



# Funded by UK Government

## How to Apply for a Grant under UKPSF

### STAGE 1 – Receipt of the Application Link

After you have registered and your registration has been verified you will receive an email from [ukspf@derbyshiredales.gov.uk](mailto:ukspf@derbyshiredales.gov.uk) containing a unique link, to make your application. This will happen once the grant scheme your business is eligible for is ready to receive applications. We will publicise this via our newsletter, website and social media.



### STAGE 2 - Completing the Grant Application Form

It is important to read the relevant [webpage and guidance notes](#) for the grant before you complete the form.

**NOTE** - You can save and return to the form as you progress it but once you have submitted it, it cannot be retrieved.

On submission, you will receive an automated email thanking you for your submission. You will be given a new unique reference number; quote this number if you need to contact us with any queries at [UKSPF@derbyshiredales.gov.uk](mailto:UKSPF@derbyshiredales.gov.uk)

**NOTE** – incomplete applications will not be assessed.



### STAGE 3 - Appraisal Stage

Fully completed grant applications will be considered by the Appraisal team and submitted to the Grant Panel for approval. Our aim is to complete this process within the following time limits;

- Business Adaptation Grant; 15 working days
- Business Development Grant; 20 working days,
- Business Growth Grant; 25 working days.



#### Successful Applications

You will receive a formal grant offer via email from [ukspf@derbyshiredales.gov.uk](mailto:ukspf@derbyshiredales.gov.uk) within 10 days of a decision on the grant having been determined.

You must sign, date and return the grant agreement within 10 days.

**NOTE** – a wet signature must be used

You will receive an email acknowledging that your signed agreement has been received. This email will also have



#### Unsuccessful Applications

If your grant application is unsuccessful, you will receive an email from [ukspf@derbyshiredales.gov.uk](mailto:ukspf@derbyshiredales.gov.uk) explaining the reasons that your application was rejected.

Applicants can then ask the UKSPF Partnership Board to review their decision if they think that:

- the decision was based on an error of fact
- the decision was wrong in law
- the UKSPF Board made a procedural error

details or how to claim and **will contain the link to the claim form.**



Applicants must make this request within 30 days of receiving the letter and should contact:

[UKSPF@derbyshiredales.gov.uk](mailto:UKSPF@derbyshiredales.gov.uk)

**STAGE 4 - Applicant must spend own funds and complete the project**

**NOTE** - All spend and activity must be in accordance with the grant offer that you have signed.



**STAGE 5 - Claiming Your Grant**

You must claim your grant via the link that was sent to you with the acknowledgment of the grant agreement that you signed and sent back.

You have 10 days to submit your fully completed grant claim form, from the day that your project is completed.

**NOTE** - Payments will only be made upon receipt of

- a fully complete grant claim form
- compliant evidence of expenditure incurred
- evidence of completion of the project.