



Grant Methodology Applying for a grant

You should first discuss any plans you have to apply for grant money with an advisor at BRAG. Callum Gow or Sarah Somerville can be contacted on 01592 860 296. They will be able to give you an indication if it is likely to be accepted and will let you know if you should apply following the process below.

STEP ONE - Justification

You must provide us with a letter that explains why your application will benefit your business in the long run. This can include personal development as well as business development. It should show a direct increase in your businesses ability to generate a sustainable income.

STEP TWO – Gather three quotes

You must gather three quotes for the item/service you require. These quotes must be for the same item (model, level of service etc) across three different stores/providers. We understand that it is sometimes not possible to gather three quotes for very specific services or items and on these occasions we ask that you provide one quote and state in the letter of justification why you can only provide one quote.

STEP THREE – Submit application

You must submit your application in full (claim letter and quotes) to your advisor. This must be on letter headed paper. The letter can be posted to the address below or scanned and sent via email to cgow@brag.co.uk.

FAO: Callum Gow
BRAG Enterprises Ltd
Crosshill Business Centre
Main Street
Crosshill
KY5 8BJ

STEP FOUR – Clarification

If the advisor identifies any issues with your application they will contact you by phone so please ensure you provide your contact details. We will usually alter your application with your consent and continue to process it but on some occasions it may be necessary for you to resubmit your claim.

STEP FIVE - Acceptance

The advisor will then process the claim and if successful you will receive confirmation within seven working days from the date of application. We endeavour to process applications faster than this. Once you receive confirmation of your grant please send us written confirmation that you are happy to accept the grant monies immediately. As in "Step Three" this should be on letter headed paper or scanned and sent by email.

STEP SIX – Payment of the grant*

BRAGs preferred method is to buy the item on your behalf and have the item shipped to your business address. We endeavour to do this within seven days of you accepting the grant in "Step Five".

For some items we may need to pay the money into your business bank account to allow you to purchase the item. **If this is the case then please also follow STEPS SEVEN AND EIGHT.**

STEP SEVEN – Proof of Receipt

For money being transferred into your account by BACS so you can make the purchase we require;

- Proof the money has arrived in your business account. This **has** to be a copy of your **business bank account statement** that you have received by post or via digital banking. A screenshot, ATM statement, Excel Spreadsheet will **NOT** be accepted.

STEP EIGHT – Proof of Spend

- As you spend your grant we require proof the money has left your bank, again this **must** be a copy of your **business bank account statement**. Along with this we will also require a copy of the receipt/invoice for the goods/service you are buying.

*Between applying for the grant and receiving the grant, you may find the product/service you require for a lower price – you should buy the product from the supplier has been previously agreed with your advisor. If you buy the product cheaper from another provider then you **WILL** be expected to pay any money saved back to the BRAG grant scheme and it may affect future applications to the grant scheme. **PLEASE DO NOT SHOP AROUND FOR A BETTER DEAL ONCE THE GRANT AMOUNT HAS BEEN AGREED.**