to the approval. This may be by inspection or such other means as Cadwyn determines. When all the above is completed Cadwyn will release the funding to your Business Bank Account by means of BACS payment.